



Date Created: 01-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**



# 2022 - 23 Gender Equality Reporting

## Submitted By:

Readytech Holdings Limited 25632137216

Readytech Workforce Solutions Pty Ltd 86006301471

Wagelink Australia Pty Ltd 28071900788

Jobready Tech Pty Ltd 47082572192

Vettrak Pty Ltd 92083795500

Ready Pay Services Pty Ltd 54619830223

Zambion Pty Ltd 46142754809

Open Office Holdings Pty Ltd 43632276692

McGirr Information Technology Pty Ltd 96001280315

Avaxa Pty Ltd 64102866802

Open Windows Software Pty Ltd 22605191375

The Trustee for I T VISION UNIT TRUST 34309336904

# #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

Policy; Strategy

**Retention:** Yes

Policy; Strategy

**Performance management processes:** Yes

Strategy

**Promotions:** Yes.

Strategy

**Talent identification/identification of high potentials:** Yes Strategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Strategy

Date Created: 01-06-2023

**Key performance indicators for managers relating to gender equality:** NoCurrently under development

**Estimated Completion Date:** 2024-07-31

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

YesStrategy

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

ReadyTech is committed to helping communities thrive. One of our core values is to put people first. This means that we always put people at the heart of our work, for our teams, customers, and the communities we serve. We never lose sight of the power of our people-centric technology to transform lives for the better. We passionately encourage people to bring their whole selves to work every day.

The ReadyTech People First Guidelines are designed to help all ReadyTechers understand important matters such as:

- \* Our commitment to diversity, equity, inclusion, and belonging
- \* Expectations regarding EEO, discrimination, bullying, and harassment
- \* How to address challenges, concerns, or complaints you might have about the workplace
- \* How ReadyTech manages employee performance and behaviours

By being aware of and aligned on these matters, we will ensure ReadyTech remains a place where we have engaged ReadyTechers who will help us help communities thrive.

We also have a two-year Diversity, Equity, Inclusion and Belonging strategy and a summary of this is available in the ReadyTech Corporate Governance Statement: [https://investors.readytech.com.au/FormBuilder/\\_Resource/\\_module/MRO5EW\\_iIUWmHhKduhNF7g/files/20220817-RDY-Corporate\\_Governance\\_Statement.pdf](https://investors.readytech.com.au/FormBuilder/_Resource/_module/MRO5EW_iIUWmHhKduhNF7g/files/20220817-RDY-Corporate_Governance_Statement.pdf)

## Governing Bodies

**Organisation:** Readytech Holdings Limited

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2024-12-31

Selected value:

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?

Yes

Selected value: Policy

Organisation: Readytech Workforce Solutions Pty Ltd

1. Name of the governing body: Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

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
	1	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

**6. Target set to increase the representation of women: Yes**

**6.1 Percentage (%) of target: 30**

**6.2 Year of target to be reached: 2024-12-31**

**Selected value:**

**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?**

Yes

**Selected value:** Policy

**Organisation:** Wagelink Australia Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy: Yes**

**Selected value:** Policy

**6. Target set to increase the representation of women: Yes**

**6.1 Percentage (%) of target: 30**

**6.2 Year of target to be reached: 2024-12-31**

**Selected value:**

**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?**

Yes

Selected value: Policy

**Organisation:** Jobready Tech Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy:** Yes

Selected value: Policy

**6. Target set to increase the representation of women:** Yes

**6.1 Percentage (%) of target:** 30

**6.2 Year of target to be reached:** 2024-12-31

Selected value:

**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?**

Yes

Selected value: Policy

**Organisation:** Jobready Tech Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy:** Yes

**Selected value:** Policy

**6. Target set to increase the representation of women:** Yes

**6.1 Percentage (%) of target:** 30

**6.2 Year of target to be reached:** 2024-12-31

**Selected value:**

**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?**

Yes

**Selected value:** Policy

**Organisation:** Vettrak Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2024-12-31

Selected value:

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?

Yes

Selected value: Policy

Organisation: Ready Pay Services Pty Ltd

1. Name of the governing body: Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

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
	1	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

**6. Target set to increase the representation of women: Yes**

**6.1 Percentage (%) of target: 30**

**6.2 Year of target to be reached: 2024-12-31**

**Selected value:**

**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?**

Yes

**Selected value:** Policy

**Organisation:** Zambion Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy: Yes**

**Selected value:** Policy

**6. Target set to increase the representation of women: Yes**

**6.1 Percentage (%) of target: 30**

**6.2 Year of target to be reached: 2024-12-31**

**Selected value:**

**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?**

Yes

Selected value: Policy

**Organisation:** Open Office Holdings Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy:** Yes

Selected value: Policy

**6. Target set to increase the representation of women:** Yes

**6.1 Percentage (%) of target:** 30

**6.2 Year of target to be reached:** 2024-12-31

Selected value:

**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?**

Yes

Selected value: Policy

**Organisation:** McGirr Information Technology Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy:** Yes

**Selected value:** Policy

**6. Target set to increase the representation of women:** Yes

**6.1 Percentage (%) of target:** 30

**6.2 Year of target to be reached:** 2024-12-31

**Selected value:**

**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?**

Yes

**Selected value:** Policy

**Organisation:** Avaxa Pty Ltd

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2024-12-31

Selected value:

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?

Yes

Selected value: Policy

Organisation: Open Windows Software Pty Ltd

1. Name of the governing body: Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

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
	1	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

**6. Target set to increase the representation of women: Yes**

**6.1 Percentage (%) of target: 30**

**6.2 Year of target to be reached: 2024-12-31**

**Selected value:**

**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?**

Yes

**Selected value:** Policy

**Organisation:** The Trustee for I T VISION UNIT TRUST

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**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
	1	3	0

**4.Formal section policy and/or strategy: Yes**

**Selected value:** Policy

**6. Target set to increase the representation of women: Yes**

**6.1 Percentage (%) of target: 30**

**6.2 Year of target to be reached: 2024-12-31**

**Selected value:**

**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?**

Yes

**Selected value:** Policy

**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

Policy; Strategy

**1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?**

Yes

To achieve gender pay equity; To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews); To implement and/or maintain a transparent and rigorous performance assessment process

**2. What was the snapshot date used for your Workplace Profile?**

2023-05-29

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

ReadyTech is committed to creating a fair, consistent, and transparent reward process. We regularly listen to our employees and have received feedback that performance and pay reviews are not always regular, and how we decide to pay people can be unclear. We also found that there was high variability in managing this process consistently following several acquisitions.

To address these concerns, we have started communicating about how we make decisions around pay via our "ReadyTech Reward Guidelines." These guidelines will be updated regularly to ensure that they are always in line with our values and our commitment to fairness and transparency.

We will also publish our pay gap when it becomes available and ensure that our Diversity, Equity, Inclusion, and Belonging strategy is reviewed and updated accordingly.

We believe that a fair and transparent reward process is essential for creating a positive and productive work environment. We are committed to continuous improvement in this area, and we welcome feedback from our employees.

## 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 commencement salaries by gender to ensure there are no pay gaps; 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); Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Corrected like-for-like gaps

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

Over the past two years, ReadyTech has undertaken a project to improve employee pay transparency and equity. This project has included:

- \* Consolidating all acquired businesses into a single payroll system to improve data integrity and reporting.
- \* Implementing more consistent people processes and procedures for reporting on employee changes, promotions, and flexible work requests.
- \* Analyzing data to evaluate our DEIB strategy and create a "ReadyTech Reward Guidelines" document. These guidelines detail how decisions around pay are made and answer common FAQs around pay.
- \* Delivering our "Ready Check Ins" approach to performance and development, which seeks to remove bias from decisions around performance appraisals, promotions, salary, and opportunities.



These actions align with our values, particularly “Ready to put people first” and our “People First Policy.

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

ReadyTech has invested in improving pay transparency and equity over the last two years. We have started to communicate and embed good quality people practices and shared a two-year Diversity, Equity, Inclusion, and Belonging (DEIB) strategy, which includes proactively attracting, engaging, and growing female-identifying talent.

However, there is a lack of representation in engineering and, more broadly technology, in Australia. This historical lack of representation currently impacts gender representation at the senior levels, particularly given we have acquired several small technology companies in the past two years.

Our DEIB strategy includes detailed tactics to increase representation through talent attraction and career development. We believe that these tactics will help us achieve gender pay equity in the long term.

Here are some of the specific tactics that we are using to increase representation:

- \* Review all job descriptions and advertisements and evaluation criteria with an inclusion lens. This means making sure that all job requirements are relevant to the position and that the language used is inclusive and welcoming to all candidates.
- \* Communicate People Policies including Recruitment Guidelines to reinforce the commitment to diversity, equity, inclusion and belonging in the talent sourcing and selection processes. This means ensuring that all employees know the company’s commitment to DEIB and understand how to support these efforts.
- \* Ensure a diverse range of candidates is represented at the shortlist stage. This means actively seeking out candidates from underrepresented groups and ensuring they are given a fair chance to compete for the job.
- \* Increase the diversity of interview panels. This means including people from different backgrounds and perspectives on the interview panel.
- \* Train hiring leaders in recruitment and selection practices, heightening self-awareness around bias. This means training hiring managers on how to identify and mitigate unconscious bias in the hiring process.
- \* Leverage technology to implement standardized testing across ReadyTech to hire

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for diversity and reduce bias. This means using technology to assess candidates' skills and abilities fairly and objectively.

- \* Pilot participation in a formal cadetship program to source female tech talent. This means creating a program specifically targeting female students interested in pursuing a career in technology.

- \* Ensure all high-potential talent have an agreed development plan in place. This means providing all high-potential employees the opportunity to develop their skills and advance their careers.

- \* Provide DEIB training and education to all ReadyTechers. This means allowing all employees to learn about DEIB and how to create a more inclusive workplace.

- \* Identify high-potential women from the business who can be invited regularly to join the ELT for a "run-the-business" forum to gain exposure and experience. This means providing high-potential women with the opportunity to learn about the business and gain exposure to senior leadership.

- \* Provide EAP to ICs and Leaders on how to support an inclusive culture. This means providing employees with the support they need to create a more inclusive workplace.

- \* Establish employee advocacy groups for Indigenous, Gender, LGBTIQ and Neurodiverse inclusion. This means creating groups where employees can share their experiences and advocate for change.

- \* Communicate how we determine salaries and encourage people to discuss the value exchange openly. This means being transparent about how salaries are determined and encouraging employees to negotiate their salaries.

- \* Provide negotiation training to females to assist them in more effective conversations around salary, promotions, increased responsibility, flexibility, gaining approval for internal business cases and resolving customer challenges. This means providing women with the skills they need to negotiate effectively and support them to do so when they wish.

- \* Review policies and practices with an inclusion lens and proactively look to identify and remove systemic barriers to inclusion. This means regularly reviewing policies and practices to ensure they are inclusive and welcoming to all employees.

- \* Train Leaders on flexible work and provide on-the-job coaching for Leaders managing flexible work requests. This means providing leaders with the training they need to support flexible work arrangements.

- \* Review our Paid Parental Leave offering and provide additional support for new parents when commencing and returning from parental leave. This means ensuring all new parents have the support they need to balance work and family.

- \* Showcase Leaders in working flexibly via internal communications and LI. This could be showcasing parental responsibilities, elder care and other community-focused initiatives. This means sharing stories of leaders who are working flexibly to

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show that it is possible to have a successful career while also balancing other commitments.

\* Regularly survey our team about DEIB, including those who exit the business. This means collecting employee feedback about their experiences and using this feedback to improve the DEIB strategy.

We believe that these tactics will help us to achieve gender pay equity in the long term. We are committed to creating a workplace where everyone is treated fairly and has the opportunity to succeed.

## Employee Consultation

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

Yes

- 1.1 How did you consult employees?**

Exit interviews; Survey

- 1.2 Who did you consult?**

ALL staff

- 2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**

Yes

Strategy

- 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?**

Yes

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

The ReadyTech Board of Directors has been instrumental in developing the ReadyTech Reward Guidelines. They have provided valuable insights from data analysis, and they have been kept up-to-date on changes to WGEA legislation and the Company's obligations. The Board is committed to ensuring that ReadyTech Management is able to

bring these changes to life for our people.

# #Flexible Work

## Flexible Working

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

Yes

Policy; Strategy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

**A business case for flexibility has been established and endorsed at the leadership level**

Yes

**The organisation's approach to flexibility is integrated into client conversations**

No

Currently under development

**Estimated Completion Date: 2024-06-30**

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

Yes

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

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  
Currently under development

**Estimated Completion Date: 2024-01-01**

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

No  
Currently under development

**Estimated Completion Date: 2024-01-01**

**Leaders are held accountable for improving workplace flexibility**

Yes

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

No  
Not aware of the need

**Team-based training is provided throughout the organisation**

Yes

**Other:** No

**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 men Formal options are available

**Compressed working weeks:** Yes

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SAME options for women and men Formal options are available

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available

**Job sharing:** Yes

SAME options for women and men

Formal options are available

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** No

Other

**Other:** We don't offer purchased leave but we do offer 5 additional days leave per year.

**Remote working/working from home:** Yes

SAME options for women and men Formal options are available

**Time-in-lieu:** Yes

SAME options for women and men

Formal options are available

**Unpaid leave:** Yes

SAME options for women and men Formal 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?**

Yes, women and men

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

ReadyTech believes that there is no "one size fits all" setting for the workplace. We recognize that our employees have different needs and preferences when it comes to work-life balance, and we want to support them in finding a work arrangement that works best for them.

That's why we offer a flexible work policy that allows employees to work from home, the office, or a hybrid of both. We believe that this approach will help us attract and retain top talent, improve employee satisfaction and productivity, and better serve our customers.

Our flexible work policy is based on the following principles:

\* Trust: We trust our employees to be responsible and productive, regardless of

where they work.

- \* Customer focus: We want to make sure that our employees are able to meet the needs of our customers, regardless of where they are located.
- \* Flexibility: We want to give our employees the flexibility to choose the work arrangement that best meets their needs.
- \* Equity: We want to make sure that all employees have access to the same opportunities, regardless of their location.
- \* Empathy: We understand that everyone is different, and we want to be flexible enough to accommodate different needs.

ReadyTech shared a Playbook and Toolkit to support these conversations in 2022.

# #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.**

We are currently reviewing our paid parental leave policies to ensure that they are fair, equitable, and supportive of our employees' families. We are committed to providing ReadyTechers with the flexibility they need to make choices about work and caring responsibilities.

We will ensure that our new policy complements the changes to Australian legislation and that it is competitive with other Australian, New Zealand, and UK companies. We believe that a strong parental leave policy is essential to supporting our employees and their families, and we are committed to providing this impactful support.

## Support for carers

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

Yes

Policy

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

Other

**Other:** All employees salaries and bonuses are reviewing while on parental leave, in accordance with our ReadyTech Reward Guidelines. We have not identified a problem with team members returning from parental leave.

**2.3. Breastfeeding facilities**

Yes

Available at ALL worksites

**2.4. Childcare referral services**

No

Other

**Other:** Selecting childcare is a highly personal choice that parents must make. We have not decided to invest in this strategy at this time.

**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

Currently under development

**Estimated Completion Date:** 2024-06-30

**2.7. Internal support networks for parents**

No

Currently under development

**Estimated Completion Date:** 2024-06-30

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

No

Currently under development

**Estimated Completion Date:** 2025-06-30

**2.9. Parenting workshops targeting fathers**

No

Insufficient resources/expertise

**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.**

ReadyTech provides its employees with access to Sonder, an active care app that can help working parents and those with caring responsibilities in several ways. For example:

\* Wellbeing support: Sonder provides immediate support in 15 seconds or less, and the ability to chat with registered health professionals, including psychologists and nurses.

\* Daily wellbeing tools and resources: Sonder provides daily wellbeing tools and resources, including specialist information on pregnancy and parenting.

\* Clinically-backed self-assessment: Sonder offers clinically-backed self-assessments for depression, anxiety, and stress.

\* Safety features: Sonder offers safety features, such as the ability to ask Sonder to discreetly conduct a safety check-up at a time that suits.

Sonder supports carers to take active control of their wellbeing at a time and method that is convenient to them.

## 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

Yes

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**

Yes

**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)**

Yes

**Training of key personnel**

No

Other

**Provide Details:** Instructions are to come to Chief People Officer for assistance.  
**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)**

Yes

**Is the leave period unlimited?**

No

Date Created: 01-06-2023

**Number of Days:**

10

**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?**

No

**Number of Days:**

10

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

No

**Number of days:**

10

**Provide Details:** No

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

ReadyTech was ahead of the curve in implementing 10 days of family or domestic abuse leave, well in advance of the introduction of legislation in Australia. We understand that this is a sensitive issue, and we take great care to ensure that all information is kept confidential. We do not enter this information into payroll systems, as this could put the team member at further risk.