

Employer Public Report

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Public Reports

WGEA publishes the Public Report, except personal information in whole, or part on the Data Explorer and uses its contents in whole or part for other purposes in electronic or other formats.

Two documents make up your Public Report and can be generated and downloaded after preparing your submission for lodgement:

- Public Report – Questionnaire
- Public Report – Employee Data Tables

The Public Report must be:

- Given to your CEO or equivalent for review, approval and sign off before lodgement.
- Shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012 (the Act)*.

Report contacts will be asked to declare in the Portal that all relevant CEO or equivalents have signed the public report.

Detailed information on the requirements to share the public report with your employees, members or shareholders can be found within the online Reporting Guide on [Notification and Access requirements](#).

Gender Equality Standards

If there is a single entity employing 500 or more employees, they must have a policy or strategy in place against each of the six Gender Equality Indicators. More information can be found within the online reporting guide on [Gender Equality Standards](#).



Workplace Overview

Policies & Strategies

Employer policies or strategies on workplace gender equality and the composition of the workforce can be powerful levers for making progress and change. Policies or strategies are most effective when backed up by evidence-informed action plans to address areas of imbalance and inequality. Similarly, targets are achievable, time-framed goals that create mechanisms for accountability and are effective when combined with dedicated actions to help achieve them.

1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

Yes

Policy; Strategy

1.1a Do the formal policies and/or formal strategies include any of the following?

Recruitment; Retention; Performance management processes; Promotions; Succession planning; Training and development; Talent identification/identification of high potentials

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

Yes

Policy; Strategy

1.2a Do the formal policies and/or formal strategies include any of the following?

Gender identity; Aboriginal and/or Torres Strait Islander background; Cultural and/or language background; Disability and/or accessibility; Age; Other

Provide details: Māori and Pasifika Inclusion

1.3 Does your organisation have any targets to address gender equality in your workplace?

No

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

Alcidion is committed to supporting gender equality and diversity in the workplace through formal policies and strategies, as well as its Diversity, Equity, and Inclusion (DEI) Plan. Key



aspects of their approach include:

- **Strong female representation:** Alcidion has achieved significant female representation at various levels of the organization. As of 30 June 2024, Alcidion's commitment to gender equality has resulted in the following achievements:
 - o Female Chair and CEO/MD
 - o 50% female representation on the Board
 - o 42% female representation on the global Senior Leadership Team
 - o 37% of Australian employees are female
- **Formal policies:** Alcidion has several formal policies in place to support gender equality, including the Anti-Discrimination Policy and Procedure, Bullying and Harassment Policy and Procedure, the Code of Conduct, Recruitment Policy, Leave Policy, Flexibility Policy, Diversity Policy, Remuneration Policy and Professional Development Policy. These policies ensure that the company's practices align with its commitment to creating a fair and inclusive workplace.
- **Belonging@Alcidion:** Alcidion's DEI Plan, Belonging@Alcidion, aims to promote diversity and inclusion in the workplace. The plan focuses on key areas such as Gender Equity, Accessibility, Pride (LGBTQIA+), Cultural, Racial and Ethnic Diversity, Aboriginal and Torres Strait Islander Engagement and Māori and Pasifika Inclusion. Alcidion has developed a Reconciliation Action Plan (RAP) to strengthen relationships with Aboriginal and Torres Strait Islander peoples, communities, and organizations, and promote opportunities for First Nations Australians.
- **Sexual Harassment and Sex or Gender-Based Harassment Prevention Plan:** Developed in consultation with employees, this plan includes measures such as training, education, and a clear process for reporting incidents. This collaborative approach ensures that Alcidion's efforts to prevent harassment are informed by the needs and experiences of its workforce.



Workplace Overview

Governing Bodies

Gender balance on governing bodies or Boards is good for business. It contributes to workplace gender equality outcomes and improved company performance more broadly. Measures to support gender balance in the governing body include analysing the gender representation of chairs and other members, considering gender in the selection of Board members, and taking action to drive change through term limits, gender equality targets and policies.

1.5 Identify your organisation/s' governing body or bodies.

Organisation: ALCIDION GROUP LIMITED

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Board of Directors of Alcidion Group Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	2	2

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

Yes

Selected value: Policy; Strategy

E.1 Do the formal policies and/or formal strategies include any of following?

Succession planning for the governing body; Gender diversity and inclusion

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



No

G. Has a target been set on the representation of women on this governing body?

No

Selected value: Governing body is already gender balanced (at least 40% women and 40% men)

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

Yes

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

Provide Details: Māori and Pasifika Inclusion

Organisation: Alcidion Aus Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Board of Directors of Alcidion Group Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	2	2

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?



Yes

Selected value: Policy; Strategy

.....

E.1 Do the formal policies and/or formal strategies include any of following?

Succession planning for the governing body; Gender diversity and inclusion

.....

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

No

.....

G. Has a target been set on the representation of women on this governing body?

No

Selected value: Governing body is already gender balanced (at least 40% women and 40% men)

.....

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

Yes

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

Provide Details: Māori and Pasifika Inclusion

.....

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

Alcidion is committed to promoting gender equality throughout the organization. The company fosters an environment that values and prioritizes diversity and inclusion. Alcidion's dedication to gender equality is evident in its strong female representation in leadership roles, including a female Chair and CEO/MD, significant female representation on the Board, and in Senior Leadership Team positions globally. The Remuneration and Nomination Board Sub-Committee plays a vital role in supporting diversity and inclusion by focusing on:

- Reviewing and recommending the size and composition of the Board, considering factors such as Board succession plans, and the need for directors with a broad range of skills, expertise, and experience from diverse backgrounds, including gender.
- Developing, disclosing, and reviewing a skills matrix to outline the desired mix of skills, experience, knowledge, independence, and diversity within the Board.
- Recommending measurable objectives to the Board for achieving diversity targets in line with the company's Diversity Policy. Although Alcidion is committed to promoting gender equality, the company has not set specific targets



to increase the representation of women on its Board. This decision is based on the company's strong existing female representation in leadership roles and its belief in fostering a diverse and inclusive environment at all levels of the organization. As of 30 June 2024, Alcidion's commitment to gender equality has resulted in the following achievements: o Female Chair o Female CEO/MD o 50% female representation on the Board Alcidion remains dedicated to improving and setting higher standards for gender equality and continues to maintain its focus on ensuring a diverse and inclusive workplace.



Action on Gender Equality

Gender Pay Gaps

The gender pay gap is the difference in average or median earnings between women and men. It is a measure of how we value the contribution of women and men in the workforce. The gender pay gap is not to be confused with women and men being paid the same for the same, or comparable, job – this is equal pay. Equal pay for equal work is a legal requirement in Australia. However, illegal instances of unequal pay can still be one of the many drivers of the gender pay gap. Closing the gender pay gap is important for Australia's economic future and reflects our aspiration to be an equal and fair society for all.

2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

Yes

Policy; Strategy

2.1a Do the formal policies and/or formal strategies include any of the following?

To achieve gender pay equity; To close the gender pay gap; 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); To implement and/or maintain a transparent and rigorous performance assessment process

2.2 Have you conducted analysis to determine if there are remuneration gaps between women and men?

Yes

2.2a What type of gender remuneration gap analysis has been undertaken?

Like-for-like pay gaps analysis which compares the same or similar roles of equal or comparable value to identify unequal pay; A by-level gap analysis which compares the difference between women's and men's average pay within the same employee category; Overall gender pay gap analysis to identify the difference between women's and men's average pay and gender composition across the whole organisation

2.2b When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

2.2c Did you take any actions as a result of your gender remuneration gap analysis?



No

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.

2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.

Alcidion is dedicated to addressing pay equity and gender remuneration gaps within the organization. Their approach, as outlined in the WGEA Gender Pay Gap Employer Statement, focuses on the following key aspects:

- Reviewing policies, systems and processes to ensure they are free of gender bias.
- Analysing new starter, leaver and employee engagement surveys to measure employee sentiment around diversity, inclusion and belonging to address any gender-related issues.
- Requiring all employees to participate in training on the prevention of sexual harassment and discrimination.
- Annual reviews to ensure we provide equal pay for work of equal or comparable value.
- Offering flexible working arrangements to all employees, with leaders actively role-modelling part-time or other flexible working practices.
- Offering gender-neutral benefits, including continuing to offer gender neutral paid parental leave for birth and adoptive parents of up to 12 weeks based on tenure, and leave for miscarriage or pregnancy loss, with superannuation contributions paid for up to 52 weeks.
- Providing access to all roles, including leadership roles, regardless of gender.



Action on Gender Equality

Employee Consultation

Engaging employees through consultation on gender equality issues helps employers to understand the employee experience and to take meaningful action. Employers can use the information they learn through the consultation process to generate solutions that are practical and relevant to their organisation.

2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes

2.4a How did you consult employees?

Employee experience survey; Exit interviews; Performance discussions; Other

Other: Employees invited to provide written and/or verbal feedback on draft policies and/or strategies relating to gender equality in the workplace

2.4b Who did you consult?

ALL staff

2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

Yes

Strategy

2.8 If your organisation would like to provide additional information relating to employee consultation on gender Equality in your workplace, please do so below.

Alcidion values employee input and has established an approach to consulting its employees on gender equality in the workplace. Key elements of this approach include: • Surveys: Alcidion utilizes an employee engagement survey tool to gather employee engagement insights and measure sentiment around diversity, inclusion, and belonging. This tool has been in use since March 2021, and Diversity and Inclusion data has been collected since April 2022. Employee engagement surveys allow Alcidion to gauge employee opinions on gender equality and other related issues, helping the company make informed decisions. •

Belonging@Alcidion: After consulting with employees, Alcidion launched Belonging@Alcidion, its Diversity, Equity, and Inclusion (DEI) Plan for 2024-2026. The plan focuses on key areas for action, including championing diversity, embedding equity, leading inclusively, and building belonging. Employees had opportunities to provide feedback in writing or in person, and their input was reviewed and incorporated into the final plan, demonstrating Alcidion's commitment to involving employees in shaping its approach to gender equality. • Sexual Harassment and Sex or Gender-Based Harassment Prevention Plan: Alcidion has a separate plan focusing on the prevention of sexual harassment and sex or gender-based harassment. This plan was



developed in consultation with employees and includes measures such as training, education, and a clear process for reporting incidents. By involving employees in the development of this plan, Alcidion ensures that its approach to preventing harassment is informed by the needs and experiences of its workforce. • Risk Assessment Consultation: Alcidion has conducted consultations with employees on risk assessments, including physical and psychosocial hazards. This ensures that the company is aware of and addresses potential risks to employee wellbeing and safety, further demonstrating its commitment to creating a supportive and inclusive work environment.



Flexible Work

Flexible Working Arrangements

A flexible working arrangement is an agreement between an employer and an employee to change the standard working arrangement, often through a change to the hours, pattern or location of work. Flexible work is a key enabler of gender equality, helps accommodate an employee's commitments out of work and has become increasingly important for employers in attracting and retaining diverse and talented employees.

3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes

Policy; Strategy

3.1a Do the formal policies and/or formal strategies include any of the following?

A business case for flexibility has been established and endorsed at the leadership level; Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; Training on flexible working and remote/hybrid teams is provided to managers; All employees are surveyed on whether they have sufficient flexibility; The organisation's approach to flexibility is integrated into client conversations; The impact of flexibility is measured and evaluated (e.g. reduced absenteeism, increased employee engagement); Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel; Flexible work offerings are available to all employees, with a default approval bias (all roles flex approach); Management positions are designed to be able to be done part-time; All team meetings are offered online

3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?

Flexible working option	MANAGERS	NON-MANAGERS
Flexible hours of work (start and finish times)	Yes	Yes
Compressed working weeks	No	No
Time-in-lieu	Yes	Yes
Hybrid working (regular days worked from home and in office)	Yes	Yes
Working fully remote (no regular days worked in office)	Yes	Yes
Reduced hours or part-time work	Yes	Yes
Job sharing arrangements	No	No
Purchased leave	Yes	Yes
Unpaid leave	Yes	Yes
Flexible scheduling, rostering or switching of shifts	Yes	Yes

3.3 If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.



Alcidion is dedicated to promoting gender equality and flexible working arrangements in the workplace. The company's approach to these key areas is as follows:

- **Flexibility Policy:** Alcidion offers flexible work practices to support work-life balance and family responsibilities. These practices include hybrid working, flexible start and finish times, public holiday swaps, early finish on summer Fridays, working from almost any location in the world for up to 10 days every year, wellbeing leave, a wellbeing allowance, and the option for employees to purchase additional leave. This policy demonstrates the company's commitment to creating an inclusive work environment where employees can effectively manage their professional and personal commitments.
- **Global workforce:** With employees located in Australia, New Zealand, and the UK, Alcidion recognizes the need to accommodate different time zones and supports its employees' flexible working arrangements, enabling them to manage their work and personal responsibilities.
- **Encouraging discussions about flexibility:** Alcidion encourages employees to discuss formal requests for flexible working arrangements with their manager or a member of the HR team. This open communication ensures that the needs and objectives of both the organization and the employee are met, leading to mutually beneficial solutions.
- **Employee Assistance Program (EAP):** Alcidion's EAP provides resources to support employees regarding flexible working, allowing them to access valuable information and guidance when needed.



Employee Support for Parents and Carers

Paid Parental Leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Some employers offer universally available parental leave policies, offering equal parental leave for all parents, others offer with a distinction between 'primary' and 'secondary' carers. It's important that it's a policy that's available to all parents, irrespective of gender, recognising the equally important role of all parents in caregiving. Gender equal policies help to de-gender the ideal worker and carer norms, which pervade the workplace and reduce opportunities for women to remain in, or re-enter the workforce.

4.1 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 distinction

4.1a Please indicate whether your employer-funded paid primary carers leave is available to:

All, regardless of gender

4.1b Please indicate whether your employer-funded paid primary carers leave covers:

Birth; Adoption; Stillbirth

4.1c How do you pay employer-funded paid parental leave?

Paying the employee's full salary

4.1d How many weeks of employer-funded paid parental leave is available to eligible employees?

Lowest entitlement: 2

Highest entitlement: 12

4.1e Who has access to this type of employer-funded paid parental leave?

Permanent employees; Contract/fixed term employees

4.1f Do you require carers to work for the organization for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?

Yes a qualifying period is required

How long is the qualifying period (in months)?

12



Is the qualifying period the same as the probation period for new employees?

No

4.1g Do you require carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?

Anytime within 12 months

4.1h Does your organisation have an opt out approach to parental leave? (Employees who do not wish to take their full parental leave entitlement must discuss this with their manager)

No

4.2 Do you pay superannuation contributions to your employees while they are on parental leave?

Yes, on employer funded primary carer's leave or equally shared parental leave (if applicable)

4.3 If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Alcidion demonstrates its commitment to promoting gender equality in the workplace by offering paid parental leave to support its employees during significant life events, including childbirth, adoption, and pregnancy loss. The following are key aspects of Alcidion's paid parental leave policy that promote gender equality:

- **Gender-neutral policy:** Alcidion's paid parental leave policy is gender-neutral, meaning it applies equally to all employees regardless of gender. This ensures that both birth and adoptive parents have equal access to paid leave, promoting a fair and inclusive workplace culture. Employees have the flexibility to take their Alcidion Paid Parental Leave as a single continuous period or separate periods, with a minimum of one week. This allows employees to tailor their leave to their specific needs and circumstances, further promoting work-life balance.
- **Tenure Alcidion Paid Parental Leave Entitlement**

< 1 year	0	1-2 years	2 weeks paid leave and up to 52 weeks of pension payments
2-4 years	8 weeks and up to 52 weeks of pension payments	4+ years	12 weeks and up to 52 weeks of pension payments
- **Leave for pregnancy loss:** Alcidion provides paid leave for employees who experience miscarriage or pregnancy loss, acknowledging the emotional and physical toll such events can have on individuals and families. This leave is available to employees regardless of their tenure, demonstrating the company's commitment to supporting its employees during difficult times.
- **Tenure Alcidion Paid Parental Leave Entitlement**

0-2 years	2 weeks paid leave	2-4 years	8 weeks paid leave	4+ years	12 weeks paid leave
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- **Employee Assistance Program (EAP):** Alcidion's EAP offers resources to support employees planning for and returning from parental leave. This helps ensure that employees are well-prepared and supported during this transition, promoting a positive work-life balance.



Employee Support for Parents and Carers

Support for Carers

Employers can contribute to workplace gender equality by providing support for employees with caring responsibilities. A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. Employer support for employees with caring responsibilities allows them to better accommodate their out-of-work responsibilities.

4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

Yes

Policy; Strategy

4.4a Do the formal policies and/or formal strategies include any of the following?

Gender inclusive language when referring to carers; Support for all carers (e.g. carers of children, elders, people with disability); Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities; Job redesign to support family or caring responsibilities; Extended carers leave and/or compassionate leave; Other leave available to employees with family or caring responsibilities

Provide details: Wellbeing leave, public holiday swap, work from holiday, purchased leave

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

Support mechanism	Answer
Breastfeeding facilities	Yes
Information packs for those with family and/or caring responsibilities	No
Referral services to support employees with family and/ or caring responsibilities	No
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	No
Internal support networks for parents and/or carers	No



Support mechanism	Answer
Breastfeeding facilities	Yes
Targeted communication mechanisms (e.g. intranet forums)	No
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No
Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)	No
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	No
On-site childcare	No
Employer subsidised childcare	No
Parenting workshop	No
Keep-in-touch programs for carers on extended leave and/or parental leave	Yes
Access to counselling and external support for carers (e.g. EAP)	Yes



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

Alcidion is committed to supporting carers in the workplace by offering a range of flexible work practices, company benefits, and resources that promote work-life balance and employee wellbeing. The following are some of the ways Alcidion supports carers: •

Flexible work practices: Alcidion offers hybrid working, flexible start and finish times, public holiday swaps, early finish on summer Fridays, and the ability to work from almost any location in the world for up to 10 days every year. The company also provides wellbeing leave, a wellbeing allowance, and the option for employees to purchase additional leave to further support their work-life balance and wellbeing. •

Maternity risk assessment: Alcidion has implemented a maternity risk assessment for new and expectant mothers to ensure they receive suitable support during their pregnancy and after childbirth. •

Paid compassionate leave: Alcidion offers additional paid compassionate leave at its discretion, considering factors such as travel requirements for funerals, the nature of bereavement, and family support available to the employee. Employees can also request paid wellbeing leave or annual leave to supplement their compassionate leave. •

Employee Assistance Program (EAP): Alcidion's EAP provides resources and support for employees and their immediate family members, including assistance with family and carer responsibilities and bereavement.



Harm Prevention

Sexual harassment, harassment on the ground of sex or discrimination

Workplace sexual harassment and sex discrimination is a gender equality issue that predominantly impacts women. To increase women's workforce participation and well-being, it is essential employers take action to prioritise and protect all employees from sexual harassment, harassment on the ground of sex or discrimination and ensure that every employee feels safe in the workplace.

5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?

Yes

Policy; Strategy

5.1a Do the formal policies and/or formal strategies include any of the following?

A grievance process; Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour; The legal responsibilities of the employer to eliminate, so far as possible, sexual harassment and how it is demonstrated in the organisation; Leadership accountabilities and responsibilities for prevention and response to sexual harassment ; Disclosure options (internal and external) and process to investigate and manage any sexual harassment; Processes relating to the use of non-disclosure or confidentiality agreements; Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Sexual harassment risk management 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 ; Protection from adverse action based on disclosure of sexual harassment and discrimination; A system for monitoring outcomes of sexual harassment and discrimination disclosure, including employment outcomes for those impacted by sexual harassment and the respondent; The frequency and nature of reporting to the governing body and management on sexual harassment; Manager and non-manager training on respectful workplace conduct and sexual harassment

5.1b If Yes, have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

Answer	
By the Governing Body	Yes
By the CEO (or equivalent)	Yes

5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

Yes



Cohort	At induction	At promotion	Annually	Multiple times per year
All managers	Yes	No	Yes	Yes
All non-managers	Yes	No	Yes	Yes
The Governing Body	Yes		Yes	Yes

5.2a Does the training program delivered to the above groups include any of the following?

The respectful workplace conduct and behaviours expected of workers and leaders; Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact; The drivers and contributing factors of sexual harassment; Bystander training; 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 relating to workplace sexual harassment; The diverse experiences of sexual harassment and the needs of different people, including women, LGBTIQ+ workers, culturally diverse workers and workers with a disability.; Trauma-informed management and response to disclosures; Responding to employees who engage in harassment or associated behaviours

5.3 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

No

Chief Executive Officer or equivalent

Yes

At staff inductions; Ahead of big events (e.g. functions, conferences) or at internal launches (e.g. at the launch of a new strategy); More often than annually

5.4 Do you have a risk management process in place to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination?

Yes

5.4a Does your risk management process include any of the following?

Identification and assessment of the specific workplace and industry risks 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 risks of sexual harassment; Consultation on sexual harassment risks and mitigation with staff and other relevant stakeholders (e.g. people you share premises with); Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions

5.4b What actions/responses have been put in place as part of your workplace sexual harassment risk management process?

Make workplace adjustments; Change or develop new control measures; Train people managers in prevention of sexual harassment; Train staff on mitigation and control measures

5.5 What supports are available to support employees involved in and affected by sexual harassment?

Confidential external counselling (E.g. EAP); Information provided to all employees on external support services available; Reasonable adjustments to work conditions; Other (Please specify)

Provide Details: HR team members trained in mental health first aid

5.6 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 for disclosure to confidential/ethics hotline or similar; Process to disclose after their employment has concluded; Process to disclose anonymously; Special procedures for disclosures about organisational leaders and board members; Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

5.7 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; Number of informal disclosures or complaints made in a year; Anonymous disclosures through a staff survey; Gender of the complainant/aggrieved or victim; Gender of the accused or perpetrator; Outcomes of investigations



5.8 Does your organisation report on sexual harassment to the governing body and management (CEO, KMP) and how frequently?**Governing body**

Yes

Multiple times per year

CEO or equivalent

Yes

Multiple times per year

Key Management Personnel

Yes

Multiple times per year

5.8a Do your reports on sexual harassment to governing body and CEO include any of the following?

Identified risks of workplace sexual harassment; Prevalence of workplace sexual harassment; Nature of workplace sexual harassment; Organisational action to prevent and respond to sexual harassment; Outcome of reports of sexual harassment; Consequences for perpetrators of sexual harassment; Effectiveness of response to reports of sexual harassment

5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

Alcidion takes the prevention and response to sexual harassment, harassment on the ground of sex or discrimination very seriously. The company has a Code of Conduct in place that declares all forms of discrimination, including sexual harassment, as unacceptable and outlines the steps that should be taken in case of any incidents. The company also has a Sexual Harassment Prevention and Protection Strategy that includes training for employees to recognize and report any instances of sexual harassment, as well as education for bystanders to step up and support victims. Additionally, Alcidion has a policy to ensure that all supervisors and managers take complaints seriously and investigate any allegations of sexual harassment. Alcidion's Diversity, Equity, and Inclusion (DEI) strategy, called "Belonging@Alcidion," aims to create an inclusive and diverse workplace where employees feel a sense of belonging. The company has a Diversity Policy that outlines its commitment to creating a diverse and inclusive workplace, which aims to improve employee retention and ensure that the company benefits from a range of perspectives and ideas. Alcidion employees and immediate family members can utilize our Employee Assistance Program (EAP). The EAP portal provides resources to support employees in relation to harassment and discrimination.



Harm Prevention

Family or Domestic Violence

5.10 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy;Strategy

5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

Type of support (select all that apply)	
Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
Confidentiality of matters disclosed	Yes
Training of key personnel	No
Flexible working arrangements	Yes
Workplace safety planning	no
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Referral of employees to appropriate domestic violence support services for expert advice	Yes
Provision of financial support (e.g. advance bonus payment or advanced pay)	No
A domestic violence clause is in an enterprise agreement or workplace agreement	No
Access to medical services (e.g. doctor or nurse)	No
Offer change of office location	Yes
Emergency accommodation assistance	No

5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

Access to paid domestic violence leave?

Yes

Is it unlimited?

No

Do you offer paid family and domestic violence leave by negotiation or as needed?

Yes

How many days of paid domestic violence leave?

10



Access to unpaid domestic violence leave?

Yes

Is it unlimited?

Yes

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

All Alcidion employees (including part-time and casual employees) are entitled to 10 days of paid family and domestic violence leave in a 12-month period. Family and domestic violence leave is available from an employee's first day, does not accrue and is not paid out on termination. Family and domestic violence leave does not break a period of continuous service. In special circumstances, Alcidion may grant or agree to requests for leave employees are not otherwise entitled to. Alcidion has the discretion to approve unpaid leave that an employee is not otherwise entitled to once annual leave entitlements have been exhausted. 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 EAP portal provides resources to support employees experiencing family and domestic violence.

