Date Created: 21-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Class Limited 70116802058

#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

   Strategy

   Retention: No

   Other

   Other: We action retention on an individual tailored basis, not via a consistent policy.

   Performance management processes: Yes

   Strategy

   Promotions: No.

   Not a priority; Other

   Other: Internal promotions into new roles follow our recruitment priorities. In-role promotions are based upon evidence of enhanced skills and expertise which can be utilised to deliver superior outcomes

   Talent identification/identification of high potentials: YesStrategy

   Succession planning: Yes

   Strategy

   Training and development: No

   Currently under development

   Estimated Completion Date: 2023-08-31

   Key performance indicators for managers relating to gender equality: NoNot a priority; Not aware of the need

2. **Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**
   YesPolicy

4. **If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.**

Governing Bodies

Organisation: Class Limited

1.Name of the governing body: Hub24 Management Services Pty Ltd

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

| **Chair** |

Female (F)	Male (M)	Non-Binary
0	1	0
Member		
Female (F)	Male (M)	Non-Binary
2	2	0

4.Formal section policy and/or strategy: Yes
Selected value: Strategy

6. Target set to increase the representation of women: No

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?
No
Selected value: Not aware of the need

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

#Action on gender equality

Gender Pay Gaps

1. **Do you have a formal policy and/or formal strategy on remuneration generally?**
   Yes
   Strategy
   1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?
   No Non-award employees paid market rate

2. **What was the snapshot date used for your Workplace Profile?**
   2023-03-31

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

Employer action on pay equality

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

    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
    Reviewed remuneration decision-making processes; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Corrected like-for-like gaps

    1.3 What type of gender remuneration gap analysis has been undertaken?

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

Employee Consultation

1. **Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**
    NoNot a priority

2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**
    No
    Not a priority

3. **On what date did your organisation share your last year's public reports with employees and shareholders?**
    Employees:

Shareholder:

4. **Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**
   No

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

#Flexible Work

Flexible Working

1. **Do you have a formal policy and/or formal strategy on flexible working arrangements?**
   No
   Other
   Other: Work flexibility occurs on a tailored basis, without reference to policy

2. **Do you offer any of the following flexible working options to MANAGERS in your workplace?**
   Carer's leave: Yes
   SAME options for women and menFormal options are available; Informal options are available

   Compressed working weeks: No
   Not a priority
   Flexible hours of work: Yes
   SAME options for women and menFormal options are available; Informal options are available
   Job sharing: No

   Not aware of the need

   Part-time work: Yes
   SAME options for women and men

   Purchased leave: Yes
   SAME options for women and menFormal options are available
   Remote working/working from home: Yes
   SAME options for women and men
   Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes
SAME options for women and menFormal options are available

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

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**
    No

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

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**
    Yes, we offer employer funded parental leave using the primary/secondary carer definition

1. **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

    Not a priority

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

    2.1. **Employer subsidised childcare**
        No

        Insufficient resources/expertise

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

No

Not aware of the need

2.3. **Breastfeeding facilities**

Yes

Available at SOME worksites

2.4. **Childcare referral services**

No

Insufficient resources/expertise

2.5. **Coaching for employees on returning to work from parental leave**

Yes

Available at ALL worksites

2.6. **Targeted communication mechanisms (e.g. intranet/forums)**

No

Insufficient resources/expertise

2.7. **Internal support networks for parents**

Yes

Available at ALL worksites

2.8. **Information packs for new parents and/or those with elder care responsibilities**

Yes

Available at ALL worksites

2.9. **Parenting workshops targeting fathers**

Yes

Available at ALL worksites

2.10. **Parenting workshops targeting mothers**

No

Insufficient resources/expertise

2.11. **Referral services to support employees with family and/or caring responsibilities**

Yes

Available at ALL worksites

2.12. **Support in securing school holiday care**

No

Insufficient resources/expertise

2.13. **On-site childcare**

No

Insufficient resources/expertise

2.14. **Other details:** No

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

Sexual harassment, harassment on the grounds of sex or discrimination

1. **Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes

Policy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. **Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**
All Non-Managers

Yes

Voluntary question: All Non-Managers

9. **If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or 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?**

Yes

Policy

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?**

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Insufficient resources/expertise

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Insufficient resources/expertise

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

No

Insufficient resources/expertise

Training of key personnel

No

Insufficient resources/expertise

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No
Other
Provide Details:

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes
Is the leave period unlimited?
No

Number of days:

10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes
Is the leave period unlimited?
 Yes

Access to unpaid leave

Yes
Is the leave period unlimited?
 Yes

Provide Details: No

Australian Government | Workplace Gender Equality Agency

Date Created: 21-05-2023

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

DocuSigned by:

Tim Steele

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Workplace Profile Table

Industry: Computer System Design and Related Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	18	26	0	0	44
Professionals	Full-time permanent	66	62	0	0	130
	Full-time contract	4	1	0	0	5
	Part-time permanent	4	1	0	0	5
	Casual	0	2	0	0	2
Technicians And Trades Workers	Full-time permanent	0	2	0	0	2
Clerical And Administrative Workers	Full-time permanent	12	6	0	0	18
	Part-time permanent	3	0	0	0	3
Sales Workers	Full-time permanent	3	6	0	0	9

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)
** Total employees includes Non-binary

Workplace Profile Table

Industry: Computer System Design and Related Services

Manager category	Employment status	No. of employees		
		F	M	Total*
GM	Full-time permanent	2	4	6
SM	Full-time permanent	0	2	2
OM	Full-time permanent	16	20	36

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	6	5	11
			Non-managers	17	13	31
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	8	7	15
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	2	4
			Non-managers	25	27	53
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	5	6	11
			Non-managers	16	17	33
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
	Part-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	1	0	1
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	10	0	10
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	4	4
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary