



# Public report

2019-20

Submitted by

Legal Name: Spotless Facility Services Pty Ltd





# Organisation and contact details

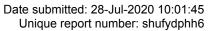
Submitting organisation details	Legal name	Spotless Facility Services Pty Ltd
	ABN	83072293880
		N Administrative and Support Services
	ANZSIC	7311 Building and Other Industrial Cleaning Services
	Business/trading name/s	
	ASX code (if applicable)	SPO
	Postal address	549 St Kilda Road
		Melbourne VIC 3004
		AUSTRALIA
	Organisation phone number	0392697768
Reporting structure	Ultimate parent	Spotless Group Holdings Limited
	Number of employees covered by this report	17,220





# All organisations covered by this report

Legal name	Business/trading name/s
Spotless Facility Services Pty Ltd	
Spotless Services Australia Ltd	
Berkeley Challenge Pty Limited	
SSL Asset Services (Management) Pty Ltd	
SSL Security Services Pty Ltd	
Cleandomain Pty Ltd	
Berkeley Railcar Services Pty Ltd	
Cleanevent International Pty. Limited	
Cleanevent Australia Pty Ltd	



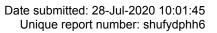




## Workplace profile

## Manager

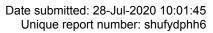
Managar acquirational actagarica	Reporting level to CEO	Employment status		No.	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	2	2
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	5	11	16
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other supportions (Conserve reserve		Casual	0	0	0
Other executives/General managers		Full-time permanent	1	0	1
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	14	15
		Full-time contract	0	1	1
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Caniar Managara		Casual	0	0	0
Senior Managers		Full-time permanent	2	14	16
		Full-time contract	1	0	1
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







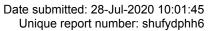
Management	Describe a level to OFO	Formal and a state of		No.	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	2	2
		Full-time contract	0	1	1
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	0	0
		Full-time contract	0	1	1
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	3	3
		Full-time contract	0	2	2
	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	23	43	66
		Full-time contract	8	23	31
	-3	Part-time permanent	1	0	1
		Part-time contract	0	1	1
		Casual	0	0	0
		Full-time permanent	44	85	129
		Full-time contract	26	58	84
O4h au maan an an	-4	Part-time permanent	1	0	1
Other managers		Part-time contract	4	0	4
		Casual	0	1	1
		Full-time permanent	51	85	136
		Full-time contract	37	90	127
	-5	Part-time permanent	2	0	2
		Part-time contract	1	0	1
		Casual	2	2	4
		Full-time permanent	5	26	31
		Full-time contract	5	23	28
	-6	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-7	Full-time permanent	0	0	0







Managar accumational actoroxica	Banarting layed to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F M		Total employees	
		Full-time contract	0	6	6	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers	_	_	221	495	716	



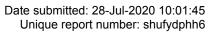




## Workplace profile

## Non-manager

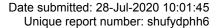
Non manager accumational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	46	33	0	0	0	0	79
Professionals	Full-time contract	33	47	0	0	0	0	80
	Part-time permanent	7	0	0	0	0	0	7
	Part-time contract	2	1	0	0	0	0	3
	Casual	0	0	0	0	0	0	0
	Full-time permanent	46	351	0	0	1	3	401
	Full-time contract	68	554	0	0	9	17	648
Technicians and trade	Part-time permanent	12	12	0	0	0	0	24
	Part-time contract	16	11	0	0	0	0	27
	Casual	101	248	0	0	0	1	350
	Full-time permanent	271	326	0	0	0	0	597
	Full-time contract	301	237	0	0	2	0	540
Community and personal service	Part-time permanent	300	130	0	0	0	0	430
, ,	Part-time contract	224	106	0	0	0	0	330
	Casual	3,867	3,052	0	0	0	0	6,919
	Full-time permanent	150	156	0	0	0	0	306
	Full-time contract	204	91	0	0	0	0	295
Clerical and administrative	Part-time permanent	33	11	0	0	0	0	44
	Part-time contract	23	7	0	0	0	0	30
	Casual	47	74	0	0	0	0	121
	Full-time permanent	8	0	0	0	0	0	8
	Full-time contract	13	4	0	0	0	0	17
Sales	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	2	2	0	0	0	0	4
	Casual	25	12	0	0	0	0	37
	Full-time permanent	7	70	0	0	0	0	77
	Full-time contract	8	98	0	0	0	0	106
Machinery operators and drivers	Part-time permanent	2	7	0	0	0	0	9
	Part-time contract	4	9	0	0	0	0	13
	Casual	3	32	0	0	0	0	35







Non manager acquiretional estagories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	342	243	0	0	0	2	587
	Full-time contract	537	487	0	0	1	3	1,028
Labourers	Part-time permanent	386	148	0	0	0	0	534
	Part-time contract	569	434	0	0	0	0	1,003
	Casual	920	893	0	0	0	0	1,813
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		8,579	7,886	0	0	13	26	16,504







## Reporting questionnaire

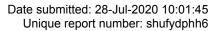
### Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>─ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.4

**Promotions** 



	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>─ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>─ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	19	48	30	30
Permanent/ongoing part-time employees	3	0	2	1
Fixed-term contract full-time employees	31	74	57	74
Fixed-term contract part-time employees	1	0	6	3
Casual employees	0	0	19	27

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	94	209
Number of appointments made to NON-MANAGER roles (including promotions)	3794	3086

1.12 How many employees resigned during the reporting period against each category below?

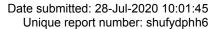
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	24	45	180	198
Permanent/ongoing part-time employees	1	2	114	63
Fixed-term contract full-time employees	16	43	233	263
Fixed-term contract part-time employees	1	1	104	79
Casual employees	0	0	314	220

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

## Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
  - 2.1 Please answer the following questions relating to each governing body covered in this report.



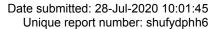




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1b.1	What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?							
		Female	Male					
	Number	0	1					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	5)?					
		Female	Male					
	Number	0	4					
2.1g.1	<ul><li>☐ Currently under development,</li><li>☐ Insufficient resources/expertise</li><li>☑ Do not have control over gove</li></ul>	nder balance (e.g. 40% women/40% men please enter date this is due to be comple e rning body/board appointments (provide ity shareholding of the Spotless Group, in	eted details why):					
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for AL					
	☐ Insufficient resources/expertise ☐ Do not have control over gove	odies please enter date this is due to be compl	eted why)					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an					
	☐ Yes							







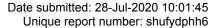
☑ No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

## Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
		s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?  Yes (provide details in question 3.2 below)  No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)  Currently under development, please enter date this is due to be completed  Salaries set by awards/industrial or workplace agreements  Insufficient resources/expertise  Non-award employees paid market rate  Not a priority  Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?  ☐ To achieve gender pay equity ☐ 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 pay reviews) ☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☐ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details):
4.	cond≀ ⊠ Ye	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)?  s - the most recent gender remuneration gap analysis was undertaken:  \[ \text{Within last 12 months} \]  \[ \text{Within last 1-2 years} \]  \[ \text{More than 2 years ago but less than 4 years ago} \]  \[ \text{Other (provide details):} \]  (you may specify why you have not analysed your payroll for gender remuneration gaps)}  \[ \text{Currently under development, please enter date this is due to be completed} \]  \[ \text{Insufficient resources/appertise} \]





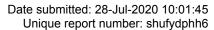


qualific IS roor	□ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) □ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) □ Non-award employees paid market rate □ Not a priority □ Other (provide details):
4.01	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).
4.1	Did you take any actions as a result of your gender remuneration gap analysis?  Yes – indicate what actions were taken (select all applicable answers)  Created a pay equity strategy or action plan  Identified cause/s of the gaps  Reviewed remuneration decision-making processes  Analysed commencement salaries by gender to ensure there are no pay gaps  Analysed performance ratings to ensure there is no gender bias (including unconscious bias)  Analysed performance pay to ensure there is no gender bias (including unconscious bias)  Trained people-managers in addressing gender bias (including unconscious bias)  Set targets to reduce any organisation-wide gaps  Reported pay equity metrics (including gender pay gaps) to the governing body  Reported pay equity metrics (including gender pay gaps) to the executive  Reported pay equity metrics (including gender pay gaps) to all employees  Reported pay equity metrics (including gender pay gaps) externally  Corrected like-for-like gaps  Conducted a gender-based job evaluation process  Implemented other changes (provide details):  No (you may specify why no actions were taken resulting from your remuneration gap analysis)  No unexplainable or unjustifiable gaps identified  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries set by awards/industrial or workplace agreements  Non-award employees are paid market rate  Unable to address cause/s of gaps (provide details why):  Not a priority  Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5. A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.

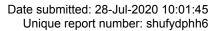




5a.



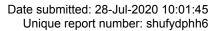
	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
time o	s. (Please indicate how employer funded paid parental leave is provided to the primary carer):  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te how employer funded paid parental leave is provided to women ONLY):  By paying the gap between the employee's salary and the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY):  By paying the employee's full salary (in addition to the government's paid parental leave scheme  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the gap between the employee's salary and the government's paid parental leave scheme  Cover which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination), not available (you may specify why this leave is not provided)  Currently under development, please enter date this is due to be completed [Insufficient resources/expertise]  Government scheme is sufficient  Not a priority  Other (provide details):
carers	How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:  6  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
5.2.1	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.    <10%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:  ☐ Adoption ☐ Surrogacy ☐ Stillbirth







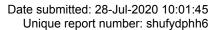
	n, in addition	PLOYER FU to any gove							at is available for men rers?
⊠ No	we offer paid we offer paid (you may spe Currently Insufficien Governme Not a prio	parental leave cify why emp under develo nt resources/e ent scheme is	ve for SECO loyer funded pment, plea expertise s sufficient	NDARY CA I paid parer	ARERS	that is av	vailable to wo condary carer	men Ol	
	nany MANAG yees still on							aid and	d/or unpaid)? Include
		F	rimary care	r's leave			Seconda	ry care	r's leave
		Fer	nale	Mal	е		Female		Male
Manag	jers	15		0		0			1
eave,	regardless of include thos	f when the le	eave comme ental leave	enced? was taken	contir	nuously v	vith any othe		ing to work from pare
•	I leave or any 'Ceased emp ations, redur	ployment' m	eans anyon	e who has				whate	ver reason, including
					- 1	Female			Male
Manag	jers			2				0	
8.1	<ul><li>parental leave</li><li>Include</li><li>where annual</li><li>'Cease</li></ul>	ve, regardles de those who al leave or ar	ss of when the control of the contro	the leave c I leave was id or unpai s anyone w	omme s taker d leav	nced? n continu e is also	ously with a taken at tha he organisa	ny othe t time.	pefore returning to wo
	- Toolgilations						Female		Male
						17			4
	Non-manage					17			1







		☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
		s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	s (you may specify why non-leave based measures are not in place)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites.  • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		Employer subsidised childcare





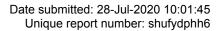


	<ul> <li>☐ Available at all worksites</li> <li>☐ Parenting workshops targeting mothers</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> <li>☐ Parenting workshops targeting fathers</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> <li>☐ None of the above, please complete question 11.2 below</li> </ul>
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>─ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Included in award/industrial or workplace agreements</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (please provide details):</li> </ul>
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	<ul> <li>Yes (select all applicable answers)         <ul> <li>Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>Training of key personnel</li> <li>A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>Workplace safety planning</li> <li>Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>Access to unpaid leave</li> <li>Confidentiality of matters disclosed</li> <li>Referral of employees to appropriate domestic violence support services for expert advice</li> <li>Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>Flexible working arrangements</li> <li>Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>Offer change of office location</li> <li>Emergency accommodation assistance</li> <li>Access to medical services (e.g. doctor or nurse)</li> <li>Other (provide details):</li> </ul> </li> <li>No (you may specify why no other support mechanisms are in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not aware of the need</li> <li>Not ayare of the need</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?  I flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.



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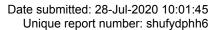
	⊠ Ye	xample, if time-in-lieu is available to women for s, the option/s in place are available to both women s, some/all options are not available to both women	en and men.	men informally,	you would se	lect NO.			
	14.1	Which options from the list below are available? Please tick the related checkboxes.  Unticked checkboxes mean this option is NOT available to your employees.							
			Man	agers	Non-m	anagers			
			Formal	Informal	Formal	Informal			
		Flexible hours of work		$\boxtimes$		$\boxtimes$			
		Compressed working weeks			$\boxtimes$				
		Time-in-lieu		$\boxtimes$	$\boxtimes$				
		Telecommuting		$\boxtimes$					
		Part-time work	$oxed{\boxtimes}$		$oxed{\boxtimes}$				
		Job sharing			$oxed{\boxtimes}$				
		Carer's leave	$oxed{\boxtimes}$		$oxed{\boxtimes}$				
		Purchased leave							
		Unpaid leave							
		- F- F	_	_					
	14.4	4 If your organisation would like to provide additional information relating to gender equality indicator please do so below:							
Ger	nder	equality indicator 5: Consul	tation w	ith employ	yees on	issues			
con	cerr	ning gender equality in the w	orkplace	e					
This g	ender e	equality indicator seeks information on what consu ender equality in the workplace.	-		ers and employ	rees on issues			
15.	Have	you consulted with employees on issues conc	erning gende	r equality in yoւ	ır workplace?	ı			
	⊠ Ye	s							
	☐ No	(you may specify why you have not consulted wit	h employees o	on gender equalit	y)				
	☐ Not needed (provide details why):								
		☐ Insufficient resources/expertise☐ Not a priority							
		Other (provide details):							
	15.1	How did you consult with employees on issu	es concernin	g gender equalit	y in your wor	kplace?			
		⊠ Survey							
		Consultative committee or group							
		<ul><li>☑ Exit interviews</li><li>☑ Performance discussions</li></ul>							
		La . Griormanico dioddolono							







		☐ Other (provide details):
	15.2	Who did you consult?
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	der	equality indicator 6: Sex-based harassment and discrimination
particip	oation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers)
	□No	☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority
		Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<ul> <li>✓ Yes</li> <li>☐ No (you may specify why a grievance process is not included)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  specific management training (you may specify why this training is not provided)







	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

## Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)





### Gender composition proportions in your workplace

### Important notes:

- Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

### Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 51.2% females and 48.8% males.

### **Promotions**

- 2. 39.5% of employees awarded promotions were women and 60.5% were men
  - i. 30.7% of all manager promotions were awarded to women
  - ii. 45.8% of all non-manager promotions were awarded to women.
- 3. 14.3% of your workforce was part-time and 3.8% of promotions were awarded to part-time employees.

### Resignations

- 4. 51.9% of employees who resigned were women and 48.1% were men
  - i. 31.6% of all managers who resigned were women
  - ii. 53.5% of all non-managers who resigned were women.
- 14.3% of your workforce was part-time and 19.2% of resignations were part-time employees.

### Employees who ceased employment before returning to work from parental leave

- i. 11.2% of all women who utilised parental leave ceased employment before returning to work
- ii. 3.4% of all men who utilised parental leave ceased employment before returning to work
- iii. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were
- 94.4% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

## CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:		
Peter Tompkins			
CEO signature:	Date:		
	28 July 2020		