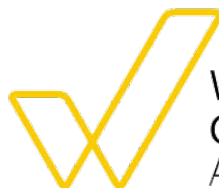




**Australian Government**



**Workplace  
Gender Equality  
Agency**



# 2022 - 23 Gender Equality Reporting

## Submitted By:

Gwa Group Limited 15055964380

# Workplace Profile Table

Industry: Basic Material Wholesaling

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	28	57	0	0	85
	Part-time permanent	6	1	0	0	7
Professionals	Full-time permanent	26	37	0	0	63
	Full-time contract	1	1	0	0	2
	Part-time permanent	1	1	0	0	2
Technicians And Trades Workers	Full-time permanent	0	21	0	0	21
Clerical And Administrative Workers	Full-time permanent	39	8	0	0	47
	Full-time contract	1	1	0	0	2
	Part-time permanent	9	2	0	0	11
	Casual	1	0	0	0	1
Sales Workers	Full-time permanent	29	28	0	0	57
	Full-time contract	0	1	0	0	1
	Part-time permanent	5	0	0	0	5
	Part-time contract	2	0	0	0	2
Machinery Operators And Drivers	Full-time permanent	7	48	0	0	55
	Part-time permanent	1	3	0	0	4

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

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Basic Material Wholesaling

		No. of employees		
Manager category	Employment status	F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	3	3	6
SM	Full-time permanent	9	20	29
	Part-time permanent	2	0	2
OM	Full-time permanent	16	33	49
	Part-time permanent	4	1	5

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Basic Material Wholesaling

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	6	9	15
			Non-managers		1	1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	3	2	5
			Non-managers	5	2	7
	Part-time	Permanent	Managers	1		1
			Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	3	8	11
			Non-managers	30	35	65
		Fixed-Term Contract	Non-managers	3	1	4
	Part-time	Permanent	Managers	1		1
			Non-managers	1		1
		Fixed-Term Contract	Non-managers	2	1	3
	N/A	Casual	Non-managers	3	1	4

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Basic Material Wholesaling

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	CEO, KMPs, and HOBs		1	1
			Managers	5	7	12
			Non-managers	24	22	46
	Part-time	Permanent	Managers	1		1
			Non-managers	3	2	5
		Fixed-Term Contract	Non-managers	1		1
	N/A	Casual	Non-managers	1		1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	7		7
	Part-time	Permanent	Managers	3		3
			Non-managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

\* Total employees includes Non-binary

# #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

Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Strategy

**Talent identification/identification of high potentials:** YesStrategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy; Strategy

**Key performance indicators for managers relating to gender equality:** YesStrategy

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

YesPolicy; Strategy

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:** Gwa Group Limited

**1.Name of the governing body:** GWA Group Limited

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

**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
	3	5	0

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

**Selected value:** Policy; Strategy

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

**Selected value:** Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

**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 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)

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

2023-03-31

**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)?

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

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; Trained people-managers in addressing gender bias (including unconscious bias); Corrected like-for-like gaps

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

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?

Consultative committee or group; Exit interviews; Other

**Other:** Engagement 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

Policy

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 Industry Benchmark 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.

# #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

Other

**Other:** Regular conversations with clients take place in relation to their satisfaction with the service provided to them.

Employees are surveyed on whether they have sufficient flexibility

No

Other

**Other:**

**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

Other

**Other:** The flexible work policy has been in place since 2010 and is well embedded in terms of application across the organisation

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

No

Not a priority

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

No

Not a priority

**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**

Date Created: 27-04-2023

No  
Other

**Other:** Already well embedded across the organisation  
**Team-based training is provided throughout the organisation**

No  
Other

**Other:** Training is provided on an individual case by case basis by coaching rather than team based Training.

**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:** No

Not a priority

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available; Informal 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

**Purchased leave:** Yes

SAME options for women and men Formal options are available

**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 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?

No

7. 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 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.

## 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

Not a priority

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

No

Not a priority

- 2.3. Breastfeeding facilities

Yes

Available at SOME worksites

- 2.4. Childcare referral services

No

Not a priority

**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)**

Yes

Available at ALL worksites

**2.7. Internal support networks for parents**

No

Other

**Other:** EAP if offered to all employees

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

Yes

Available at ALL worksites

**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

Not a priority

**2.13. On-site childcare**

No

Not a priority

**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: 27-04-2023

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; Strategy

- 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 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

No

Other

**Provide Details:** Provided by Fair Work Legislation

**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**

No

Other

**Provide Details:** Access to EAP services which could provide contacts for such resources

**Provision of financial support (e.g. advance bonus payment or advanced pay)**

No

Other

**Provide Details:** Has not been required

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

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

No

Other

**Provide Details:** Access to EAP services which could provide contacts for such resources

**Training of key personnel**

No

Other

**Provide Details:** We utilise the EAP for specialised support in this area.

**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)

No

Other

**Provide Details:** Provided as a general employment condition by the company whether part of an existing agreement or not.

### 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)

No

Other

**Provide Details:** Provided as a general employment condition by the company whether part of an existing agreement or not.

### Access to unpaid leave

Yes

Is the leave period unlimited?

No

Number of days:

10

**Provide Details:** No

Date Created: 27-04-2023

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