



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Gender Equality Reporting

Submitted by:

**Property Exchange Australia Limited
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#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(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Other (please specify)
...Other (please specify)	Laying foundations in recruitment, management and board levels.

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)

...Yes	Strategy Policy
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3: Does your organisation have any of the following targets to address gender equality in your workplace?

- Reduce the gender pay gap
- Increase the number of women in leadership positions
- Increase the number of women in male-dominated roles

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

PEXA is currently developing gender diversity targets to support its diversity & inclusion strategy for FY23.

Governing bodies

Property Exchange Australia Limited

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	PEXA Group Limited Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	0
...Male	1
...Non-binary	0
...Members	
...Female	2
...Male	4
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Currently under development(<i>Select the estimated completion date.</i>) Other (provide details)
	30-Jun-2022
	The measurable objective will be not less than 30% in the next reporting period as PEXA GROUP Limited is required to have this objective as it will have been in the ASX 300 at the start of the next reporting year.
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	The measurable objective will be not less than

30% of women in the next reporting period as PEXA GROUP Limited is required to have this objective. will have been in the ASX 300 at the start of the next reporting year

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

Below is a breakdown of who holds the predominant Chair position from the governing body and associated committees, by gender:

- Chair PEXA Group Board (Male)
- Chair Remuneration Nomination and People Committee - RNPC (Female)
- Chair Audit and Risk Committee - ARC (Female)

#Action on gender equality

Gender pay gaps

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

No(*Select all that apply*)

...No

Currently under development(*Select the estimated completion date.*)

...Currently under development

1-Jul-2022

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

20-Mar-2022

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?

Other (provide details)

...Other (provide details)

No analysis was conducted before 31 March 2022.

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

No(*Select all that apply*)

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)

No analysis was conducted before 31 March 2022. A full review of PEXA's remuneration approach and defining strategy for FY23 is currently underway.

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

PEXA is implementing a Remuneration Framework from 1 July 2022 that will drive remuneration outcomes that create internal equity to ensure employees performing at similar levels in similar roles are positioned within the appropriate PEXA remuneration band.

At PEXA, our Remuneration policy and strategy will ensure that all reward decisions are made free from bias and support diversity within the organisation.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Consultative committee or group

1.2: Who did you consult?

Diversity committee or equivalent

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

No

...No

Other(*Provide details*)

...Other

PEXA has a Gender specific subcommittee as part of their Diversity & Inclusion Committee. This sub-committee is made up of a cross-sectional representation of volunteers from across the organisation.

3: On what date did your organisation share your previous year's public reports with employees?

1-Mar-2022

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders?

1-Mar-2022

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Yes

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

PEXA consults the Executive team, and Diversity and inclusion Committee to debrief WGEA results and D&I survey results.

A formal listening strategy is in place to regularly hear from PEXA employees. This includes monthly pulse checks, as well as an holistic engagement survey during the year to understand key areas of focus and action. Results are shared with the entire business to support collaborative action planning, and relevant actions are agreed at a team level to improve the employee experience.

- The diversity & inclusion committee includes a sub committee specific to gender.
- Engagement of Diversity Partners, an independent D&I specialist, were engaged to undertake a diagnostic review and provide targeted recommendations to accelerate the Groups D&I strategy and embed a leader-led best practice approach.
- Partnership with SisterWorks centred on achieving a diverse and inclusive workplace.
- 128 PEXA employees have completed unconscious bias training
- 40 accredited mental health first aiders to support greater awareness and the challenges faced at home and at work.

- Parents at Work Pilot: Parents At Work provide a service that supports you as you transition from work into parental leave, staying connected while on parental leave, returning to work, then ongoing support as a working parent or carer.

#Flexible work

Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
...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>)
...No	Other (provide details)
...Other (provide details)	As outlined in the additional information; PEXA encourages full flexibility with the option for teams to come together and connect for key moments and events. Targets have not needed to be set at this stage due to the individual, department and company led approach outlined below and flexibility is embodied in our way of work, we run monthly pulse checks, (include recent % for flexilbity)
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Other (provide details)	
...Leaders are held accountable for improving workplace flexibility	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	PEXA has a formal companywide workplace flexibility approach which is cascaded down through leaders to teams, as part of active listening strategy, pulse checks (% PL support flexibility); shared and discussed at Executive and Board meetings.
...Manager training on flexible working is provided throughout the organisation	Yes

...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	At PEXA, all employees are given the opportunity to attend training on a variety of topics. PEXA's approach to flexibility is to offer support, training and coaching to People Leaders across all teams to ensure alignment with our FlexFirst policy and strategy.
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
...Other (provide details)	Yes
...Yes	A very clear PEXAFlex strategy that has been shared with the Metrics are shared with the governing body on flex first and wellbeing.

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

...Flexible hours of 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 Informal options are available
...Compressed working weeks	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
...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	Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
	SAME options for women and men(<i>Select all that apply</i>)

...Yes	<i>that apply)</i>
...SAME options for women and men	Formal options are available 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 Informal 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 Informal options are available
...Purchased leave	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Currently exploring
...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 Informal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Yes

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Training for managers on how to work with flexible and remote/hybrid teams

Training for non-managers on how to work with flexible and remote/hybrid teams

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

PEXA introduced the PEXAFlex in response to the COVID-19 pandemic and thereafter adopted a new Flex First approach. This is our our commitment to an inclusive hybrid working model centred around purpose driven moments as opportunities to bring us together to meaningfully connect, celebrate, learn and collaborate.

The **Flex first** framework is based on three tiers:

- **Individual led:** all PEXArians are empowered to decide where to work and what works best, for YOU! Consider working with team members and people leaders on times you can come together to collaborate. As long as we're following government guidelines, you can work from the office every day, or any day. The choice is yours.
- **Department led:** depending on operational needs, your Group Executive may hold regular or ad-hoc back-to-base days for relevant learning and collaboration opportunities. While many of us enjoy working remotely, we also thrive on the social-side of office life and miss it so let's make sure we're providing that energy when the opportunity presents #bettertogether.
- **PEXA led:** we will have opportunities for employee connect celebrations to bring us together, hosted at PEXA offices or offsite, throughout the year. Think campus style hack-days, inspiring tech symposiums, department showcases, strategy sessions, D&I celebrations and more! You'll be given plenty of notice of these so you can plan and join in accordingly.

#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 Adoption Surrogacy 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 Yes, on unpaid 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?	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?	Yes
1.1.g.1: How long is the qualifying period?	12
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
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?	Within 12 months

.. Yes	
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(Please indicate how employer funded paid parental leave is provided to the secondary carers.)
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 Yes, on unpaid parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	12
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%
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?	Yes
1.2.g.1: How long is the qualifying period?	12
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
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?	Within 24 months
.. Yes	

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.

PEXA realises that existing Australian family support policies did little to cater for new millennial parents and their families. That's why we committed to setting the bar for workplaces nationally, by introducing a fluid, game-changing diversity and inclusion portfolio, in support of our existing health and wellbeing programs.

The policies include:

- Six months paid parental leave for primary carers; 20 weeks at the commencement of leave and an additional six weeks upon return, which can be used flexibly over the following 12 months.
- Three months paid parental leave for secondary carers, which can be used flexibly over 18 months.
- Childcare assistance of up to \$1,000 per month per child.
- Super contributions on unpaid leave taken during first 12 months by primary carers.

Apart from these policies, we continue to celebrate employees' personal milestones – births, engagements, marriages and birthdays. While it was difficult to come together to celebrate birthdays monthly, we continue to earmark other milestones with gifts for new parents and shout outs/sharing photos across company slack channels (with new parent permission of course!). PEXArians wholeheartedly join in celebrating the new addition to the PEXA family.

Support for carers

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

Yes (Select all that apply)

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

...Employer subsidised childcare	Yes (Please indicate the availability of this support mechanism.)
...Yes	Available at ALL worksites
...On-site childcare	Yes (Please indicate the availability of this support mechanism.)
...Yes	Available at SOME worksites
...Breastfeeding facilities	Yes (Please indicate the availability of this support mechanism.)
...Yes	Available at SOME worksites
...Childcare referral services	No (You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...Other (provide details)	
...Internal support networks for parents	No (You may specify why the above support mechanism is not available to your employees.)
...No	Not aware of the need

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Flexible leave provided for 6 weeks (30 days) The six weeks can be used by the employee to transition back to work eg come back 3 days and paid for 5 until the 30 days has been used. This is to support financial gap for primary carers in returning part time.
...Information packs for new parents and/or those with elder care responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Coaching for employees on returning to work from paid parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	PEXA has trialled a Parents at Work (PAW) program with a group of parents to be on a voluntary basis. Parents At Work provide a service that supports our employees as you transition from work into parental leave, staying connected while on parental leave, returning to work, then ongoing support as a working parent or carer. This service provides tools to help balance career, family and personal wellbeing. It has been designed by HR professionals, Executive Career Coaches, parenting and wellbeing experts. Through this service, this group of employees have had access to individual and group support, online and in person. The PAW program has been running during the WGEA 2021-2022 reporting period with an end date of Dec 2022. It has received great feedback across the board from all participants.
...Parenting workshops targeting mothers	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites

...Parenting workshops targeting fathers	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Other (provide details)	No

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

Whilst working from home and balancing caring responsibilities in 2020 and 2021 has been challenging, PEXArians are empowered to have conversations within their teams to find a flexible arrangement that works for them. We focus on outcomes and not hours worked. During the COVID-19 pandemic and in light of the various lockdowns, especially in Victoria where a majority of our employees are based, it was important to support parents of school-going children. Partnering with KidsCo, we offered educational and inspiring holiday programs for kids aged between 5-12 years of age. The mix of virtual, teacher led interactions and self-guided activities, helped support PEXA parents in their time of need.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy Strategy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Every one-to-two years
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Every one-to-two years

3: If your organisation would like to provide additional information relating to sex-based harassment and 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(*Select all that apply*)

...Yes	Policy
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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	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	PEXA supports all its employees with an Employee Assistance Program to ensure everyone has access to confidential help and support when required. There has also been a tremendous emphasis on support Mental Health and Wellbeing through the formal Mental First Aid Training accreditations. 31 PEXArians completed the Mental Health First Aid training in the reporting period prior to 31 March 2022 and are now fully accredited to offer their services to all members of staff if and when required.
...A domestic violence clause is in an enterprise agreement or workplace agreement	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	PEXA does not have an EA in place.
...Workplace safety planning	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	PEXA handles domestic violence on a case by case and confidential basis, as the need arises. Our People Experience team is well equipped to coach and support our People Leaders in having these conversations with impacted individuals, along with the provision of our anonymous Employee Assistance Program.
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	PEXA does not have an EA in place. However, our internal Domestic Violence Leave policy supports all our employees with 10 paid days in the event it is required.
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	PEXA does not have an EA in place, however unpaid domestic violence leave can be offered on a case by case and needs basis.

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of unpaid domestic violence leave are provided?	5
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	No formal referral for expert services in place, but would investigate if the need arose. Additionally, PEXA also has an anonymous Employee Assistance Program offering to support anyone in need of confidential help and expert advice.
...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)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	This would be considered on case by case In line with circumstances.
...Offer change of office location	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Other (provide details)	No

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