



Date Created: 19-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 19-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Insignia Financial Ltd 49100103722

loof Service Co Pty Ltd 99074572919

#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

Strategy

Retention: Yes

Strategy

Performance management processes: Yes

Policy

Promotions: No.

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: YesStrategy

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

YesPolicy; Strategy

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: Insignia Financial Ltd

1.Name of the governing body: Insignia Financial Ltd

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 2	Male (M) 2	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 30/06/2023

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; Strategy

Organisation: loof Service Co Pty Ltd

1.Name of the governing body: Insignia Financial Ltd

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 2	Male (M) 2	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 30/06/2023

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; Strategy

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?

Yes

To achieve gender pay equity; 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 ensure managers are held accountable for pay equity outcomes; To implement and/or maintain a transparent and rigorous performance assessment process

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

31/03/2023

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

Analysed commencement salaries by gender to ensure there are no pay gaps; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender

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pay gaps) to the executive; Trained people-managers in addressing gender bias (including unconscious bias); Corrected like-for-like gaps

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?

No/Not aware of the need

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

No

Not aware of the need

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

Employees:

Yes

Date:30/06/2022

Shareholder:

No

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

No

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

Insignia Financial conducts a pay equity review twice a year and results are published in the Insignia Financial Remuneration Report and reported to the governing body twice a year.

#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

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

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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

Yes

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

No

Not a priority

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

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

Job sharing: Yes

SAME options for women and men

Part-time work: Yes

SAME options for women and men

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available

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 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?**

12

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?

No

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.

1.3 - Superannuation is paid at the superannuation guaranteed rate for both the government funded and employer funded parental leave.

Support for carers

1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes

Policy; Strategy

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

2.1. Employer subsidised childcare

Yes

Available at ALL worksites

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

Currently under development

Estimated Completion Date:

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

Yes

Available at ALL worksites

2.7. Internal support networks for parents

Yes

Available at ALL worksites

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

No

Currently under development

Estimated Completion Date:

2.9. Parenting workshops targeting fathers

No

Currently under development

Estimated Completion Date:

2.10. Parenting workshops targeting mothers

No

Currently under development

Estimated Completion Date:

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.

2.1 - Insignia Financial provides a childcare allowance of \$4000 paid to an employees upon returning to work.

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; Strategy

- 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

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; Strategy

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

Yes

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

Yes

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)

Yes

Training of key personnel

Yes

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

Yes

Workplace safety planning

Yes

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

Yes

Is the leave period unlimited?

No

How many days are provided?

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? 5

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

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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**

REPORTING OVERVIEW

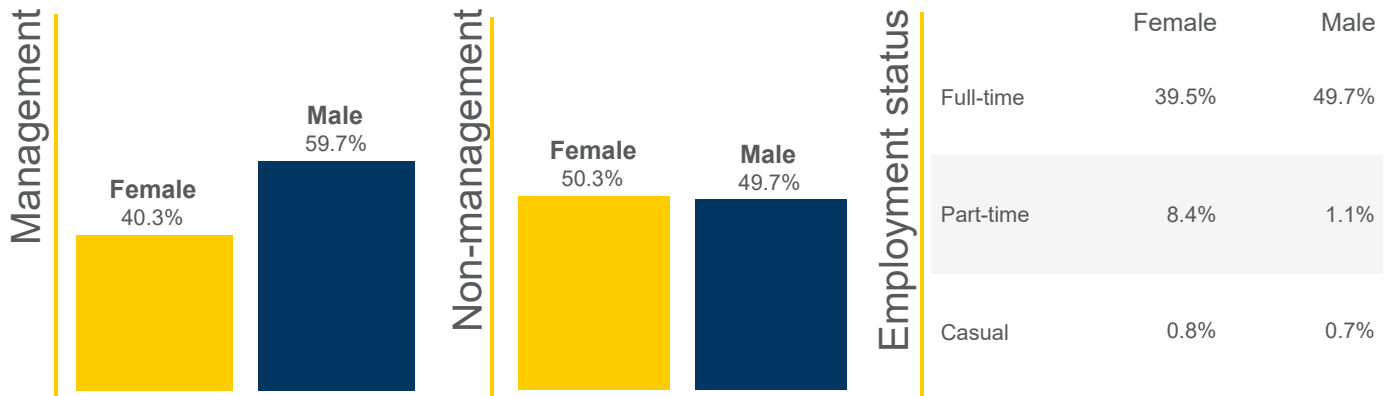
IOOF Holdings Limited 22-23
4,661 employees

This Reporting Overview summarises your organisation's responses in the 2022 - 2023 Gender Equality Report, submitted in accordance with the Workplace Gender Equality Act 2012, against key areas where workplace gender inequality persists. The Gender Strategy Toolkit (www.wgea.gov.au/tools/gender-strategy-toolkit) provides comprehensive guidance to support organisations to take action on workplace gender equality.



Workforce composition

Women are often underrepresented in leadership roles and overrepresented in lower-level roles.



Employee growth* and promotion by gender

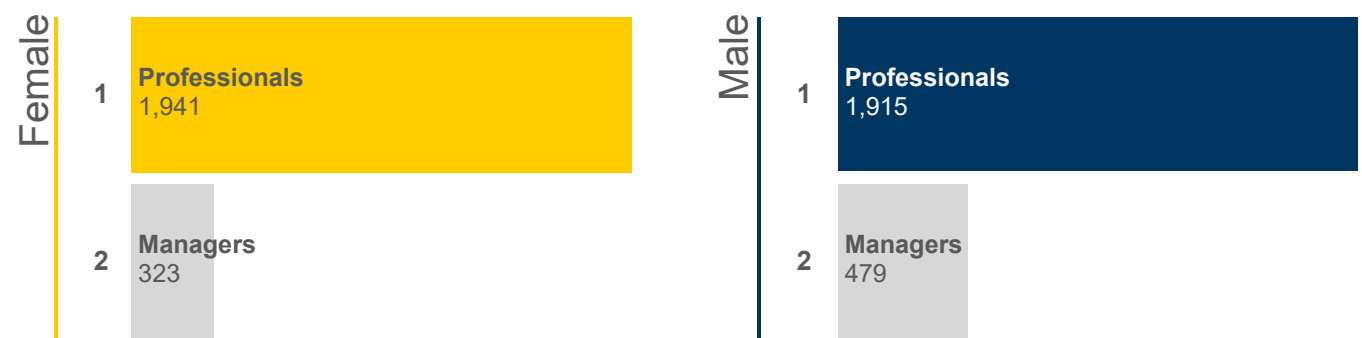


IOOF Holdings Limited 22-23 reported an overall growth in employee numbers for the reporting period.

Category	Female	Male
Growth		
Female managers	↓ -46	↑ 26
Female non-managers	↑ 266	↑ 376
Promotion		
Female managers	212	248
Female non-managers	848	858



Top occupations by gender



*Employee growth equals external appointments minus resignations

QUESTIONNAIRE OVERVIEW

IOOF Holdings Limited 22-23
4,661 employees

This section summarises your organisation's gender equality policies and practices. More than 80% of employers have policies and practices in recruitment, training and development and performance management, as primary areas where unconscious biases might occur.



Gender equality

Yes
formal policy and/or strategy in place to support gender equality overall

Yes
formal policy or strategy in key performance indicators for managers relating to gender equality

Yes
formal policy or strategy in recruitment

No
formal policy or strategy in promotions



Gender pay equity

Yes
specific pay equity objectives included in your formal policy and/or formal strategy

Yes
formal policy and/or strategy on remuneration generally

Yes
analysis of payroll to determine if there are any remuneration gaps between women and men



Employee support

Yes
formal policy and/or strategy to support employees experiencing family or domestic violence



Flexible work

Yes
formal policy and/or strategy on flexible working arrangements



Governing body

Yes
governing body for this organisation

Yes
formal selection policy and/or strategy for governing body members

* Some companies may not have a target for Board composition if the Board is currently gender balanced

GENDER PAY GAP SUMMARY

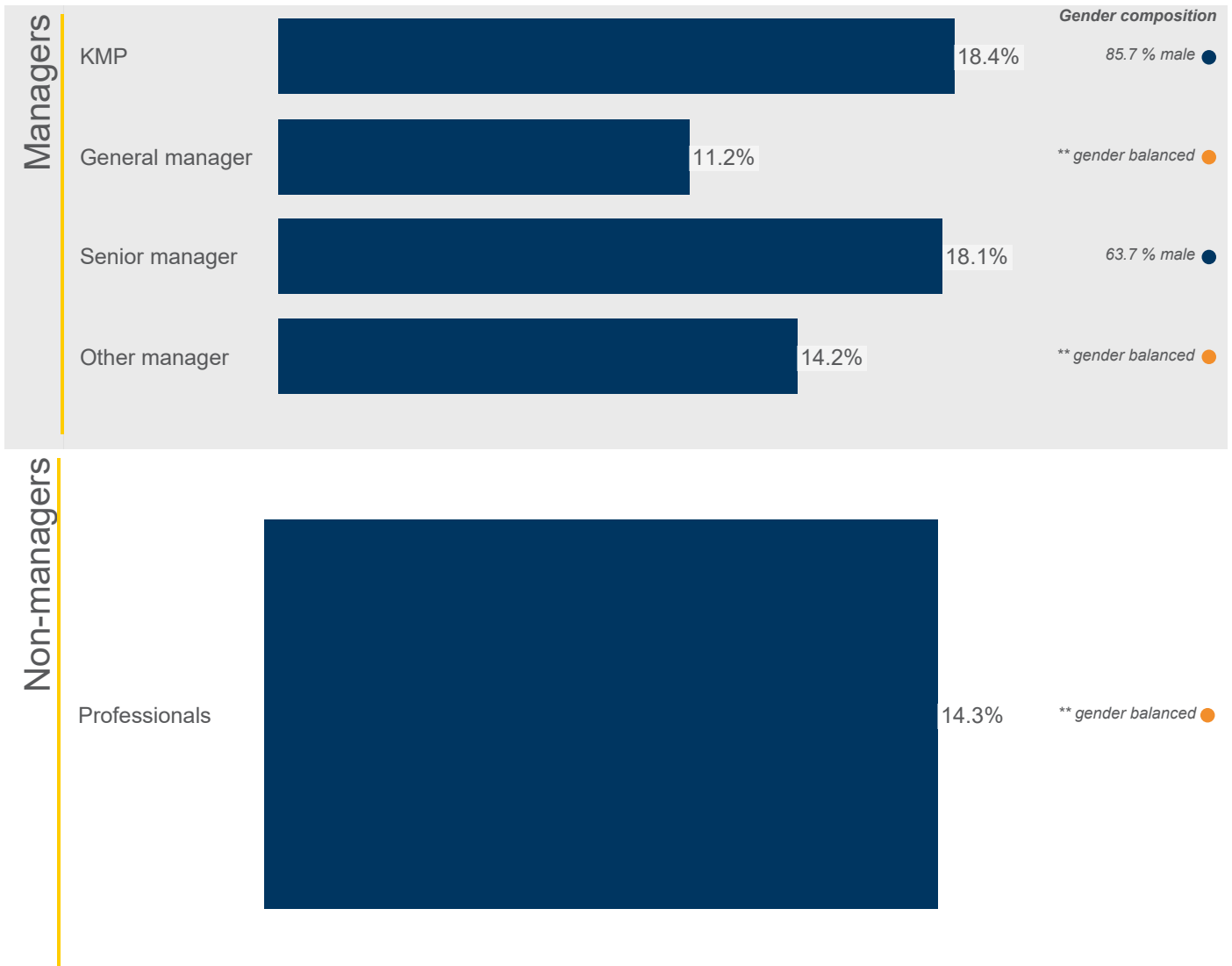
IOOF Holdings Limited 22-23
4,661 employees

Gender pay gap

The gender pay gap is a measure of how we value the contribution of men and women in the workforce. Men are twice as likely to be in the top earning bracket and women are 1.5 times more likely to be in the lowest.

Your gender pay gap* is calculated using the salary and remuneration data you provided. Percentages greater than 0% represent a pay gap in favour of men. Tools are available to help you understand and take action on drivers of your organisation's gender pay gap at www.wgea.gov.au/take-action.

Organisation-wide gender pay gap for total remuneration: **18.9%***.
Pay gap favours men



* The gender pay gap excludes:

- salary data submitted voluntarily for your CEO, Head of Business(es), and Overseas Managers.
- employees who did not receive any payment during the reporting period
- gender X, while the Workforces Gender Equality Agency establishes the baseline levels for this new data point.

For more information, visit <https://www.wgea.gov.au/the-gender-pay-gap>

** Gender balanced occupational groups is when no gender exceeds 60% of the headcount for the occupational group



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14 August 2023

CERTIFICATE OF COMPLIANCE WITH THE WORKPLACE GENDER EQUALITY ACT 2012

I am pleased to advise that the following organisations, as listed below, are **compliant** with the *Workplace Gender Equality Act 2012* (Act) for the 2022-23 reporting period.

1. Insignia Financial Ltd (ABN: 49100103722)
2. loof Service Co Pty Ltd (ABN: 99074572919)

This certificate forms your **notice of compliance with the Act** until replaced with a new certificate of compliance for the next reporting period.

A handwritten signature in black ink that reads "Mary Wooldridge".

Mary Wooldridge
Chief Executive Officer