



Date Created: 08-08-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 08-08-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Infomedia Ltd 63003326243

#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: No

Other

Other: Ad hoc strategy when required

Performance management processes: Yes

Policy

Promotions: Yes.

Strategy

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: No

Currently under development

Estimated Completion Date: 2024-06-30

Key performance indicators for managers relating to gender equality: NoOther

Other: Reviewing options

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: Infomedia Ltd

1.Name of the governing body: Infomedia

2.Type of the governing body: Board of Directors

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	2	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

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

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

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: Not aware of the need

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

1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

No Salaries set by awards/industrial or workplace agreements

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?

Within the last 12 months

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

Yes

Reported pay equity metrics (including gender pay gaps) to the executive

- 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?

NoOther

Other Details:We have conducted a workplace engagement survey where employees had the opportunity to address any concerns in relation to gender equality.

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

No

Not a priority

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

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

Yes

Employee training is provided throughout the organisation

No

Currently under development

Estimated Completion Date:

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

No

Not aware of the need

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 a priority

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: 2024-06-30

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

No

Not aware of the need

Team-based training is provided throughout the organisation

No

Currently under development

Estimated Completion Date: 2024-06-30

Other: No

Date Created: 08-08-2023

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 Informal options are available

Job sharing: No

Not a priority

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Not a priority

Remote working/working from home: Yes

SAME options for women and men Informal options are available

Time-in-lieu: Yes

SAME options for women and men

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?

Yes, we offer employer funded parental leave using the primary/secondary carer definition

1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?

Yes

1.1.a. Please indicate whether your employer-funded paid parental leave for primary carers is available to:

All, regardless of gender

1.1.b. Please indicate whether your employer-funded paid parental leave for primary carers covers:

Birth; Adoption

1.1.c. How do you pay employer funded paid parental leave to primary carers?

Paying the employee's full salary

1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?

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

1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

16

1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

91-100%

1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?

Yes

How long is the qualifying period (in months)?

12

1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

Within 12 months

1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes

1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:

All, regardless of gender

Date Created: 08-08-2023

- 1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:**
Birth; Adoption
- 1.2.c. How do you pay employer funded paid parental leave to Secondary carers?**
Paying the employee's full salary
- 1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?**
Yes, on employer funded parental leave
- 1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**
6
- 1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**
91-100%
- 1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**
Yes
How long is the qualifying period (in months)?
12
- 1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**
Yes
Within 12 months

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

No

Currently under development

Estimated Completion Date: 2024-06-30

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

Yes

Available at ALL worksites

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.

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

Other

Provide Details: Every one-to-two years

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

Date Created: 08-08-2023

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?**

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

No

Other

**Provide Details: Policy available
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

Insufficient resources/expertise

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

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

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

No

Insufficient resources/expertise

Training of key personnel

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

Workplace safety planning

No

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

No

Other

Provide Details:Enterprise/Workplace Agreements N/A

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:Enterprise/Workplace Agreements N/A

Access to unpaid leave

Date Created: 08-08-2023

No
Currently under development

Estimated Completion Date: 2024-06-30

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**

Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs		4	4
			Managers	1	7	8
			Non-managers	4	4	8
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	3	5	8
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	2	1	3
			Non-managers	4	12	16
	Fixed-Term Contract	Managers	4		4	
		Non-managers	2	5	7	
	Part-time	Fixed-Term Contract	Non-managers		1	1
N/A	Casual	Non-managers		3	3	

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	3	8	11
			Non-managers	8	13	21
		Fixed-Term Contract	Managers	2		2
			Non-managers		3	3
	Part-time	Permanent	Non-managers	2		2
	N/A	Casual	Non-managers	1	1	2
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	4		4
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1	5	6

* Total employees includes Non-binary

Workforce Management Statistics Table

* Total employees includes Non-binary

Workplace Profile Table

Industry: Computer System Design and Related Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	7	27	0	0	34
Professionals	Full-time permanent	35	116	0	0	151
	Part-time permanent	1	1	0	0	2
	Casual	1	1	0	0	2
Clerical And Administrative Workers	Full-time permanent	17	9	0	0	26
	Part-time permanent	3	2	0	0	5
	Casual	0	3	0	0	3
Sales Workers	Full-time permanent	1	11	0	0	12
	Part-time permanent	1	0	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Non-binary

Workplace Profile Table

Industry: Computer System Design and Related Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	0	1	1
GM	Full-time permanent	2	6	8
SM	Full-time permanent	2	10	12
OM	Full-time permanent	3	9	12

* Total employees includes Non-binary