

2020 - 21 Compliance Program

Submitted by:

**Police Credit Union Limited
(ABN:30087651205)**



#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	Strategy Policy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Other (please specify)
...Other (please specify)	Position appointments across the organisation are awarded based on merit of the candidate. The Police Credit Union have a policy specifically focused on Diversity & Inclusion which recognises the positive impact on organisational performance and the community. Decisions regarding recognition and promotions are always based on merit.

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

Yes(*Select all that apply*)

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...Yes	Policy Strategy
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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.

Governing bodies

Police Credit Union 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?	Police Credit Union 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)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	1
...Male (M)	6
...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>)
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, 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 (*Select all that apply*)

...Yes	Policy Strategy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	Yes (<i>Select all that apply</i>)
...Yes	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) Other (provide details)
...Other (provide details)	Employees of the Police Credit Union are covered by an Enterprise Agreement whereby pay levels are determined based on the role responsibility, level of experience, education, performance and the technical requirements of the position (in accordance with the Mutuals Market Salary Survey).

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	No
...November 2020	No
...December 2020	No
...January 2021	No
...February 2021	No
...March 2021	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?	Within the last 12 months
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	No(Select all that apply)
...No	No unexplained or unjustifiable gaps identified
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)	Remuneration is based on the ranges within the Enterprise Agreement which are above the modern award. Pay levels for those about level 5 of the Enterprise Agreement are determined by level of experience, education, performance and responsibility as well as the technical / specialist requirements of the position in line with the McGuirk Mutuals Industry Salary Survey Data.

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

Remuneration Benchmarking against the McGuirk Mutuals Salary Survey is undertaken each year for each position in the Police Credit Union to ensure pay equity.

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)	Education regarding fair treatment and code of conduct are undertaken regularly by all staff. To date there have been no reported concerns or requirements to consult further on gender equality.

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 Strategy
...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)	Flexible Work Arrangements are considered on a case by case basis.
...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)	Flexible Work Arrangements are considered on a case by case basis.
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...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	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes

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

...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

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?

No

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

Other (provide details)

...Other (provide details)

The Police Credit Union Enterprise Agreement provides an additional two weeks of Paid Annual Leave for anyone with two or more years of service and whom have returned to work from Maternity Leave for a period of three months. After six months that Employee receives another two weeks of Annual Leave. The twenty days of Annual Leave can be cashed in part, or in full. Employees who return from Maternity Leave are also provided with an additional ten days paid personal/carers leave after having returned to the workplace for a period of three months.

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.

The Credit Unions Enterprise Agreement provides an additional 2 weeks of Annual leave accrual for anyone with

2 or more years of service and whom have returned from work for a period of 3 months and then another 2

weeks annual leave after 6 months of return to work. The 20 days can be cashed in part of in full to support the

employee financially. Further to this, employees are also provided with an additional 10 days paid personal /

carers leave after returning to work for a period of 3 months

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)

Policy

...Yes	Strategy
2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?	
...Employer subsidised childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Government subsidised childcare is accessible for staff of the Police Credit Union.
...On-site childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Onsite Childcare has been investigated however there is a limitation of building space, expertise and interest.
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Internal support networks for parents	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Information packs for new parents and/or those with elder care responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...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
...Other (provide details)	
...Coaching for employees on returning to work from parental leave	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites

...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.

Additional support is provided to carers at the Police Credit Union through the provision of information guidelines and in-house coaching support that helps prepare Employees for their parental leave as well as additional leave provisions including:

- Unpaid Grandparents Leave
- Paid / Unpaid Carers Leave
- Purchased leave
- Time off in lieu
- Flexible work options (through Individual Flexibility Arrangement - IFA - requests) - i.e. part-time work, job sharing, working from home, compressed working weeks, changing start / finish times.

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

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 Strategy

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	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(Select all that apply)
...No	Other (provide details)
...Other (provide details)	The Police Credit Union provide Employees who are suffering from family or domestic violence with paid personal leave. When their paid personal leave is exhausted then as per the Enterprise Agreement there is an entitlement for additional paid personal leave for victims of crime (i.e. crimes such as family / domestic violence).
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(Select all that apply)
...No	Other (provide details)
...Other (provide details)	The Police Credit Union provide Employees who are suffering from family or domestic violence with paid personal leave. When their paid personal leave is exhausted then as per the Enterprise Agreement there is an entitlement for additional paid personal leave for victims of crime (i.e. crimes such as family / domestic violence).

...Access to unpaid leave	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	The Police Credit Union provide Employees who are suffering from family or domestic violence with paid personal leave. When their paid personal leave is exhausted then as per the Enterprise Agreement there is an entitlement for additional paid personal leave for victims of crime (i.e. crimes such as family / domestic violence).
...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	Yes
...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.

The Police Credit Union provide Employees who are suffering from family or domestic violence with paid personal leave. When their paid personal leave is exhausted then as per the Enterprise Agreement there is an entitlement for additional paid personal leave for victims of crime (i.e. crimes such as family / domestic violence).

In addition, the organisation provides free confidential counseling services for its employees and their direct relatives. With the victims consent, the People & Culture department will contact local relevant housing bodies to seek temporary accommodation and support for victims. The People & Culture department will also contact direct medical services if required for intervention and medical support.

Additional security in office locations are considered where there is a risk to employee safety or well-being.

Where an Employee needs access to their pay in advance, this is considered in line with the needs of the individual (on a case by case basis).