



Public report

2017-18

Submitted by

Legal Name: **Downer EDI Works Pty Ltd**







Organisation and contact details

Submitting organisation details	Legal name	Downer EDI Works Pty Ltd					
	ABN	66008709608					
		E Construction					
	ANZSIC	3109 Other Heavy and Civil Engineering Construction					
	Business/trading name/s						
	ASX code (if applicable)						
	Postal address	PO Box 4993					
		MELBOURNE VIC 3000					
		AUSTRALIA					
	Organisation phone number	0392785100					
Reporting structure	Ultimate parent	Downer EDI Limited					
	Number of employees covered by this report	4,885					





All organisations covered by this report

Business/trading name/s

4





Workplace profile

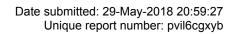
Manager

Managan assumational actaonsics	Deposition level to CEO	Fundament 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	1	6	7		
		Full-time contract	0	0	0		
You management narround	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Key management personnel		Full-time permanent	0	2	2		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	32	33		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Other everytives/Caparal managers		Casual	0	0	0		
Other executives/General managers		Full-time permanent	2	13	15		
		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	0	6	6		
		Full-time contract	0	0	0		
Senior Managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	1	1		





Managara	Deposition level to OFO	For all a way and about a		No. of employees	
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	9	48	57
		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	0	18	18
		Full-time contract	0	0	0
	-4	Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	5	10	15
		Full-time contract	1	1	2
	-3	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	22	312	334
		Full-time contract	0	10	10
	-4	Part-time permanent	1	2	3
		Part-time contract	1	0	1
		Casual	0	5	5
		Full-time permanent	6	92	98
		Full-time contract	0	5	5
Oth or made a says	-5	Part-time permanent	0	0	0
Other managers		Part-time contract	0	0	0
		Casual	0	1	1
		Full-time permanent	4	64	68
		Full-time contract	1	10	11
	-6	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	23	25
		Full-time contract	0	0	0
	-7	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	1	1
	-8	Full-time permanent	0	1	1







Manager accumpational actorogram	Departing level to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers					723	

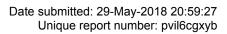




Workplace profile

Non-manager

Non manager accumptional estagerica	Employment status	No. of employees (exclud	ling graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprent	ices (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
Professionals	Full-time permanent	110	442	11	29	0	0	592
	Full-time contract	16	47	1	4	0	0	68
	Part-time permanent	7	1	0	0	0	0	8
	Part-time contract	1	1	0	0	0	0	2
	Casual	6	18	5	39	0	0	68
	Full-time permanent	33	1,169	0	0	1	13	1,216
	Full-time contract	5	117	0	0	0	1	123
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	23	0	0	0	0	25
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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
	Full-time permanent	279	112	0	0	0	0	391
	Full-time contract	41	11	0	0	0	0	52
Clerical and administrative	Part-time permanent	37	0	0	0	0	0	37
	Part-time contract	8	0	0	0	0	0	8
	Casual	10	4	0	2	0	0	16
	Full-time permanent	0	5	0	0	0	0	5
	Full-time contract	0	0	0	0	0	0	0
Sales	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
	Full-time permanent	16	561	0	0	0	0	577
	Full-time contract	0	4	0	0	0	0	4
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	37	0	0	0	0	38







Non manager equipational estageries	Employment status	No. of employees (exclud	ling graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprent	ices (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	l otal employees
	Full-time permanent	18	709	0	0	0	2	729
	Full-time contract	1	15	0	0	0	0	16
Labourers	Part-time permanent	0	5	0	0	0	0	5
	Part-time contract	0	2	0	0	0	0	2
	Casual	43	129	0	0	0	0	172
	Full-time permanent	1	4	0	0	0	0	5
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	3	0	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		638	3,416	17	74	1	16	4,162





Reporting questionnaire

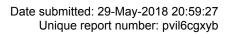
Gender equality indicator 1: Gender composition of workforce

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 2017 to 31 March 2018. (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 ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (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 ☐ Not a priority
1.2	Retention ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (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 ☐ Not a priority
1.3	Performance management processes ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (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 ☐ Not a priority







1.4	Promotions
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Not a priority
1.5	Talent identification/identification of high potentials
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (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 □ Not a priority
1.6	Succession planning
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Not a priority
1.7	Training and development
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy ☑ No (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 ☐ Not a priority
1.9	Gender equality overall
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Not a priority





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 Female Male		nagers
	Female			Male
Permanent/ongoing full-time employees	9	73	31	106
Permanent/ongoing part-time employees	1	0	2	0
Fixed-term contract full-time employees	1	3	6	5
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	29	288
Number of appointments made to NON-MANAGER roles (including promotions)	341	1210

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

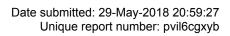
	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	17	143	127	785
Permanent/ongoing part-time employees	1	2	11	3
Fixed-term contract full-time employees	0	10	22	48
Fixed-term contract part-time employees	0	0	5	0
Casual employees	0	1	20	49

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

The Downer Group Diversity & Inclusiveness Policy has a particular focus on gender and prescribes what is required by the Company, its officers and employees as we work towards a more diverse and inclusive workforce. In 2016, Downers Diversity and Inclusiveness Framework was extended to include the establishment of a Group Diversity Steering Committee (GDSC) supported by 5 Divisional Diversity Steering Committees (DDSCs). The focus of the DDSCs is to plan, implement and monitor diversity related initiatives which have a focus on, but are not limited to 'Gender'.

Gender equality indicator 2: Gender composition of governing bodies

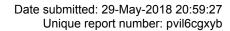
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant 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.







	of directors, trustees, comm	ing on will have a governing body. In the ittee of management, council or other go verning body for your Australian entity, e	verning authority of the employer"
2.1	Please answer the following	g questions relating to each governing bo	ody covered in this report.
	Note: If this report covers norganisation before proceed	nore than one organisation, the questions ding to question 2.2.	s below will be repeated for each
		ning body is the same as your parent en ne numerical details of your parent entity	
2.1a.1	Organisation name?		
	Downer EDI Ltd		
2.1b.1	How many Chairs on this go	overning body?	
		Female	Male
	Number	0	1
2.1d.1	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resource	ard has gender balance (e.g. 40% women/4 velopment, please enter date this is due to b	10% men/20% either) be completed
	☐ Not a priority☑ Other (provide details)		•
2.1g.1	Are you reporting on any of	her organisations in this report?	
	☐ Yes ⊠ No		
	⊠ NO		
2.2	_	tion policy and/or formal selection strate is report?	gy for governing body members fo
2.2	Do you have a formal select organisations covered in the Yes (select all applicable a Policy Strategy	is report?	
2.2	Do you have a formal select organisations covered in the Yes (select all applicable a Policy Strategy No (you may specify why in In place for some of	is report? answers) no formal selection policy or formal selection poverning bodies velopment, please enter date this is due to be	strategy is in place)







	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		equality indicator 3: Equal remuneration between women and men
	remune r equali	ration between women and men is a key component of improving women's economic security and progressing by.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers) Solicy
	□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
		 ☐ 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.		ou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. cted a gender pay gap analysis)?
	⊠ Yes	s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years





room f qualific	 More than 2 years ago but less than 4 years ago Other (provide details): (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise 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).
	A "like for like" Gender Remuneration Review for white collar (salaried) employees covering 5 of the 8 entities included in this report commenced in December 2015 and has been ongoing. The Executive Committee is provided with regular updates which includes (by Divisions) the following pay equity metrics:
	- Gender Ratio (Males to Females)
	- Headcount by Gender - Average TRP by Gender
	- Job Level by Gender- Average TRP % Variance by Job Level & Gender
	The last review was completed in December 2017.
	Salaries for our blue collar workforce are set by awards or industrial agreements and there is no room for discretion in pay changes because pay increases occur only when there is a change in tenure or qualifications.
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 like-for-like gaps
	☐ 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):

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.

	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 of indications of time of paid p	By paying the employer's full salary (in addition to 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) on, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the 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 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) on we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funder 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 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) on the 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 Government scheme is sufficient beave 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):
5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
	12
carer	ir organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	iew of Downer's paid parental leave policy is underway to explore options for a more competitive and et leading policy.
5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? ■ In your calculation, you MUST INCLUDE CASUALS when working out the proportion.



6a.



☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☑ 61-70% ☐ 71-80% ☐ 91-99% ☐ 100%
A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (you may specify why employer funded paid parental leave for secondary carers is not paid) 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):
6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? • In your calculation, you MUST INCLUDE CASUALS when working out the proportion. □ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 71-80% □ 91-99% □ 91-99% □ 100%

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	4	0	0	6





7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	18	0	0	27

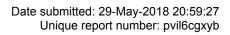
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	1	0

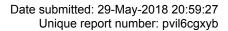
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Don't offer flexible arrangements □ Not a priority □ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 Yes (select all applicable answers)
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	 ✓ Yes ☐ No (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
	Available at some worksites only
	Available at all worksites
	On-site childcare
	☐ Available at some worksites only
	☐ Available at all worksites
	☐ Breastfeeding facilities
	Available at all worksites
	Childcare referral services
	Available at some worksites only
	Available at all worksites
	Internal support networks for parents
	☐ Available at some worksites only ☐ Available at all worksites
	Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave
	when an employee returns from leave)
	Available at some worksites only
	Available at all worksites
	☐ Information packs to support new parents and/or those with elder care responsibilities
	☐ Available at some worksites only
	Available at all worksites
	Referral services to support employees with family and/or caring responsibilities
	☐ Available at some worksites only
	🖂 Available at all worksites
	☐ Targeted communication mechanisms, for example intranet/ forums
	Available at some worksites only
	Mavailable at all worksites ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
	Support in securing school holiday care
	Available at some worksites only
	☐ Available at all worksites ☐ Coaching for employees on returning to work from parental leave
	Available at some worksites only
	☐ Available at some worksites
	☐ Parenting workshops targeting mothers
	Available at some worksites only
	Available at all worksites
	☐ Parenting workshops targeting fathers
	☐ Available at some worksites only
	_ Available at all worksites
	☐ None of the above, please complete question 11.2 below
Do vo	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
violen	
⊠ Yes	s (select all applicable answers)
	⊠ Policy
	☐ Strategy
☐ No	(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 agreements
	Not aware of the need
	Not a priority
	Other (please provide details):







13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to suppor
	employees who are experiencing family or domestic violence?

 ✓ Yes (select all applicable answers) ✓ Employee assistance program (including access to a psychologist, chaplain or counsellor)
☐ Training of key personnel
A domestic violence clause is in an enterprise agreement or workplace agreement
Workplace safety planning
Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
 ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
Access to unpaid leave
☐ Fideces to tripper leave
Referral of employees to appropriate domestic violence support services for expert advice
Protection from any adverse action or discrimination based on the disclosure of domestic violence
☐ Flexible working arrangements
Provision of financial support (e.g. advance bonus payment or advanced pay)
☐ Offer change of office location
Emergency accommodation assistance
☐ Access to medical services (e.g. doctor or nurse)☑ Other (provide details):
Employees who require assistance in addition to the support measures identified in the policy should consult with
their Manager and Human Resources Representative to discuss suitable options. Downer will take all reasonable
further measures to support Employees experiencing Family and Domestic Violence.
☐ No (you may specify why no other support mechanisms are in place)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not aware of the need
□ Not a priority
☐ Other (provide details):
Where any of the following options are available in your workplace, are those option/s available to both women
AND men?
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.
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
Yes, the option/s in place are available to both women and men.
☐ No, some/all options are not available to both women AND men.

- Which options from the list below are available? Please tick the related checkboxes.

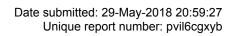
 Unticked checkboxes mean this option is NOT available to your employees.





	Mar	nagers	Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	\boxtimes	\boxtimes	\boxtimes	
Compressed working weeks	\boxtimes		\boxtimes	
Time-in-lieu	\boxtimes	\boxtimes	\boxtimes	\boxtimes
Telecommuting	\boxtimes	\boxtimes	\boxtimes	\boxtimes
Part-time work	\boxtimes		\boxtimes	
Job sharing	\boxtimes			
Carer's leave	\boxtimes		\boxtimes	
Purchased leave			\boxtimes	
Unpaid leave				

	rui ciiaseu ieave				
	Unpaid leave			\boxtimes	
14.3	You may specify why any of the above option	ns are NOT av	ailable to your	employees.	
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):				
14.4 If your organisation would like to provide additional information relating to gender equality please do so below:					
Gender	equality indicator 5: Consul	tation wi	ith emplo	vees on i	issues
	ning gender equality in the w			,000 011 1	0000
COLICELL	ing gender equality in the w	oi kpiact	-		
	equality indicator seeks information on what consu ender equality in the workplace.	ıltation occurs t	oetween employe	ers and employe	ees on issues
15. Have	you consulted with employees on issues cond	erning gende	r equality in you	ır workplace?	
⊠ Ye	S				
☐ No	(you may specify why you have not consulted with	th employees o	n 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 concernino	g gender equalit	y in your work	«place?
	⊠ Survey				
	Consultative committee or group				
	☐ Focus groups ☐ Exit interviews				
	Performance discussions				
15.2	Who did you consult?				
	☐ Women only				
	☐ Men only				







		 ☐ Human resources managers ☐ Management ☐ Employee representative group(s) ☐ Diversity committee or equivalent ☐ Women and men who have resigned while on parental leave ☐ Other (provide details):
	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
The proparticip	eventio	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) Policy Strategy
	□ No	(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?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Yes	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):
	□ No	(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.)

- Refer a female friend program launched in 2017. Undergoing a refresh now. This provides a monetary award to employees who refer female candidates to the business. There is evidence of successful uptake.
- Our National Association of Women in Construction (NAWIC) Corporate Gold Membership has 27 members.
- We had two award winners at the NAWIC State Awards for the Environmental Sustainability Award (VIC) and Businesswoman of the Year (NSW) Award.
 - Sponsorship of the NAWIC (Vic Chapter) CEO Shadow Program. The program provides the opportunity for
- NAWIC members to shadow a senior industry leader.
- NAWIC Research Paper "Women in Blue Collar" roles delivered along with an increase from the 2016/2017 reporting period of 2.7% female blue collar workers.





Gender composition proportions in your workplace

Important notes:

- 1. 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 14.6% females and 85.4% males.

Promotions

- 2. 21.1% of employees awarded promotions were women and 78.9% were men
 - i. 12.6% of all manager promotions were awarded to women
 - ii. 26.0% of all non-manager promotions were awarded to women.
- 3. 1.5% of your workforce was part-time and 1.3% of promotions were awarded to part-time employees.

Resignations

- 4. 16.3% of employees who resigned were women and 83.7% were men
 - i. 10.3% of all managers who resigned were women
 - ii. 17.3% of all non-managers who resigned were women.
- 1.5% of your workforce was part-time and 1.8% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 4.5% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% 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:
Sergio Cinerari	
CEO signature:	Date: