



## 2021 - 22 Compliance Program

Submitted by:

**Gwa Group Limited (ABN: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	30	50	0	0	80
	Full-time contract	2	0	0	0	2
	Part-time permanent	5	1	0	0	6
Professionals	Full-time permanent	18	42	0	0	60
	Full-time contract	0	1	0	0	1
	Part-time permanent	2	1	0	0	3
	Part-time contract	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	20	0	0	20
Clerical And Administrative Workers	Full-time permanent	49	7	0	0	56
	Full-time contract	0	2	0	0	2
	Part-time permanent	5	3	0	0	8
	Part-time contract	2	0	0	0	2
	Casual	2	0	0	0	2
Sales Workers	Full-time permanent	25	25	0	0	50
	Part-time permanent	4	0	0	0	4
	Part-time contract	2	0	0	0	2
Machinery Operators And Drivers	Full-time permanent	7	49	0	0	56
	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 Gender X

# Workplace Profile Table

Industry: Basic Material Wholesaling

			No. of employees		
Manager category	Level to CEO	Employment status	F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	0	2	2
GM	-1	Full-time permanent	3	2	5
SM	-2	Full-time permanent	8	15	23
		Full-time contract	1	0	1
		Part-time permanent	2	0	2
OM	-2	Full-time permanent	2	5	7
	-3	Full-time permanent	16	24	40
		Full-time contract	1	0	1
		Part-time permanent	2	1	3
	-4	Full-time permanent	1	1	2
		Part-time permanent	1	0	1

\* Total employees includes Gender X

# 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	5	6	11
			Non-managers	3	2	5
	Part-time	Permanent	Managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	3	1	4
			Non-managers	6	1	7
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	3	3	6
			Non-managers	29	25	54
		Fixed-Term Contract	Managers	2	1	3
			Non-managers	1	6	7
	Part-time	Permanent	Managers	1		1
			Non-managers	4	1	5
		Fixed-Term Contract	Non-managers	6	1	7
	N/A	Casual	Non-managers	3		3

\* Total employees includes Gender X

# 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	7	7	14
			Non-managers	27	19	46
		Fixed-Term Contract	Managers		1	1
			Non-managers		4	4
	Part-time	Permanent	Non-managers	11	1	12
		Fixed-Term Contract	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	4		4
	Part-time	Permanent	Managers	3		3
			Non-managers	2		2

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Basic Material Wholesaling

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?	Part-time	Permanent	Non-managers	1	1

\* Total employees includes Gender X

# #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	Strategy
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Policy 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	Policy Strategy

3: Does your organisation have any of the following targets to address gender equality in your workplace?

...Other	N/A Voluntary question
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4: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

N/A

## Governing bodies

### Gwa 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?	GWA Group Limited
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	0
...Male	1
...Non-binary	0
...Members	
...Female	2
...Male	5
...Non-binary	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 Strategy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes( <i>Provide further details on your target</i> )
10.6: What is the percentage (%) target?	30.00%
10.7: What year is the target to be reached (select the last day of the target year)?	31-Dec-2023
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	Yes( <i>Select all that apply.</i> )
	Policy
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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

Q1.5 - Whilst we have achieved this target the Board's objective is to maintain achievement of this on an ongoing basis.

# #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(*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)

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

31-Mar-2022

3: Does your organisation publish its organisation-wide gender pay gap?

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

5: 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?

Yes(*Select all that apply*)

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

.. Yes

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  
Corrected like-for-like gaps

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

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

1.1: How did you consult employees?

Consultative committee or group  
Exit interviews

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(*Select all that apply.*)

...Yes

Policy

3: On what date did your organisation share your previous year's public reports with employees?

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders?

1-Mar-2022

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

6: 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(*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)	The flexible work policy has been in place since 2010 and is well embedded in terms of application across the organisation
...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)	Already well embedded across the organisation
...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	Other (provide details)
...Other (provide details)	We support working flexibly, managers are constantly coached on how to have conversation's with their team members around performing work flexibly to meet personal and business needs. Managers and employees are also provided with work tools and information on how to work safely from home.
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	No( <i>Select all that apply</i> )
...No	Other (provide details)

...Other (provide details)	Training is provided on an individual case by case basis by coaching rather than team based Training.
...Employees are surveyed on whether they have sufficient flexibility	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Regular conversations are had between HR, line managers and direct employees in relation to how and where work is performed to ensure that it meets personal and business needs on an ongoing basis.
...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)	Regular conversations with clients take place in relation to their satisfaction with the service provided to them.
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	The flexibility provided through the reporting period has been well received by all employees based on direct manager and HR check ins.
...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	Other (provide details)
...Other (provide details)	Not during this reporting period as a majority of staff were working remotely.
...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	Other (provide details)
...Other (provide details)	Not during this reporting period as a majority of staff were working remotely.

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	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	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: Has your organisation implemented an 'all roles flex' approach to flexible work?

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

No

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

Q5 - Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

A - No as this is already well embedded across the organisation.

# #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 that is gender equal (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption
1.3: How do you pay employer funded paid parental leave?	Paying the gap between the employee's salary and the government's paid parental leave scheme
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on employer funded parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	9
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	81-90%
1.7: Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.7.1: How long is the qualifying period?	12
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	No

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	Policy
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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	Not a priority
...On-site childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...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	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Other (provide details)
...Other (provide details)	EAP is offered to all employees
...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	Not a priority
...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	Not a priority
...Coaching for employees on returning to work from 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)	The HR team meets with employees that are returning from paid parental leave to support a smooth transition back to the workplace.
...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
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction

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( <i>Select all that apply</i> )	
...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	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	We utilise the EAP for specialised support in this area.

...A domestic violence clause is in an enterprise agreement or workplace agreement	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Provided by Fair Work Legislation
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Provided as a general employment condition by the company whether part of an existing agreement or not.
...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)	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( <i>Is the leave period unlimited?</i> )
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	5
...Access to unpaid leave	Yes( <i>Is the leave period unlimited?</i> )
...Yes	No
: How many days of unpaid domestic violence leave are provided?	10
...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)	Has not been required.

...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Access to EAP services which could provide contacts for such resources
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Access to EAP Services
...Other (provide details)	No

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

# #Diversity and inclusion

## Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

...If this data can be shared and is not confidential, please complete the below table:

3: Do you currently collect data on any of the following dimensions of employees' identities?