

# 2020 - 21 Compliance Program

Submitted by:

**Australian Mutual Bank Ltd  
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# #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 Strategy
...Retention	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy
...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	Policy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Not a priority

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

No( <i>Select all that apply</i> )	
...No	Other (provide details)
...Other (provide details)	Policy is in place that requires all employees and potential employees to be treated fairly irrespective of race, disability, nationality or ethnic origin, political opinion, religious affiliation, gender, sexual preference, marital status or family/carer's responsibilities and this is supported by training. Mechanisms are also in place for reporting of potential or known discrimination.

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

## Governing bodies

*Australian Mutual Bank Ltd*

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?	Austral
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)	3
...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> )
	Do not have control over governing body/appointments
	Australian Mutual Bank Ltd is a mutual organisation where Directors are democratically nominated, elected and appointed by members.

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

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

Yes(*Select all that apply*)

...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)  
To be transparent about pay scales and/or salary bands  
To implement and/or maintain a transparent and rigorous performance assessment process  
Other (provide details)

...Other (provide details)

Minimum rates of pay up to level 6 are set out in the enterprise agreement and are defined by position characteristics, skills and experience. There are no positions within the company that require gender specific attributes. Remuneration reviews are undertaken using a framework consisting: ASX principle 8, remuneration policy, enterprise agreement, salary budget, award, national wage case decisions, remuneration surveys, role, responsibility and individual performance. Employees are free to disclose their remuneration to others including peers. Remuneration policy sets out the company's commitment to remunerate fairly and responsibly and without any reference to gender in order to attract and retain high quality directors and to attract, retain and motivate senior executives.

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

19-Jun-2020

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)?

No(Select all that apply)

...No	Other (provide details)
...Other (provide details)	Minimum rates of pay up to level 6 are set out in the enterprise agreement, remuneration increases are negotiated collectively and applied as a percentage increase to an employee's current rate. Market conditions from time to time trigger the need to review remuneration outside the collective process to attract and/or retain high quality talent. Employees such as higher level managers who fall outside the enterprise agreement collective bargaining process for remuneration increases, negotiate individually based on their role, responsibility, qualifications, experience and performance.

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?

No(Select all that apply)

...No	Others (Provide Details)
...Others (Provide Details)	Employees are consulted on parental leave through the enterprise bargaining process. The parental leave provisions are separated by primary and secondary carer, not gender. Employees are also consulted on flexible working arrangements through the enterprise bargaining process. All employees receive education and training in relation to sex based harassment and discrimination through policy and training modules.

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?

No(*Select all that apply*)

...No	Other (provide details)
...Other (provide details)	Flexible working arrangement provisions are contained in the enterprise agreement. Any employee, including casuals can make a request for flexible working arrangements if they have completed 12 months continuous service. The right to request conditions are gender neutral.

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	Informal options are available
...Compressed working weeks	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...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	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	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...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?

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.

Gender neutral transition to retirement conditions are contained within the enterprise agreement.

# #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?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy
1.1.c: How do you pay employer funded paid parental leave to primary carers?	As a lump sum payment
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on government funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	6
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	As a lump sum payment



1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%

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 company matches the weekly Government payment thereby providing an equal benefit irrespective of gender or position. Payments for the primary carer are made as Government payments are received and processed through the pay system. Payments for the secondary carer are made upon receiving evidence that the employee has received the Government payments.

## Support for carers

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

No( <i>Select all that apply</i> )	
...No	Other (provide details)
...Other (provide details)	Flexible working arrangements are covered in the enterprise agreement. Any employee, including casuals can make a request for flexible working arrangements if they have completed 12 months continuous service. Primary carers who return to work after parental leave receive 5 days additional personal/carers leave (pro rata for part time employees) to assist with the care of the child.

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)	Due to the size of the company this is not feasible at this point in time.
...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)	Due to the size of the company this is not feasible at this point in time.
	No( <i>You may specify why the above support</i>

...Breastfeeding facilities	<i>mechanism is not available to your employees.)</i>
...No	Other (provide details)
...Other (provide details)	The company has not been approached for this type of facility, though would give any such requests favourable consideration.
...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	No( <i>You may specify why the above support mechanism is not available to your employees.)</i> )
...No	Not a priority
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No( <i>You may specify why the above support mechanism is not available to your employees.)</i> )
...No	Other (provide details)
...Other (provide details)	Primary carers who return to work after parental leave receive 5 days additional personal/carers leave (pro rata for part time employees) to assist with the care of the child.
...Information packs for new parents and/or those with elder care responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.)</i> )
...No	Not a priority
...Referral services to support employees with family and/or caring responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.)</i> )
...No	Not a priority
...Targeted communication mechanisms (e.g. intranet/forums)	No( <i>You may specify why the above support mechanism is not available to your employees.)</i> )
...No	Not a priority
...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	Other (provide details)
...Other (provide details)	Employees have access to keeping in touch days to undertake training prior to returning from parental leave.
...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
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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 (*Select all that apply*)

...Yes	Policy
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 Every one-to-two years
...All employees	Yes ( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction Every one-to-two years

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?

No (*Select all that apply*)

...No	Included in award/industrial or workplace agreement
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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	No ( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Designated managers are able to support employees by referring them on to external qualified persons.
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes

...Workplace safety planning	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Employees who are experiencing family or domestic violence can request to change their work location, work contact details, start/finish time and days of work.
...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( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Reference to the NES for unpaid family and domestic violence leave is contained within the enterprise agreement.
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Covered in the enterprise agreement.
...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)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Access to financial support outside the paid leave covered in the enterprise agreement, would be considered on a case by case basis.
...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	There are no formal mechanisms in place to apply for emergency accommodation assistance though any such need or request would be given due consideration.

...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Not a priority Other (provide details)
...Other (provide details)	There are no formal mechanisms in place though any such need or request would be given due consideration.
...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.

There are no formal mechanisms in place to apply for financial support for legal services, though the company has provided such support in the past. Any request for financial support for legal services would be given due consideration.

# Workplace Profile Table

Industry: Finance

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	27	20	0	0	47
	Part-time permanent	1	1	0	0	2
Professionals	Full-time permanent	7	6	0	0	13
	Part-time permanent	2	0	0	0	2
	Casual	0	1	0	0	1
Technicians And Trades Workers	Full-time permanent	3	3	0	0	6
	Part-time permanent	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	61	13	0	0	74
	Full-time contract	3	1	0	0	4
	Part-time permanent	21	2	0	0	23
	Casual	8	1	0	0	9

\* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Gender X

# Workplace Profile Table

Industry: Finance

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	2	4	6
SM	-2	Full-time permanent	0	1	1
OM	-2	Full-time permanent	5	9	14
		Part-time permanent	1	1	2
	-3	Full-time permanent	4	0	4
	-4	Full-time permanent	16	8	24

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Finance

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers		2	2
			Non-managers	2	2	4
		Fixed-Term Contract	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	2		2
			Non-managers	8	3	11
	Part-time	Permanent	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	N/A	Casual	Non-managers	1		1

\* Total employees includes Gender X



# Workforce Management Statistics Table

Industry: Finance

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	Managers		1	1
			Non-managers	4	1	5
	Part-time	Permanent	Non-managers	1		1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	1		1
	Part-time	Permanent	Non-managers	4		4

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Finance

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1	1

\* Total employees includes Gender X