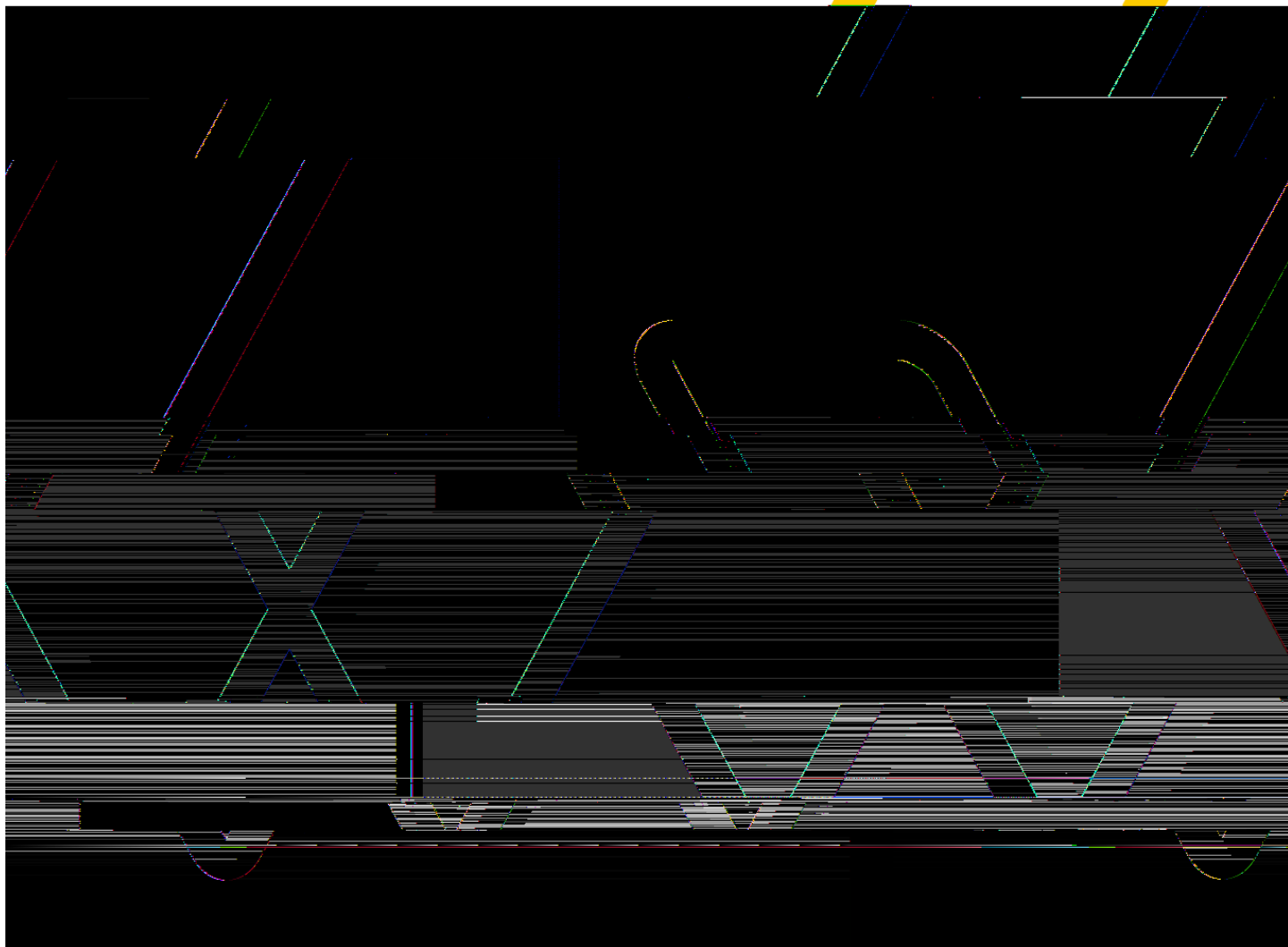


# 2020 - 21 Compliance Program

Submitted by:

**University Of New South Wales  
(ABN:57195873179)**







|   |  |
|---|--|
| representation of women on this governing body?                                       | Yes( <i>Provide further details on your target</i> ) |
| 10.6: What is the percentage (%) target?  | 40.00%   |
| 10.7: What year is the target to be reached (select the last day of the target year)? | 31-Dec-2021  |

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

The current composition of UNSW Council is 40% Females (n=6) and 60% Males (n=9)  
UNSW does not control governing body appointments.

For all internal committees including Council, UNSW has a procedure which states: "Usual composition of UNSW's committees and decision-making bodies must be as follows: males and females to each hold at least 40 per cent of the membership"

See:

<https://www.gs.unsw.edu.au/policy/documents/representationnoncommitteesprocedure.pdf>

For the purposes of the target end date question 10.7 above, we have dated 31/12/2021 although this procedural requirement is ongoing.

# #Action on gender equality

## Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

| ...Yes   | Strategy   |
|--|--|
| 1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy? | Yes( <i>Select all that apply</i> )  |
| ...Yes   | To achieve gender pay equity<br>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)<br>To be transparent about pay scales and/or salary bands<br>To implement and/or maintain a transparent and rigorous performance assessment process |

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

1-Feb-2021

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

1. UNSW undertakes regular and comprehensive pay reviews, minimum every two years, reporting to EDI Board and Management Board against Council gender equity targets. Gender pay equity results were communicated to Faculties Q1 2020, however in Q2 2020 all remuneration related initiatives were paused due to COVID. These are being reinstated in 2021 as resources allow with the aim of developing a UNSW Gender Pay Equity Statement

2. UNSW undertakes a regular annual bonus review by gender coinciding with the bonus payment cycle, with aims for gender equity in average bonus percentage outcomes. As a cost reduction measure taken in response to the pandemic, no bonuses were paid for the 2020 year.

3. UNSW prepares regular gender pay equity progress reports by faculty and division, and which are cascaded to Deans/Division Leads (as appropriate) and nominated key stakeholders.

4. UNSW advised and monitored gender equity in work areas undergoing significant workplace change as a result of COVID in 2020 to ensure women were not disproportionately impacted. The aim was to at least preserve the current status and not increase pay equity gaps during the pandemic.

5. During 2020, additional actions to ensure gender equity in academic promotion and recruitment practices were expected of Faculty and Divisional leadership:

- Review faculty/division's pay gap reports, identify priorities for action
- Ensure a review of pay, Level and Step allocations for consistency before/at the time of hire
- Implement regular reviews of promotion and recruitment outcomes

6. UNSW developed Guidelines for achievement “relative to opportunity and performance evidence” for academic promotion (ROPE)

During 2020, this Guideline emphasized EDI principles in academic promotions process, allowing applicants to describe COVID impact factors with regard to their case for promotion such as children learning from home, exacerbated mental health conditions / disability, carer responsibilities, working from home while schools were shut, natural disaster impact (eg of bushfires earlier in 2020).

UNSW anticipated that the pandemic would disproportionately impact women in negative ways. The Division of Equity Diversity and Inclusion continued to drive and support gender equity to ensure considerations in all decision making (triggered by revenue reductions due to COVID-19) and that the gains and momentum of past achievements were not lost. Metrics on diversity indicators: gender, Indigeneity, cultural diversity, people with disability, part-time employment status, and casual employment status were tracked and reported monthly, at organisational and at the faculty/division level.

## Employer action on pay equity

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(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 1-2 years

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

Yes(*Select all that apply*)

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

Created a pay equity strategy or action plan  
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

.. Yes

Reported pay equity metrics (including gender pay gaps) to the governing body

1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)

A UNSW-wide and large Faculty gender gap analysis was completed during the reporting period . The analysis included two methods : unadjusted gap i.e. difference between average pay for men and average pay for women, and the adjusted gap that was a "like-for-like" comparison taking into consideration personal characteristics and job characteristics.

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Additional initiatives are in place to address gender pay equity issues such as:

1) Real-time gender equity reporting for managers in discretionary pay review systems so they can identify and address pay equity issues before these processes are finalised

2) HR moderation sessions introduced to review pay equity in discretionary pay related processes

3) Artificial Intelligence used in discretionary pay review systems to suggest pay levels based on available data in order to reduce unconscious bias by managers

4) "Women in Leadership" programs to support progression of women to senior management positions.

Some programs, especially those offering financial support, were paused in 2020 due to budget constraints due to COVID-19 and it is pleasing to note that these are resuming in 2021 as recovery allows.

5) Level Up is a promotional support program run by Equity, Diversity and Inclusion in the Faculty of Science and exclusively available to female academics. Level Up utilizes a cohort model, where staff planning to apply for promotion can network with one another, receive formal guidance on promotion procedures and best practices, and gain access to mentorship about building a strong case for promotion. A key feature of the program is to instigate the planning and preparation process early and to provide program participants with content that is catered to the Faculty of Science.

## Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?  
Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Survey  
Consultative committee or group  
Other (provide details)

In September 2019 UNSW conducted a staff engagement Insight survey. All staff were invited

|                            |  |
|----------------------------|--|
| ...Other (provide details) | to participate. The survey included questions about diversity, and responses to all questions can be reviewed by gender. |
| 1.2: Who did you consult?  | ALL staff  |

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

- During the pandemic, a specific Gender & COVID Advisory Group was established to discuss and report any gender-specific issues to the DVC-EDI, a member of the UNSW Management Board.
- Regular meetings were held with 3 UNSW Gender Diversity Champions and their feedback was provided to the DVC-EDI to inform university wide decision making
- The UNSW WiRN (Women in Research Network) continued to advocate and advance gender equity issues across the University. In September 2020, WiRN conducted a pulse survey of members' experience in working from home since March 2020 and encouraged UNSW staff to participate in gender related research being undertaken by other universities on the impact of the pandemic.
- In August 2020, UNSW was recognised by the Australian Academy of Science as a Women in STEM Decadal Plan Champion (the Plan was launched in April 2019) and has publicly agreed to align its gender equity journey with the Decadal Plan.
- UNSW Diversity Champions for Gender Equity, Cultural Diversity, Disability, Flexible Work, LGBTIQ+ continued to contribute strongly to UNSW EDI strategy. A Parents and Families Champions is being installed in 2021
- UNSW received Gold Employer status in the Australian Workplace Equality Index for LGBTIQ+ inclusion through Pride in Diversity (An ACON Inclusion Program)



# #Employee work/life balance

## Flexible working

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

Yes (*Select all that apply*)

|  |  |
|--|--|
| ...Yes   | Policy   |
| ...A business case for flexibility has been established and endorsed at the leadership level | Yes  |
| ...Leaders are visible role models of flexible working                                       | Yes  |
| ...Flexible working is promoted throughout the organisation                                  | Yes  |
| ...Targets have been set for engagement in flexible work                                     | No ( <i>Select all that apply</i> )  |
| ...Targets have been set for men's engagement in flexible work                               | No ( <i>Select all that apply</i> )  |
| ...Leaders are held accountable for improving workplace flexibility                          | Yes  |
| ...Manager training on flexible working is provided throughout the organisation              | No ( <i>Select all that apply</i> )  |
| ...No  | Other (provide details)  |
| ...Other (provide details)   | UNSW has Flexible Work guidelines which includes an online Flexible Work Toolkit for staff and their managers to refer to in their discussions regarding flexible work arrangements. This has been available since September 2019 and was reviewed in light of the pandemic in late 2020 (new Flexible Work policy and toolkit will be available from July 2021) |
| ...Employee training is provided throughout the organisation                                 | No ( <i>Select all that apply</i> )  |
| ...No  | Other (provide details)  |
| ...Other (provide details)   | UNSW has Flexible Work guidelines which includes an online Flexible Work Toolkit for staff and their managers to refer to in their discussions regarding flexible work arrangements. This has been available since September 2019 and was reviewed in light of   |



|   |  |
|---|--|
| ...Time-in-lieu                           | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men         | Formal options are available<br>Informal options are available |
| ...Telecommuting (e.g. working from home) | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men         | Formal options are available<br>Informal options are available |
| ...Part-time work                         | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men         | Formal options are available                                   |
| ...Job sharing                            | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men         | Formal options are available                                   |
| ...Carer's leave                          | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men         | Formal options are available                                   |
| ...Purchased leave                        | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men         | Formal options are available                                   |
| ...Unpaid leave                           | Yes( <i>Select one option only</i> )                           |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> ) |
| ...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

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Don't know / Not applicable

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

In 2020, in response to the pandemic, UNSW formed a Task Force 20/21+ to prepare strategies for future action. A Staff Survey was conducted in May 2020 covering a wide range of issues with feedback and suggestions received. Key findings were shared with staff over an interactive online forum with a key recommendation to UNSW Senior Leadership and Management Board (which was endorsed by UNSW Council) to establish “Project Phoenix” to investigate flexibility and flexible work for UNSW and explore new ways of working and using campus space.

The project involved more than 100 staff via 9 working groups, a quantitative pulse survey with 3368 respondents on their experience of working remotely; 563 staff provided input into the ‘future of work’ questions; 600 staff attended a virtual Open House presentation, and further feedback was sought.

The project revealed 6 Principles of the future of work including one of “Embracing Flexibility” which in essence, prioritised work/life balance and inclusion principles.

As a result, the Standards and Resources on Flexible Work at UNSW underwent a significant consultation and review with a new Flexible Work Policy and accompanying Toolkits being rolled out in 2021. The need for consideration of personal circumstances and



# #Employee support

## Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) 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( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )   |
| 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<br>Adoption<br>Surrogacy<br>Stillbirth   |
| 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   |
| 1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?                                   | 26   |
| 1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?  | 71-80%   |
| 1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme? | Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> ) |
| 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<br>Adoption<br>Surrogacy<br>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?                                  | 2                                      |
| 1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals? | 50-60%                                 |

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.

UNSW has a variety of paid parental leave benefits for parents who are engaged by the University on either a fixed term or continuing employment contract including:

1. Maternity leave (available to the birth mother but can be shared if both parents work at UNSW): commencement of employment up to 5 years of continuous service - up to 26 weeks (full pay) / 5 years or more of continuous service - up to 36 weeks (full pay)

2. Primary carer leave: (available to an employee on a continuing or fixed term employment who is not eligible for paid maternity leave, is a primary carer and satisfies certain eligibility criteria): commencement of employment up to 5 years of continuous service - up to 26 weeks (full pay) / 5 years or more of continuous service - up to 36 weeks (full pay)

3. Adoption - child under 5 years leave (can be shared if both parents work at UNSW): commencement of employment up to 5 years of continuous service - up to 26 weeks (full pay) / 5 years or more of continuous service - up to 36 weeks (full pay)

4. Adoption - child 5 years or older leave: nil service requirement - up to 2 weeks (full pay) or 4 weeks (half pay)

5. Surrogacy - if an employee (other than the birth mother) enters into a surrogacy arrangement in respect of the birth/placement of the child, and it is not covered by another type of parental leave, the employee may, with Chief HR Officer approval, take parental leave consistent with adoption or primary carer leave provisions, whichever is applicable in the circumstances







|                  |  |
|------------------|--|
| ...All employees | <i>provided (select all that apply):</i>     |
| ...Yes           | At induction<br>Varies across business units |

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

UNSW is committed to supporting staff and students affected by gendered violence through the following actions:

- A dedicated sexual misconduct reporting Portal to make it easier for staff and students to report incidents of sexual assault and sexual harassment including third party and anonymous reports
- Resources and information provided online to assist staff and students who have experienced sexual assault and sexual harassment
- A UNSW Sexual Misconduct Prevention and Response Strategy which applies to all staff and students
- In 2020, UNSW established a Sexual Misconduct Risk and Review group to monitor all Portal Reports, and identify systemic issues and improvements
- A Domestic Violence Support Policy and Domestic Violence Support Procedure outline support and services available to UNSW staff who are experiencing family or domestic violence as well as staff supporting a person experiencing family or domestic violence
- Provision of 20 days paid Domestic Violence Leave
- A network of trained First Responders across all campuses who can be contacted by staff or students should they experience sexual assault or harassment and who are trained to respond, support and refer to relevant services
- An Employee Assistance Program providing confidential counselling, coaching and well-being service free for all staff and their immediate family members (Benestar)

## 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 (*Select all that apply*)

|        |        |
|--------|--------|
| ...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?

|   |     |
|---|-----|
| ...Employee assistance program (including access to psychologist, chaplain or counsellor) | Yes |
| ...Training of key personnel  | Yes |

|  |                                    |
|--|------------------------------------|
| ...A domestic violence clause is in an enterprise agreement or workplace agreement                   | Yes                                |
| ...Workplace safety planning   | Yes                                |
| ...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)           | Yes                                |
| ...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)         | Yes                                |
| ...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)       | No( <i>Select all that apply</i> ) |
| ...Access to unpaid leave  | Yes                                |
| ...Confidentiality of matters disclosed  | Yes                                |
| ...Referral of employees to appropriate domestic violence support services for expert advice         | Yes                                |
| ...Protection from any adverse action or discrimination based on the disclosure of domestic violence | Yes                                |
| ...Flexible working arrangements   | Yes                                |
| ...Provision of financial support (e.g. advance bonus payment or advanced pay)                       | Yes                                |
| ...Offer change of office location   | Yes                                |
| ...Emergency accommodation assistance  | Yes                                |
| ...Access to medical services (e.g. doctor or nurse)   | Yes                                |
| ...Other (provide details)   | No( <i>Select all that apply</i> ) |

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

In relation to the question above regarding Protection from adverse action or discrimination based on the disclosure of domestic violence:

- UNSW provides paid domestic violence leave as an entitlement in its Enterprise Agreements which can be accessed by employees in the event of family or domestic violence,
- UNSW has a complementary domestic violence policy and procedure which includes clear definitions on the responsibilities of supervisors, managers and HR staff in circumstances where there is asin circumstances

UNSW provides the following:

- During the COVID lock down period in 2020, a provision was made for staff to continue to work on campus for safety reasons. Confidential requests could be made to managers and/or through HR Business Partners
- The ability for a staff member to have their email address changed
- Consideration of other forms of support as requested by the staff member
- Visible support from leadership through, for example, the Vice Chancellor's message to all staff in 2020 on the back of heightened risk of domestic and family violence to encourage staff and students to use the UNSW Health Service and Counselling and Psychological Services systems established to support staff and students health and safety, as well as the free and confidential Employee Assistance Program