



Date Created: 26-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 26-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

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Alcidion Aus Pty Ltd 62103201663

#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

Strategy

Performance management processes: Yes

Policy; Strategy

Promotions: Yes.

Policy

Talent identification/identification of high potentials: NoOther

Other: While we do not have a formal talent identification policy or strategy in place at this time, we have a number of tools and processes in place to support career and development of high potential employees.

Succession planning: Yes

Strategy

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: NoNot a priority; Other

Other: As at 1 July 2022, Alcidion has a female Chair, female CEO, 50% female representation on the Board, 55% female representation on the Senior Leadership Team and 40% of Australian employees are female.

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

YesStrategy

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

Following consultation with employees, in December 2022 we launched Belonging@Alcidion, our 2022-2024 Diversity, Equity and Inclusion (DEI) Plan. A number of key areas have been identified for action, including gender equality, ability, indigenous Australians, Māori & Pasifika peoples, cultural, racial and ethnic diversity, mature age employees, and LGBTQIA+.

Governing Bodies

Organisation: ALCIDION GROUP LIMITED

1.Name of the governing body: Alcidion Group Limited Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 1	Male (M) 0	Non-Binary 0
Member	Female (F) 3	Male (M) 3	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

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

Details:

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

Organisation: ALCIDION GROUP LIMITED

1.Name of the governing body: Alcidion Group Limited Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
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	1	0	0
Member			
	Female (F)	Male (M)	Non-Binary
	3	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

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

Details:

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

Organisation: Alcidion Aus Pty Ltd

1. Name of the governing body: Alcidion Group Limited Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair			
	Female (F)	Male (M)	Non-Binary
	1	0	0
Member			
	Female (F)	Male (M)	Non-Binary
	3	3	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

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

Details:

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.

Alcidion is an active and proud advocate for gender equality. We are proud sponsors of the AIDH Women in Digital Health Program and are proud of being one of few Technology companies with a female Director and CEO. We have policies and strategies in place to ensure we continue to have gender equality as a company priority. As of 1 July 2022, baseline gender data proved our policies and priorities are effective considering 55% of our Senior Leadership Team are women, our board of directors is gender equal and 40% of overall employees are women.

#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,

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and performance reviews); To implement and/or maintain a transparent and rigorous performance assessment process

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

01/07/2022

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Our Recruitment Policy, Remuneration Policy and DEI Plan are in place and proving to be successful guidelines in our efforts to continue having a gender equal workplace and manage gender pay equity. Furthermore, we conduct gender pay equity analysis each year to identify any gaps requiring attention. No unexplained or unjustifiable gaps have been identified.

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?

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; A by-level gap analysis; An overall organisation-wide gender pay gap

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?

Focus groups; Exit interviews; Survey; Performance discussions

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

Strategy

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 IndustryBenchmark reports with the governing body?

Don't know

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

- 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

Yes

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)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not a priority; Other

Other: No targets set but we have a strong take up of flexible work.

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

Yes

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

Yes

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

Other

Other: Training has been provided to all employees.

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

No

Not a priority; Other

Other: No targets set for engagement in flexible work but both men and women have flexible work arrangements in place.

Team-based training is provided throughout the organisation

No

Other

Other: Training has been provided to all employees.

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: Yes

SAME options for women and men Informal options are available

Flexible hours of work: Yes

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

Job sharing: No

Other

Other: Would consider upon request

Part-time work: Yes

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

Purchased leave: No

Not a priority

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

Informal options are available

Unpaid leave: Yes

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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.

Alcidion recognises the increasing importance of flexible work options and family friendly work practices in maintaining a diverse, adaptive and high performing workforce able to meet current and future needs. Guidelines are in place to promote Alcidion's approach to flexibility, including work locations and work schedules. Alcidion's flexibility guidelines were in place and encouraged prior to the COVID-19 pandemic, allowing our business to adjust seamlessly to remote working.

Our response to COVID-19 was tailored to the nature, scale and location of the threat in each of our office locations and at all times we remained compliant to government regulations within each jurisdiction. Three response levels were introduced which allowed Alcidion to encourage or enforce the need to work from home as well as other measures to do whatever reasonably possible to reduce the chances of our employees becoming infected with COVID-19 and infecting others during their working day. A specific initiative to support gender equality in the workplace was to provide 10 days paid COVID-19 special leave for working parents required to home school dependent children of primary school age or younger due to the closure of their day care facility or school.

#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
- 1.4. How many weeks of employer-funded paid parental leave for carers is provided?**
2
- 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.

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
 - 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

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

No

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.

A specific initiative to support gender equality in the workplace was to provide 10 days paid COVID-19 special leave for working parents required to home school dependent children of primary school age or younger due to the closure of their day care facility or school

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?

Yes

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

More often than annually

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?

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A domestic violence clause is in an enterprise agreement or workplace agreement

No

Other

Provide Details: A domestic violence clause is within a policy, not individual agreements.

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

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

No

Other

Provide Details: Leave entitlements

Flexible working arrangements

Yes

Offer change of office location

No

Other

Provide Details: Limited number of offices with only 1 in each state. Flexibility Policy in place

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

No

Training of key personnel

No

Not a priority

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

Yes

Workplace safety planning

No

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

No

Other

Provide Details: 10 days paid domestic violence leave stated in our Leave Policy

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)

No

Other

Provide Details: 10 days paid domestic violence leave stated in our Leave Policy

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

Alcidion employees and immediate family members can utilize our Employee Assistance Program (EAP). The EAP can provide professional advice with regards to legal or financial matters. The portal provides resources to support employees experiencing family and domestic violence.