



Date Created: 21-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 21-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

The Trustee For Hobbs Manufacturing Trust 71649225096

#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

Retention: Yes

Policy

Performance management processes: Yes

Policy

Promotions: Yes.

Policy

Talent identification/identification of high potentials: NoOther

Other: Done informally

Succession planning: No

Other

Other: Done informally

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: NoNot aware of the need

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

YesPolicy

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: The Trustee For Hobbs Manufacturing Trust

1.Name of the governing body: The Hobbs Manufacturing Trust

2.Type of the governing body: Council

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F)	Male (M)	Non-Binary

0	0	0
---	---	---

4. Formal section policy and/or strategy: No

Selected value: Other

Other value: Not applicable - family owned business with one Director

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

Selected value:

Other

Other value: Not applicable - family owned business with one Director

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?

No

Selected value: Other

Other value: Not applicable - family owned business with one Director

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?

No

Salaries set by awards/industrial or workplace agreements; Non-award employees paid market rate

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

30/06/2022

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?

Other

Other: 2015

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

No

No unexplained or unjustifiable gaps identified

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

A like-for-like gap analysis

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?

No Insufficient resources/expertise

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Not a priority; Not aware of the need

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date: 24/11/2022

Shareholder:

No

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

No

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

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

Not aware of the need

Employees are surveyed on whether they have sufficient flexibility

No

Insufficient resources/expertise

Employee training is provided throughout the organisation

No

Insufficient resources/expertise

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

No

Other

Other: The impact is evaluated informally

Date Created: 21-06-2023

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not aware of the need

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

No

Not aware of the need

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

No

Not aware of the need

Leaders are held accountable for improving workplace flexibility

No

Not aware of the need

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Not a priority

Targets have been set for men's engagement in flexible work

No

Not aware of the need; Not a priority

Team-based training is provided throughout the organisation

No

Not aware of the need; Not a priority

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 aware of the need

Flexible hours of work: Yes

SAME options for women and men Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available; Informal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

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?**

Yes, women and men

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?**

No

Insufficient resources/expertise; Government scheme is sufficient

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?

No

Included in award/industrial or workplace agreement; Other

Other:

2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

- 2.1. Employer subsidised childcare

No

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

No

Insufficient resources/expertise

- 2.3. Breastfeeding facilities

No

Not aware of the need

- 2.4. Childcare referral services

No

Not aware of the need

- 2.5. Coaching for employees on returning to work from parental leave

No

- 2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

- 2.7. Internal support networks for parents

No

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

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

No

2.12. Support in securing school holiday care

Yes

Available at SOME worksites

2.13. On-site childcare

No

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

- 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

- 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 Managers:

Yes
At induction

Varies across business units

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?

No

Other

Provide Details: Included in Award

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

Insufficient resources/expertise

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)

No

Insufficient resources/expertise

Date Created: 21-06-2023

Emergency accommodation assistance

No

Insufficient resources/expertise; Not aware of the need

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

No

Not aware of the need; Not a priority

Flexible working arrangements

Yes

Offer change of office location

Yes

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

No

Other

Provide Details: There is medical assistance nearby

Training of key personnel

No

Insufficient resources/expertise

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

No

Insufficient resources/expertise; Not aware of the need; Not a priority

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No

Insufficient resources/expertise; Not a priority; Not aware of the need

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

How many days are provided? 10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

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