



Date Created: 30-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 30-06-2023

Submitted By:

Australian Computer Society Incorporated 53156305487

#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: No

Currently under development

Estimated Completion Date: 31/05/2024

Performance management processes: Yes

Policy; Strategy

Promotions: No.

Currently under development

Estimated Completion Date: 31/05/2024

Talent identification/identification of high potentials: NoCurrently under development

Estimated Completion Date: 31/05/2024

Succession planning: No

Currently under development

Estimated Completion Date: 31/05/2024

Training and development: No

Currently under development

Estimated Completion Date: 01/12/2023

Key performance indicators for managers relating to gender equality: NoCurrently under development

Estimated Completion Date: 31/05/2024

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

NoCurrently under development

Estimated Completion Date: 2023-12-01

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

Reduce the organisation-wide gender pay gap

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

ACS has an overall policy to making internal improvements on recruitment, culture, processes and policies in line with the ACS publication Implementing Diversity and Inclusion: A Reference Guide.

<https://www.acs.org.au/insightsandpublications/reports-publications/diversity-and-inclusion-reference-guide.html>

Governing Bodies

Organisation: Australian Computer Society Incorporated

1.Name of the governing body: Management Committee

2.Type of the governing body: Management committee

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	6	0

4.Formal section policy and/or strategy: No

Selected value: Do not have control over governing body/appointments

Details why there is no control over governing body/appointments: This goes through a democratic election process.

5. Does this organisation's governing body have limits on the terms of its Chair and/or Members:Yes

Enter maximum length of term [in years]:

For the Chair: 2

For the Members: 6

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

Selected value:

Do not have control over governing body/appointments

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:

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8. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Insufficient resources/expertise

9. Do you collect data on any of the following dimensions of the identities of members of this organisation's governing body?

Yes, Cultural and/or language and/or race/ethnicity background
This data cannot be shared publicly or internally by the employer

Yes, Gender identity
This data cannot be shared publicly or internally by the employer

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?

No Currently under development

Estimated completion date: 01/12/2023

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

31/03/2023

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

No

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

Reviewed remuneration decision-making processes; Trained people-managers in addressing gender bias (including unconscious bias)

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

A like-for-like gap analysis

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?

No

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

No

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

Employees:

Yes

Date:21/11/2022

Shareholder:

4. Have you shared previous Executive Summary and IndustryBenchmark 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

Currently under development

Estimated Completion Date: 31-05-2024

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

Yes

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

No

Estimated Completion Date:

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

Yes

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

No

Currently under development

Estimated Completion Date: 2024-05-31

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

No

Currently under development

Estimated Completion Date: 2023-12-01

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

No
Currently under development

Estimated Completion Date: 2023-12-01

Targets have been set for men's engagement in flexible work
No
Currently under development

Estimated Completion Date: 2023-12-01

Team-based training is provided throughout the organisation
Yes

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; Informal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available

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

Informal options are available

Part-time work: Yes

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

Time-in-lieu: Yes

SAME options for women and men

Formal 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

4. **Voluntary question: Has your organisation implemented an 'all roles flex' approach to flexible work?**

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

6. **Voluntary question: 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?**

Training for managers on how to work with flexible and remote/hybrid teams;

Training for non-managers on how to work with flexible and remote/hybrid teams;

Training for all employees on how to work with flexible and remote/hybrid teams;

Employee performance is measured by performance and not presenteeism; All team meetings are held online

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 to all genders without using the primary/secondary carer definition

- 1.1. **Please indicate whether your employer-funded paid parental leave covers:**
Birth; Adoption; Surrogacy; Stillbirth

- 1.2. **How do you pay employer-funded paid parental leave to your carers, regardless of primary/secondary status?**
Paying the employee's full salary

- 1.3. **Do you pay superannuation contribution to your carers while they are on parental leave?**

Yes, on employer funded parental leave; Yes, on government funded parental leave; Yes, on unpaid parental leave

- 1.4. How many weeks of employer-funded paid parental leave for carers is provided?
10
- 1.5. What proportion of your total workforce has access to employer-funded paid parental leave, including casuals?
91-100%
- 1.6. 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
- 1.6.1 How long is the qualifying period (in months)?
12
- 1.7. 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.

We have a gender neutral parental leave policy.

Support for carers

1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
No
Other
Other: Under consideration
2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?
- 2.1. Employer subsidised childcare
No
Other: Under consideration
- 2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)
No
Other
Other: Under consideration
- 2.3. Breastfeeding facilities
Yes
Available at SOME worksites
- 2.4. Childcare referral services

No

Other

Other: Under consideration

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)

No

Other: Under consideration

2.7. Internal support networks for parents

No

Other: Under consideration

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

No

Other: Under consideration

2.9. Parenting workshops targeting fathers

No

Other: Under consideration

2.10. Parenting workshops targeting mothers

No

Other: Under consideration

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

No

Other: Under consideration

2.12. Support in securing school holiday care

No

Other

Other: Under consideration

2.13. On-site childcare

No

Other

Other: Under consideration

2.14. Other details: Yes

Available at ALL worksites

Provide Details: We have a comprehensive employee assistance program that includes counseling to discuss any topic including family and child related issues

3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Other leave measures

1. Voluntary question: Do you provide employees paid leave for any of the following (in addition to personal/sick leave)?

Sexual harassment, harassment on the grounds of sex and 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 and discrimination?

Yes

Policy; Strategy

- 1.1 Voluntary question: Is this a standalone policy or strategy?

Yes

- 1.2 Voluntary question: How frequently is the policy and/or strategy reviewed and approved by the governing body or the CEO or equivalent?

Reviewed by the governing body

Every one-to-two years

Reviewed by the CEO

At least annually

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

- 1.4 Voluntary question: Does your policy and/or strategy include any of the following?

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A statement on the positive duty of the employer to provide a safe workplace, free of sexual harassment; Leadership accountabilities and responsibilities for prevention and response to sexual harassment; Expectations of manager and non-manager training on respectful workplace conduct and sexual harassment; Process to disclose, investigate and manage any sexual harassment; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Inclusive and respectful behaviour is part of regular performance evaluation; How risks will be identified and assessed, and how control measures will be monitored, implemented and reviewed; Process for development and review of the policy, including consultation with employees, unions or industry groups

Provide Details:

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

Annually

Voluntary question: All Non-Managers

Yes

At induction

Annually

Voluntary question: Governing Body

Yes

At induction

Annually

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Voluntary question: Other people in the workplace(e.g. contractors, consultants, volunteers, interns)

Yes

At induction

2.1 Voluntary question: Does the training delivered to the above groups include any of the following?

Respectful workplace conduct;What sexual harassment, harassment on the grounds of sex and discrimination means;The drivers and contributing factors of sexual harassment, harassment on the grounds of sex and discrimination;The impacts of sexual harassment, harassment on the grounds of sex and discrimination;Roles and responsibilities of everyone in the workplace for prevention and response, including for bystanders;Internal processes and options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring;Information on worker rights, external authorities and relevant legislation

3. Voluntary question: Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

Members of the governing body

Chief Executive Officer or equivalent

Yes

The expectations of the CEO or equivalent is made explicit at inductions;The CEO or equivalent has made explicit the expectation of line managers in communicating on respectful workplace behaviour;Explicit communications occur ahead of big events (e.g. the Christmas party, conferences) or at internal launches (e.g. at the launch of a new strategy);Other communications made more often than annually

Provide Details:

4. Voluntary question: Does your workplace health and safety risk management process include any of the following?

Identification and assessment of the specific workplace risks and industry-specific drivers of sexual harassment; Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable; Regular review of the effectiveness of control measures to eliminate or minimise the identified drivers and risks of sexual harassment; Consultation with workers and their representatives on the identification and control of risks for sexual harassment;

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Reporting to leadership on workplace sexual harassment risks, prevalence, actions to prevent and respond, incident management effectiveness and outcomes, trend analysis and actions; Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff

4.1 Voluntary question: What actions/responses have been put in place as part of your risk management process?

Make workplace adjustments; Change or develop new controls; Train people managers in prevention of sexual harassment; Train identified contact officers

5. Voluntary question: From the following list, what do you provide to support workers involved in and affected by sexual harassment?

Confidential external professional counselling available without referral from the organisation (E.g. EAP); Information provided to workers on external support services available; Reporting on workplace sexual harassment risks, prevalence, actions to prevent and respond, incident management effectiveness and outcomes, trend analysis and actions; Reasonable adjustments to work conditions while an investigation is underway

6. Voluntary question: From the following list, what options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

Process for disclosure to human resources or other designated responding staff; Process to disclose after their employment has concluded; Special procedures for disclosures about organisational leaders and board members

Provide Details:

7. Voluntary question: Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

Yes

Number of formal disclosures or complaints made in a year; Outcomes of investigations

7.1 Voluntary question: Has your organisation reported prevalence data publicly during the reporting period?

No

Other

8. Voluntary question: Does your organisation report on sexual harassment to the governing body and management (CEO, KMP, HOB) and how frequently?

Governing Body: Yes

At every governing body meeting

Management: Yes

Multiple times a year

8.1 Voluntary question: Do your reports on sexual harassment to governing body and management include any of the following?

Prevalence of workplace sexual harassment; Organisational action to prevent and respond to sexual harassment; Outcome of reports of sexual harassment

9. If your organisation would like to provide additional information relating to measures to prevent and respond 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

Currently under development

Estimated Completion Date: 2023-12-01

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: Under consideration

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

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Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Other

Provide Details: Under consideration

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

No

Other

Provide Details: Under consideration

Flexible working arrangements

Yes

Offer change of office location

Yes

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

No

Other

Provide Details: Under consideration

Training of key personnel

Yes

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

Yes

Workplace safety planning

Yes

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

Yes

Is the leave period unlimited?

No

How many days are provided?

10

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

No

Other

Provide Details: Under consideration

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:

2. 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

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

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Sexual orientation; Gender identity

2. Voluntary question : Does your organisation collect data on any of the following dimensions of employees' identities?

Yes, Aboriginal and/or Torres Strait Islander identity

This data not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way)

Yes, Cultural and/or language and/or race/ethnicity background

This data not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way)

Yes, Gender identity

This data not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way)

3. Voluntary question: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes

	Female	Male	Non-binary
Aboriginal and/or Torres Strait Islander Managers	0	0	0
Aboriginal and/or Torres Strait Islander Non-managers	1	0	0