



Date Created: 10-08-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 10-08-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Encore It Services Pty Ltd 29099576922

#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

Retention: Yes

Policy

Performance management processes: Yes

Policy

Promotions: Yes.

Policy

Talent identification/identification of high potentials: YesPolicy

Succession planning: No

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: No

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: Encore It Services Pty Ltd

1.Name of the governing body: Encore IT Services Pty Ltd

2.Type of the governing body: Other governing body/authority

3.Specified governing body type: Encore IT is a privately owned family run business with 2 directors each owning 50% share. Appointing formal board of directors has not been required to date, nor is it anticipated to occur in the future.

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	0	0
Member			

Female (F)	Male (M)	Non-Binary
0	0	0

4. Formal section policy and/or strategy: No

Selected value: Other

Other value: Encore IT is a privately owned family run business with 2 directors each owning 50% share. Appointing formal board of directors has not been required to date.

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

Selected value:

Other

Other value: N/A as company is already run by 1 woman director with 50% share.

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: Other

Other value: Not required. Company is a family-owned business with each director having 50% share. Directors set the direction of the company. No governing body is needed.

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?

No

Salaries set by awards/industrial or workplace agreements; Other

Other: Pay rates for head office staff are set by awards. Pay rates for labour hire workers are determined by market forces over which Encore IT has no control.

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

30/06/2022

- 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)?**

No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)Non-award employees paid market rate

- 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?**

Yes

- 1.1 How did you consult employees?**

Performance discussions

- 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?**

No

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

Employees:

Yes

Date:27/05/2022

Shareholder:

Yes

Date:27/05/2022

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.

<p>Encore IT is a family operated business with only 2 directors each owning 50% share of the business. Wages of directors are set in consultation with each other. Consultation with labour hire staff regarding gender equality in the workplace is not possible as their pay rates are set by host organisations in accordance with market forces.</p>

#Flexible Work

Flexible Working

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

Yes

Policy

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

Yes

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

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

No

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

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

No

Leaders are held accountable for improving workplace flexibility

No

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

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

No

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; Informal options are available

Compressed working weeks: Yes

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; Informal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Other

Other: All workers in the organisations are either engaged under casual working arrangements or they are independent contractors. Hence, leave provisions do not apply.

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 men Informal 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?

Don't know / Not applicable

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

Encore IT offers very flexible working arrangements with head office employees both on a formal and as-needs basis. Encore IT has no control over the working environments of its labour hire workers in client organisations. However, working in a government environment alongside APS staff does tend to mean that the same

benefits of flexible working arrangements for APS staff are inherently afforded to labour hire staff as well.</p>

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

No

Other

Other: Head office staff are engaged under casual arrangements so there are no provisions for paid leave. Labour hire workers are considered independent contractors and are likewise not entitled to paid leave.

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?

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

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

No

- 2.3. Breastfeeding facilities

Yes

Available at ALL worksites

- 2.4. Childcare referral services

No

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

No

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

No

2.7. Internal support networks for parents

No

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

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

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

No

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

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

Date Created: 10-08-2023

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?

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

All Managers:

Yes

Annually

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

Date Created: 10-08-2023

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

No

Other

Provide Details: Encore IT would negotiate with client organisations to determine the feasibility of changing work location for labour hire staff.

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

Yes

Training of key personnel

Yes

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?

Yes

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

No

Other

Provide Details: Encore is a small family-owned business. It is not financially viable to offer paid family and domestic violence leave beyond the legislative requirements.

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

Yes

Is the leave period unlimited?

No

How many days are provided? 40

Access to unpaid leave

Yes

Is the leave period unlimited?

No

How many days are provided?

40

Other: No

Provide Details:



Date Created: 10-08-2023

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