



Te Kāwai Ārahi Pūrongo Mōwaho
EXTERNAL REPORTING BOARD

Kia Toipoto

Gender & Pay Gap Action Plan 2023



External Reporting Board (XRB) - Current Status



Equal Pay

Gender roles & leadership within XRB

We are a small organisation with regular changes in staffing which can impact our figures significantly. We currently have more women than men in our workforce, with more women holding leadership roles.

The gender of employees at the XRB



The gender of employees in Senior roles at the XRB



Gender pay gap within XRB

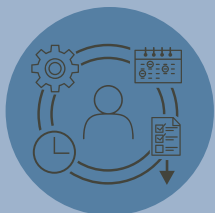
The XRB'S gender pay gap has declined to -23% (2021: -37%). The gender pay gap is calculated by the median hourly rate method as recommended by Statistics New Zealand. The gap is reflective of differing seniority (and therefore salaries) within XRB.

2021

-23%

2022

-37%



Flexible Work

Flexible schedules within XRB

Our flexible arrangements allow employees to work from home and with flexible hours so that they can best tailor their schedules.

WORK FROM HOME

FLEXIBLE HOURS

In addition we have employees who work remotely full time. Our flexible working arrangements are equally available to both men and women and we will continue to support our people to build a positive working culture.



Work from home or overseas?

XRB have employees scattered throughout New Zealand and promote flexible working arrangements from various offices located around New Zealand or home setups. All employees are provided a laptop so they are able to work remotely if travelling overseas.

XRB - Current Status



No Bias or Discrimination

Inclusive Environment

XRB looks to create pathways for inclusion and the organisation will continue to review our HR policies where necessary.

We will continue to encourage staff to provide us with demographic data to monitor our effectiveness.



XRB have a responsibility to refresh and update all policies and procedures annually. We will continue to review our organization and make changes where necessary.



Gender Balanced Leadership

Gender and Leadership within XRB

Our current leadership roles are mainly held by woman within our organisation with a ratio of 5 to 1. We will continue to monitor and proactively promote leadership development opportunities and seek diversity among the organisation.

83.33%
FEMALE



16.67%
MALE



XRB is in the process of introducing a new performance review system. Once this change goes into effect it will allow for a more comprehensive review of tasks and responsibilities.



Ethnicity

We do not currently hold data on ethnicity of employees however XRB recognize the importance of varied ethnicity and its cultural significance and are taking steps to record this data and always consider improvements.

Why is this data necessary to collect going forward?

XRB strives to create an inclusive working environment for all employees and to build cultural competence within our organisation. XRB needs to first collect relevant data and then consider the existence of workplace barriers which may affect those with disabilities, ethnicity, gender or being members of rainbow communities.



MyHR System Rollout

Improved Records Management

XRB are currently in the process of introducing a new MyHR system. This will aid in our ability to improve our processes. All information in the MyHR employee profiles will help us to create a more efficient records management system.

Encouragement & Employer Input

XRB employees will be encouraged to provide information regarding their gender, culture, age and address as well as other relevant data. This stored data will allow us to more effectively report on XRB policies and procedures and help create fairer practices. Data will be analysed annually to ensure inclusivity and cultural diversity is recognised and considered.

ACTION PLAN 2023

XRB Ethnicity & Cultural Awareness

Communications & Recognition of Te Reo Māori

The XRB will continue to seek out new opportunities to use Te Reo Māori. This acknowledgement respects the cultural values upheld by our stakeholder groups. Our LinkedIn Profession & Passion Series focused on a new member of our XRB staff each week and through our promotional channels we will continue to reflect the diverse range of work we do and our diverse talent.

Employee Education

The XRB has an all staff attendance half-day in 2023 where we will attend the Wall Walk seminar which delves into Aotearoa's unique history in a safe environment. This event will encourage conversation and group activities.

Actionable Steps



Equal Pay

- XRB will continue to strive towards making progress in closing the gap between gender and ethnic pay gaps by creating career pathways for employees.
- We will annually review stored data on MyHR and publish annual pay gap action plans.
- Through this analysis if we identify potentially disadvantaged employees, we will take proactive steps to remove these gaps.
- We will continue to ensure starting salaries are transparent and fair and that ongoing development and training is available for career advancement.



Flexible Work

- We will continue to consider all forms of flexible working practices at the XRB to support our employees.
- Where issues surrounding emergency situations or health and safety arise we will continue to encourage our staff to work remotely.
- We will continue to keep systems in place to make sure staff are able to communicate and work with colleagues from various locations via provided technology or office spaces.
- We will implement an all staff monthly meeting via Teams to introduce new members of the team and gain familiarity amongst our employees.



No Bias or Discrimination

- We will continue to review our policies and practices and ensure they are gender and ethnicity neutral.
- XRB will refer to stored data from MyHR to review gender and ethnicity pay gaps at key decision points such as in the recruitment process, promotion and remuneration reviews.
- Where specific skills or academic qualifications are listed in recruitment material we will strive to give clear information and greater context to diversify our candidates.
- We will continue to educate and incorporate Te Reo Māori into the working environment and acknowledge New Zealand history in our marketing and reporting standards.



Gender Balanced Leadership

- XRB currently have higher female representation across our business. Equal pay analysis in relation to roles and responsibilities will be reviewed to guide us and ensure gaps are not emerging.
- The MyHR system will play an integral role in guaranteeing our employees feel guided and supported. This system will be effective in ensuring feedback is tailored to help improve performance and meet business objectives.
- Having access to MyHR will give us a guide to implement career pathways and continue development of our staff into potential leadership opportunities.



Digging Deeper



- XRB are currently in a transformative stage with a large number of new staff and a rollout of a new MyHR system.
- Over the following year the implementation of the MyHR system and staff encouragement to enter relevant data into this software will be imperative. This will help us with tracking and collecting the data required to provide insights for the XRB.
- Once data is collected we will begin to have a clearer image of any gaps.
- From this analysis we can begin to make traction on correcting any potential issues that have arisen.
- Moving forward the XRB will continue to give annual action plans based on gender and ethnicity data and upload this to our website.

1

Recognise staff
changes and our
missing data

2

Implement the
MyHR system to
collect relevant data

3

Start reviewing this
data and identify
gaps

4

Plan and begin
correcting any issues
that have risen

5

Record and share
this information