



Date Created: 21-06-2023



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Gender Equality Reporting

Submitted By:

Bpg Services Pty Ltd 65620637890

W R Bright & Sons (Fairfield) Pty Ltd 20001691934

Ncp Pty Ltd 85157671513

Twenty-20 Bindery Pty Ltd 50640715671

#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: Yes.

Strategy

Talent identification/identification of high potentials: YesStrategy

Succession planning: No

Currently under development

Estimated Completion Date: 2025-06-30

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality:

NoInsufficient resources/expertise

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

NoCurrently under development

Estimated Completion Date: 2024-06-30

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: W R Bright & Sons (Fairfield) Pty Ltd

1.Name of the governing body: Bright Print Group

2.Type of the governing body: Management committee

3. Specified governing body type:

Number of governing body chair and member by gender:

| | | | |
|--------|------------|----------|------------|
| Chair | Female (F) | Male (M) | Non-Binary |
| | 1 | 1 | 0 |
| Member | Female (F) | Male (M) | Non-Binary |
| | 0 | 5 | 0 |

4. Formal section policy and/or strategy: No

Selected value: Not aware of the need

Other value:

Details why there is no control over governing body/appointments:

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Not a priority

Other value:

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 a priority

Other value:

Organisation: Bpg Services Pty Ltd

1. Name of the governing body: Bright Print Group

2. Type of the governing body: Management committee

3. Specified governing body type:

Number of governing body chair and member by gender:

| |
|-------|
| Chair |
|-------|

| | | | |
|---------------|------------------------|----------------------|------------------------|
| | Female (F) 1 | Male (M) 1 | Non-Binary 0 |
| Member | Female (F) 0 | Male (M) 5 | Non-Binary 0 |

4. Formal section policy and/or strategy: No

Selected value: Insufficient resources/expertise

Other value:

Details why there is no control over governing body/appointments:

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Insufficient resources/expertise

Other value:

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: Insufficient resources/expertise

Other value:

Organisation: Ncp Pty Ltd

1. Name of the governing body: Bright Print Group

2. Type of the governing body: Management committee

3. Specified governing body type:

Number of governing body chair and member by gender:

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

| | | |
|---|---|---|
| 0 | 5 | 0 |
|---|---|---|

4. Formal section policy and/or strategy: No

Selected value: Insufficient resources/expertise

Other value:

Details why there is no control over governing body/appointments:

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Insufficient resources/expertise

Other value:

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: Insufficient resources/expertise

Other value:

Organisation: Twenty-20 Bindery Pty Ltd

1. Name of the governing body: Bright Print Group

2. Type of the governing body: Management committee

3. Specified governing body type:

Number of governing body chair and member by gender:

| | | | |
|---------------|------------------------|----------------------|------------------------|
| Chair | Female (F) 1 | Male (M) 1 | Non-Binary 0 |
| Member | Female (F) 0 | Male (M) 3 | Non-Binary 0 |

4. Formal section policy and/or strategy: No

Selected value: Insufficient resources/expertise

Other value:

Details why there is no control over governing body/appointments:

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Insufficient resources/expertise

Other value:

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: Insufficient resources/expertise

Other value:

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

Strategy

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

Yes

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)

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

31/05/2023

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)?**

No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

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 Insufficient resources/expertise

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

No

Insufficient resources/expertise

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

Employees:

Yes

Date:02/06/2022

Shareholder:

Yes

Date:02/06/2022

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?**

No

Other

Other: Flexible working arrangements are negotiated with individuals on an as needed basis

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 Informal 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

Purchased leave: No

Not aware of the need

Remote working/working from home: No

Other

Other: Individual arrangements are negotiated with employees based on need

Time-in-lieu: Yes

SAME options for women and men

Informal options are available

Unpaid leave: Yes

SAME options for women and men Informal 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?**

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.**

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

No

Insufficient resources/expertise

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?**

No

Insufficient resources/expertise

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

- 2.1. **Employer subsidised childcare**

No

Date Created: 21-06-2023

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

No

Not aware of the need

2.4. Childcare referral services

No

Not aware of the need

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

No

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:

No

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.

The organisation has never received a complaint in relation to sexual harassment, or harassment on the grounds of sex or discrimination. Should we receive a complaint it would be handled in a confidential, sensitive and appropriate manner.

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?

No

Insufficient resources/expertise; Not aware of the need

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

Date Created: 21-06-2023

No

Insufficient resources/expertise; Not aware of the need

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

Other

Provide Details: The company has assisted with accommodation in the past and would do so again in the future if the need arose.

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

Yes

Flexible working arrangements

Yes

Offer change of office location

No

Insufficient resources/expertise

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

Yes

Training of key personnel

No

Insufficient resources/expertise; Not aware of the need

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

No

Insufficient resources/expertise; Not aware of the need

Workplace safety planning

Yes

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

No

Insufficient resources/expertise

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Insufficient resources/expertise

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

No

Not aware of the need

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

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**

As a family owned organisation we will always provide whatever assistance is required to ensure the health and wellbeing of our employees, and attend to their needs where we are able.