



Australian Government



Workplace  
Gender Equality  
Agency

# Employer Public Report

## Contents

[Public Reports](#)

[Workplace Overview](#)

[Action on Gender Equality](#)

[Flexible Work](#)

[Employee Support for Parents and Carers](#)

[Harm Prevention](#)

### Submitted By:

Howe And Company Proprietary Limited 44004134543; Schaffer Corporation Limited 73008675689;  
Delta Corporation Limited 66009225567



# Public Reports

WGEA publishes your Public Report, excluding any personal information, on the Data Explorer. WGEA uses its contents for other purposes in electronic or other formats.

## What makes up your Public Report?

Your Public Report consists of 2 documents, which you can generate and download after preparing your submission for lodgement:

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

## Before lodgement

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*.

Reporting contacts will be asked to declare in the WGEA Employer Portal that all relevant CEOs or equivalents have signed the Public Report.

For detailed information on the requirements to share the Public Report with your employees, members or shareholders, refer to the online Reporting Guide under [Notification and Access requirements](#).

## Gender Equality Standards

If your organisation is a single entity employing 500 or more employees, you must have a policy or strategy in place against each of the 6 Gender Equality Indicators. More information can be found within the online Reporting Guide on [Gender Equality Standards](#).

## Gender Equality Targets

If your organisation is an employer that directly employs 500 or more employees, you must select and commit to achieve 3 gender equality targets from a [menu](#) of 19 options. At the end of 3 years, you must meet or demonstrate improvement against each selected target. More information can be found on [Gender Equality Targets: Frequently Asked Questions](#).



## Workplace overview

### Policies and 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 supported 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?

No

---

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

No

---

#### 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.

The Group has approximately 80 Australian employees and experiences very low employee turnover. The Group values employee diversity and has policies against gender discrimination. Recruitment, promotion and/or remuneration decisions are foremost on the basis of merit.

## 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 on 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, targets and policies.

---

#### 1.5 Identify your organisation/s' governing body.



**Organisation:** Schaffer Corporation Limited

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

No

**B. What is the name of your governing body?**

Schaffer Corporation Limited Board of Directors

**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?**

	Women	Men
Chair	0	1
Members (excluding chairs)	1	3

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

No

**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 to increase the representation of women on this governing body?**

No

Other value: NA



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

No

**Organisation:** Howe And Company Proprietary Limited

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

No

**B. What is the name of your governing body?**

Howe and Company Pty Ltd Board of Directors

**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?**

	Women	Men
Chair	0	1
Members (excluding chairs)	1	1

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

No

**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 to increase the representation of women on this governing body?**

No

Other value: NA

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

No

**Organisation:** Delta Corporation Limited

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

No

**B. What is the name of your governing body?**

Delta Corporation Limited Board of Directors

**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?**

	Women	Men
Chair	0	1
Members (excluding chairs)	1	1

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

No



---

**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 to increase the representation of women on this governing body?**

No

Other value: NA

---

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

No

---

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



## 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?

No

---

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

No

Other

**Provide details:** The Group has only approximately 80 Australian employees and a variety of positions. The effectiveness of a gender pay gap analysis for the Group is limited.

---

#### 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.

The Group has approximately 80 Australian employees and values gender equality. Remuneration decisions are foremost on the basis of merit.

## 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?**

No

---

**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?**

No

---

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



# Flexible working arrangements

## Flexible working

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?

No

---

### 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	No	Yes
Hybrid working (regular days worked from home and in office)	No	Yes
Working fully remote (no regular days worked in office)	No	No
Reduced hours or part-time work	No	Yes
Job sharing arrangements	No	No
Purchased leave	No	No
Unpaid leave	Yes	Yes
Flexible scheduling, rostering or switching of shifts	No	No

---

### 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.

As a manufacturer requiring teams to complete production, the availability of flexible working arrangements is limited. Flexible working arrangements are made available to employees where possible and appropriate.



## 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 the policy is 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?

No

---

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

## 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.

---

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

No

---

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



Support mechanism	Answer
Breastfeeding facilities	No
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
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	No
Access to counselling and external support for carers (e.g. EAP)	No

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





# 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 and response to sexual harassment, harassment on the ground of sex or discrimination?

Yes  
Policy

#### 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; 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

#### 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	No
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 managers, non-managers or the governing body?

Yes

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



---

**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; Responding to employees who engage in harassment or associated behaviours

---

**5.3 Does the governing body and/or 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

---

**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?**

No

You may indicate it is under development:

---

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

Trained, trauma-informed support staff/contact officers

---

**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 to disclose anonymously



---

**5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?**

No

---

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

**Governing body**

No

**CEO or equivalent**

No

**Key Management Personnel (for Commonwealth public sector: Senior Executive Bands)**

No

---

**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.**

No instances of sexual harassment, harassment on the ground of sex or discrimination have been reported therefore no reporting has been required for the Governing Body, CEO or KMP

## Harm prevention

### Family or domestic violence

---

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

No

---

**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 family and domestic violence	No
Confidentiality of matters disclosed	No
Training for key personnel in supporting employees experiencing family and domestic violence	No
Flexible working arrangements	Yes



Workplace safety planning	no
Employee assistance program (including access to psychologist, chaplain or counsellor)	No
Procedures for referring employees experiencing family and domestic violence support services	No
Provision of financial support (e.g. advance bonus payment or advanced pay)	No
A family and domestic violence clause is in an enterprise agreement or workplace agreement	No
Access to medical services (e.g. doctor or nurse)	No
Mechanisms for employees experiencing family and domestic violence to request to move to a different workplace location	No
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 family and domestic violence leave?

Yes

#### Is it unlimited?

No

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

No

#### How many days of paid family and domestic violence leave?

10

#### Access to unpaid family and domestic violence leave?

No

---

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

The Group values and protects its employee. Assistance would be provided on a case basis for any employee experiencing family or domestic violence.

