



Date Created: 01-08-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 01-08-2023

2022 - 23 Gender Equality Reporting

Submitted By:

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Helia Group Limited 72154890730

#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

Policy; Strategy

Performance management processes: Yes

Strategy

Promotions: Yes.

Policy; Strategy

Talent identification/identification of high potentials: Yes Strategy

Succession planning: Yes

Strategy

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: Yes Strategy

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

Yes Policy; Strategy

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

Helia is committed to promoting a workplace that recognises and embraces an inclusive environment and identifies and removes any barriers to gender diversity. Helia (previously known as Genworth) has been awarded the WGEA Employer of Choice for Gender Equality citation for nine consecutive years, which demonstrates that as an organisation it has an ongoing commitment and focus on equal employment opportunities and gender balance across recruitment, development and talent and succession.

In 2022 Helia achieved 50% gender equality for our Board and 44% for our Senior Leadership Team and continued to reduce its gender pay gap.

Helia's Diversity, Equity and Inclusion Plan 2023-2024 targets have been set to:

1. Maintain women in senior management at greater than 40%;
2. Decrease gender pay equity gap below 6.5%

Helia has maintained a strong commitment throughout the reporting period to supporting and developing our leaders. Helia's Leadership Curriculum includes a Leadership Expectations program which educates leaders on supporting employees

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to speak up safely, lead virtually and understand the policies. The Curriculum also expands to programs for Emerging Leaders and Developing Female Leaders.

The Senior Leadership Team regularly discuss all employees who have aspirations and have the potential to move to a broader or more challenging leadership roles. As part of this process, readiness is reviewed and key development actions are put in place which focus on career building opportunities such as exposure, stretch assignments and allocating mentors to support the achievement of career goals.

Helia's quest for more women in management is evidenced by the appointment of women into the following senior management roles in 2022/ 2023:

1. Head of Finance
2. Head of Performance and Reward
3. Head of New Ventures
4. Head of Product Development; and
5. Chief of Staff

Governing Bodies

Organisation: Helia Insurance Pty Limited

1.Name of the governing body: Helia Insurance Pty Ltd Board of Directors

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) 4	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: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 31/12/2023

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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: Strategy

Organisation: Helia Group Limited

1.Name of the governing body: Helia Insurance Pty 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) 4	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: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 31/12/2023

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: Strategy

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

In 2022 Helia achieved 50% gender equality for our Board which has exceeded our target and we continue to strive for maintaining gender balance on the Board of Directors in future years

#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?

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

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.

Helia's commitment to gender pay equity is established in a number of processes and objectives which include:

- a commitment to measuring, addressing and achieving gender pay equity through our annual performance and remuneration review process; and
- holding management accountable for remuneration outcomes with respect to diversity as well as maintaining a rigorous and transparent performance assessment process with a gender lens applied.

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

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; 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); Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the

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executive; Reported pay equity metrics (including gender pay gaps) to all employees; 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.

Helia's Remuneration strategy is a commitment to fair and equitable remuneration practices with a responsibility to achieving pay equity in all roles on a like-for-like basis. (Comparing equal or comparable jobs).

Helia conducts comprehensive reviews and reporting of gender performance and pay equity outcomes as part of the annual review process. As part of the 2022 annual review of performance and remuneration, the review focused on the following;

- Addressing male and female compa-ratio to ensure they are paid at or above the median in the market for their skills and experience.
- Parity of base salary increases allocated for males and females on a like-for-like basis.
- Short-term incentive outcomes were analysed by gender to ensure gender impartiality and that there was no unconscious bias in the process for those on the same performance ratings on a like-for-like basis.

Our commitment to championing gender equality has resulted in exceeding our target of 40% women in management positions and reduced our gender pay gap to 6.5% (down from 12.75% in 2021), far exceeding industry benchmarks (29.5%).

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?

Consultative committee or group; Exit interviews; Survey

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:
Yes
Date:05/07/2022

Shareholder:
Yes
Date:23/06/2022

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

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

#Flexible Work

Flexible Working

1. **Do you have a formal policy and/or formal strategy on flexible working arrangements?**
Yes
Policy; Strategy

- 1.1. **Please indicate which of the following are included in your flexible working arrangements strategy or policy:**
A business case for flexibility has been established and endorsed at the leadership level
Yes

The organisation's approach to flexibility is integrated into client conversations
No

Not aware of the need

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

Other

Other: Helia has moved to an ongoing hybrid workplace where each employee has the flexibility to work from home for a proportion of the week.

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

Other

Other: Hybrid Workplace for all employees

Team-based training is provided throughout the organisation

Yes

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

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

Compressed working weeks: Yes

SAME options for women and men Formal options are available; 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: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

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

Purchased leave: Yes

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

Unpaid leave: Yes

SAME options for women and men Formal options are available

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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?**

No

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

We have continued to operate a hybrid workplace as our new normal post COVID:

Hive Day was introduced at Helia in 2022, after a consultation process with employees, allowing teams to decide which day worked best for the team to all come into the office and have a day per week where collaboration was at the heart of the day. Hive Day offers ongoing flexibility to work from home whilst also achieving the balance of working together in the office.

Our Pulse Survey in 2022 showed that 96% of employees felt that they “are genuinely supported if we choose to make use of flexible working arrangements. An increase of 13% from June 2021 Pulse Survey.

Three days Additional Personal Leave has been retained post COVID and can now be used for physical and mental well-being by employees. Birthday leave has also been introduced. With the addition of these four additional days, Helia’s employees can now enjoy an additional four days leave per year.

#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; Surrogacy; Stillbirth

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

Paying the employee's full salary

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- 1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?**
Yes, on employer funded parental leave
- 1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**
12
- 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?**
No
- 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
- 1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:**
Birth; Adoption; Surrogacy; Stillbirth
- 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?**
4
- 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?**
No

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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.

From 1st September 2022, we pay super on Government sponsored parental leave payments.

From 1st September 2022 we also are paying additional SG at minimum wage rate, as our Company paid parental leave is less than government funded leave, by 4 weeks.

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 aware of the need

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Not aware of the need

2.5. Coaching for employees on returning to work from parental leave

Yes

Available at ALL worksites

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

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

Yes

Available at ALL worksites

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.

Our Leave Policy recognises additional support for elder and disability carers leave. If an employee has used all their personal/carers leave, employees are entitled to five (5) days additional paid special personal leave per calendar year to use to care for elderly family members or disabled family members.

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

Other

Provide Details: 1. All staff must complete annually 2 x mandatory 45min online learning modules annually that address: a) Anti-bullying and Anti-harassment b) Anti-discrimination 2. All staff must attend Instructor-led Induction which covers our policy, the legislation

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?

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

No

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

No

Other

Provide Details: We are not a multisite organization in Sydney, but we do however offer flexible working arrangements

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

No

Other

Provide Details: We do not have medical staff due to our size, however we would ensure we referred our employee to appropriate medical services

Training of key personnel

Yes

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

Yes

Workplace safety planning

No

Not aware of the need

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

No

Other

Provide Details: Full-time, part-time and casual employees have the right to access 10 days of paid family and domestic violence leave in a 12-month period.

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: Unpaid leave in our Family and Domestic Violence Policy

Access to unpaid leave

Yes

Is the leave period unlimited?

No

How many days are provided?

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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**