

# 2020 - 21 Compliance Program

Submitted by:

**Yha Ltd (ABN:94008387791)**



# #Workplace overview

## Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Retention	No( <i>Select all that apply</i> )
...No	Not a priority
...Other (please provide)	
...Performance management processes	No( <i>Select all that apply</i> )
...No	Not a priority
...Promotions	No( <i>Select all that apply</i> )
...No	Other (please provide)
...Other (please provide)	YHA is a small organisation so this is managed rather than driven by policy or strategy.
...Talent identification/identification of high potentials	No( <i>Select all that apply</i> )
...No	Other (please provide)
...Other (please provide)	YHA is a small organisation so this is managed rather than driven by policy or strategy.
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Training and development	No( <i>Select all that apply</i> )
...No	Other (please provide)
...Other (please provide)	YHA is a small organisation so this is managed rather than driven by policy or strategy.
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Other (please specify)
...Other (please specify)	YHA is a small organisation so this is managed rather than driven by policy or strategy.

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)

...Yes	Policy
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3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

YHA has undergone a organisational restructure in August 2020. As noted in previous WGEA reports there was a number of senior positions filled by long serving male executives. The outcome of the restructure there as the opportunity to ensure there was greater gender equity in the leadership team, which is now more balance with direct reports to CEO changing to 5 male and 4 female and succession planning with two females identified for succession positions. Equality of pay for the positions in the ELT is now also more balanced and equitable.

## Governing bodies

### Yha Ltd

1: Does this organisation have a governing body?	Yes( <i>Provide further details on the governing body(ies) and its composition</i> )
1.1: What is the name of your governing body?	The YHA Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	1
...Male (M)	0
...Gender X	
...Members	
...Female (F)	4
...Male (M)	2
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes( <i>Select all that apply</i> )
	Policy Strategy
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

Since the last report to the WGEA agency the Board of Directors has continued to be led by a Female and the Chairs of one Committee has also been a female. YHA has elected one additional female director in 2020 and 2021 and one male Director resigned and has not yet been replaced. As at the date of this report the Board has 5 females and 2 male directors. The Chairs of Board and Committee are paid an additional amount for these roles. Two of

these roles are held by females. Policy for recruitment is a by law and each year a strategy is formulated to ensure the Board skill and diversity desired is progressed.

# #Action on gender equality

## Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	No( <i>Select all that apply</i> )
...No	Salaries set by awards/industrial or workplace agreements
...Other (provide details)	

2: Did your organisation receive JobKeeper payments?

Yes

2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:

.. April 2020

Yes

...May 2020

Yes

...June 2020

Yes

...July 2020

Yes

...August 2020

Yes

...September 2020

Yes

...October 2020

Yes

...November 2020

Yes

...December 2020

Yes

...January 2021

Yes

...February 2021

Yes

...March 2021

Yes

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

The organisational restructure was driven both by the COVID19 pandemic as well as a need to adapt the business post a 7 years merger process of all YHA's in Australia. The Support

Office staff reduced from 48 to 28 so there is now many less employees in the support function roles and some of the past gender inequality in roles and pay has been resolved with promotion, recruitment or departure of employees.

## Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?	Within the last 12 months
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Yes( <i>Select all that apply</i> )
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Identified cause/s of the gaps Analysed commencement salaries by gender to ensure there are no pay gaps Reported pay equity metrics (including gender pay gaps) to the governing body
.. Yes	Reported pay equity metrics (including gender pay gaps) to the executive Corrected like-for-like gaps
1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)	

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

YHA notes that the gender pay gap identified are only in the support office functions and in the EBA and general workforce there are no gender pay gaps in like for like roles.

## Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No	Not needed (provide details why)
...Not needed (provide details why)	YHA notes that the gender pay gap identified are only in the support office functions and in the EBA and general workforce there are no gender pay gaps in like for like roles.

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

## Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes(*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Lockdowns enforced 100% of office on Flexible work arrangements
...Targets have been set for men's engagement in flexible work	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Lockdowns enforced 100% of office on Flexible work arrangements
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Employee training is provided throughout the organisation	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Team-based training is provided throughout the organisation	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	No( <i>Select all that apply</i> )
...No	Not aware of the need

...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Lockdowns enforced 100% of office on Flexible work arrangements
...Other (provide details)	No

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Time-in-lieu	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Job sharing	No( <i>You may specify why the above option is not available to your employees.</i> )



...No	Not a priority
...Carer's leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Purchased leave	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...Unpaid leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Informal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

The hostel staff, who have either physical work or customer facing roles which cannot be done at home have a flexibility clause in the Enterprise agreement at section 46. The support staff are able to access flexibility as per the Remote Working and Flexibility Policy and the provisions under the Fair Work Act 2009.

# #Employee support

## Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Government scheme is sufficient

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

## Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

No(*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

The low number of employees with this need does not warrant a formal policy and each case is handled based on individual circumstances.

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...On-site childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Breastfeeding facilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Childcare referral services

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Internal support networks for parents

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Information packs for new parents and/or those with elder care responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Referral services to support employees with family and/or caring responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Targeted communication mechanisms (e.g. intranet/forums)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Coaching for employees on returning to work from parental leave	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

### Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

**Family or domestic violence**

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

No( <i>Select all that apply</i> )	
...No	Included in award/industrial or workplace agreement

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No( <i>Select all that apply</i> )
...No	Not aware of the need
...A domestic violence clause is in an enterprise agreement or workplace agreement	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	YHA is committed to supporting our people on a case by case basis.
...Workplace safety planning	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	YHA is committed to supporting our people on a case by case basis.

...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	YHA is committed to supporting our people on a case by case basis.
...Offer change of office location	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Would be considered on a case by case basis
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Other (provide details)	No( <i>Select all that apply</i> )

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.