

2020 - 21 Compliance Program

Submitted by:

Coventry Group Limited
(ABN:37008670102)

NUBCO PROPRIETARY LIMITED
(ABN:14009543248)



#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 | Yes(<i>Select all that apply</i>) |
| ...Yes | Strategy |
| ...Performance management processes | Yes(<i>Select all that apply</i>) |
| ...Yes | Policy |
| ...Promotions | Yes(<i>Select all that apply</i>) |
| ...Yes | Strategy |
| ...Talent identification/identification of high potentials | Yes(<i>Select all that apply</i>) |
| ...Yes | Strategy |
| ...Succession planning | Yes(<i>Select all that apply</i>) |
| ...Yes | Strategy |
| ...Training and development | Yes(<i>Select all that apply</i>) |
| ...Yes | Policy Strategy |
| ...Key performance indicators for managers relating to gender equality | Yes(<i>Select all that apply</i>) |
| ...Yes | Strategy |

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

| | |
|-------------------------------------|----------|
| Yes(<i>Select all that apply</i>) | |
| ...Yes | Strategy |

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

Governing bodies

Coventry Group Limited

| | |
|---|--|
| 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? | Coventry Group Ltd |
| 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) | 0 |
| ...Male (M) | 1 |
| ...Gender X | 0 |
| ...Members | |
| ...Female (F) | 0 |
| ...Male (M) | 4 |
| ...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 |
| 1.5: Has a target been set to increase the representation of women on this governing body? | No(<i>Select all that apply</i>) |
| | Not a priority |

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

n/a

#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

Strategy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...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 be transparent about pay scales and/or salary bands
 To ensure managers are held accountable for pay equity outcomes
 To implement and/or maintain a transparent and rigorous performance assessment process

2: Did your organisation receive JobKeeper payments?

No

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.

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?

Other (provide details)

...Other (provide details)

Conducted as required. Determined from reporting and requests for review

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes(*Select all that apply*)

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Corrected like-for-like gaps

.. Yes

2: 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?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Survey
Focus groups
Exit interviews
Performance discussions

1.2: Who did you consult?

ALL staff

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 | Not a priority |
| ...Targets have been set for men's engagement in flexible work | No (<i>Select all that apply</i>) |
| ...No | Not a priority |
| ...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 | Yes |
| ...Team-based training is provided throughout the organisation | Yes |
| ...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 | Other (provide details) |
| ...Other (provide details) | Done on an as needs basis |
| ...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement) | No (<i>Select all that apply</i>) |
| ...No | Insufficient resources/expertise |
| | |

| | |
|---|------------------------------------|
| ...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 | Insufficient resources/expertise |
| ...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 | Insufficient resources/expertise |

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 |
| ...Job sharing | No(<i>You may specify why the above option is not available to your employees.</i>) |
| ...No | Other (provide details) |
| ...Other (provide details) | Currently have no job sharing requirements |
| ...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 |
| ...Purchased leave | No(<i>You may specify why the above option is not available to your employees.</i>) |

| | |
|-----------------------------------|--|
| ...No | Insufficient resources/expertise |
| ...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 | Formal options are available 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.

#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

Insufficient resources/expertise

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(Select all that apply)

...Yes

Strategy

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

Insufficient resources/expertise

...On-site childcare

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

...No

Insufficient resources/expertise

...Breastfeeding facilities

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at SOME worksites

...Childcare referral services

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

...No

Insufficient resources/expertise

...Internal support networks for parents

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

...No

Insufficient resources/expertise

...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

Insufficient resources/expertise

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

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

...No

Insufficient resources/expertise

| | |
|--|--|
| ...Referral services to support employees with family and/or caring responsibilities | Yes(<i>Please indicate the availability of this support mechanism.</i>) |
| ...Yes | Available at ALL worksites |
| ...Targeted communication mechanisms (e.g. intranet/forums) | Yes(<i>Please indicate the availability of this support mechanism.</i>) |
| ...Yes | Available at ALL worksites |
| ...Support in securing school holiday care | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise |
| ...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 | Insufficient resources/expertise |
| ...Parenting workshops targeting mothers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise |
| ...Parenting workshops targeting fathers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise |
| ...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(<i>Select all that apply</i>) | |
| ...Yes | Policy Strategy |
| 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 Other (provide details) |
| ...Other (provide details) | Refresher training completed via online portal |
| ...All employees | Yes(<i>Please indicate how often is this training provided (select all that apply):</i>) |
| ...Yes | At induction Other (provide details) |
| | |

| | |
|----------------------------|--|
| ...Other (provide details) | Refresher training completed via online portal |
|----------------------------|--|

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?

Yes(Select all that apply)

| | |
|--------|--------|
| ...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?

| | |
|--|--|
| ...Employee assistance program (including access to psychologist, chaplain or counsellor) | Yes |
| ...Training of key personnel | Yes |
| ...A domestic violence clause is in an enterprise agreement or workplace agreement | No(Select all that apply) |
| ...No | Other (provide details) |
| ...Other (provide details) | We do not have an EA or Workplace agreement. |
| ...Workplace safety planning | Yes |
| ...Access to paid domestic violence leave (contained in an enterprise/workplace agreement) | No(Select all that apply) |
| ...No | Other (provide details) |
| ...Other (provide details) | We do not have an EA or Workplace agreement. |
| ...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) | Yes |
| ...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) | No(Select all that apply) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Access to unpaid leave | Yes |
| ...Confidentiality of matters disclosed | Yes |
| ...Referral of employees to appropriate domestic violence support services for expert advice | Yes |
| ...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) | Yes |
| ...Offer change of office location | Yes |
| ...Emergency accommodation assistance | No(<i>Select all that apply</i>) |
| ...No | Not aware of the need |
| ...Access to medical services (e.g. doctor or nurse) | Yes |
| ...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.