



Public report

2017-18

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	92697600
Reporting structure	Ultimate parent	Spotless Group Holdings Limited
	Number of employees covered by this report	18,192





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

Managanasanatianalastagania	Deposition level to CEO	Empley meant status		No. c	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	1	0	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	3	4
		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
	-1	Full-time permanent	2	4	6
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
045		Casual	0	0	0
Other executives/General managers		Full-time permanent	0	0	0
		Full-time contract	0	1	1
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Conias Managas		Casual	0	0	0
Senior Managers		Full-time permanent	10	20	30
		Full-time contract	1	2	3
	-2	Part-time permanent	0	2	2
		Part-time contract	0	0	0
		Casual	0	0	0





Manager occupational categories	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	14	20	34	
		Full-time contract	2	7	9	
	-2	Part-time permanent	1	0	1	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	57	108	165	
		Full-time contract	7	30	37	
	-3	Part-time permanent	3	0	3	
		Part-time contract	0	0	0	
		Casual	0	1	1	
	-4	Full-time permanent	100	146	246	
		Full-time contract	38	70	108	
Other managers		Part-time permanent	10	0	10	
		Part-time contract	6	0	6	
		Casual	4	1	5	
	-5	Full-time permanent	27	58	85	
		Full-time contract	13	66	79	
		Part-time permanent	1	0	1	
		Part-time contract	0	0	0	
		Casual	1	3	4	
		Full-time permanent	0	5	5	
		Full-time contract	3	5	8	
	-6	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	1	0	1	
Grand total: all managers			303	553	856	

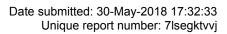




Workplace profile

Non-manager

Nice managed assumptional astonomics	Francis van aud adatus	No. of employees (excluding	graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprent	tices (if applicable)	Total amenia va aa
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	25	31	0	0	0	0	56
	Full-time contract	7	22	0	0	0	0	29
Professionals	Part-time permanent	5	0	0	0	0	0	5
Fluessionals	Part-time contract	1	0	0	0	0	0	1
	Casual	1	1	0	0	0	0	2
	Full-time permanent	62	462	0	0	1	6	531
	Full-time contract	65	549	0	0	8	13	635
Technicians and trade	Part-time permanent	19	14	0	0	0	0	33
	Part-time contract	22	17	0	0	0	1	40
	Casual	135	284	0	0	0	0	419
	Full-time permanent	353	386	0	0	0	0	739
	Full-time contract	186	122	0	0	0	0	308
Community and personal service	Part-time permanent	505	193	0	0	0	0	698
	Part-time contract	161	83	0	0	0	0	244
	Casual	4,038	3,435	0	0	0	0	7,473
	Full-time permanent	235	191	0	0	0	0	426
	Full-time contract	220	134	0	0	0	0	354
Clerical and administrative	Part-time permanent	37	14	0	0	0	0	51
	Part-time contract	19	14	0	0	0	0	33
	Casual	125	80	0	0	0	0	205
	Full-time permanent	6	4	0	0	0	0	10
	Full-time contract	8	2	0	0	0	0	10
Sales	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	4	88	0	0	0	0	92
	Full-time contract	8	93	0	0	0	0	101
Machinery operators and drivers	Part-time permanent	12	4	0	0	0	0	16
	Part-time contract	3	6	0	0	0	0	9
	Casual	18	102	0	0	0	0	120







Non manager equipational entegeries Employment status		No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	516	347	0	0	0	0	863
	Full-time contract	439	352	0	0	0	0	791
Labourers	Part-time permanent	511	243	0	0	0	0	754
	Part-time contract	253	144	0	0	0	0	397
	Casual	923	966	0	0	0	0	1,889
	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		8,924	8,383	0	0	9	20	17,336





Reporting questionnaire

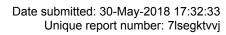
Gender equality indicator 1: Gender composition of workforce

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		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	67	136	357	453
Permanent/ongoing part-time employees	8	0	246	107
Fixed-term contract full-time employees	23	69	279	325
Fixed-term contract part-time employees	2	0	153	91
Casual employees	13	12	279	273

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)	141	281
Number of appointments made to NON-MANAGER roles (including promotions)	4637	4131

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

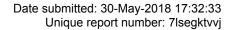
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	59	104	448	520
Permanent/ongoing part-time employees	1	0	260	119
Fixed-term contract full-time employees	0	0	4	4
Fixed-term contract part-time employees	0	0	1	1
Casual employees	68	23	296	249

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.

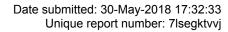
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, 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.						
2.1a.1	Organisation name?						
	Spotless Group Holdings Ltd						
2.1b.1	How many Chairs on this gov	verning body?					
		Female	Male				
	Number	0	1				
2.1c.1	How many other members ar	re on this governing body (excluding the C					
	Number	Female 1	Male 4				
	Number	¹					
2.1g.1	The Downer Group ☐ Not a priority ☐ Other (provide detail	over governing body/board appointments (pro has majority shareholding of the Spotless Gr					
2.2	Do you have a formal selection policy and/or formal selection strategy for governing body members for a organisations covered in this report?						
	☐ Yes (select all applicable answers) ☐ Policy ☐ Stretony						
	☐ In place for some go ☐ Currently under deve ☐ Insufficient resource ☑ Do not have control	elopment, please enter date this is due to be s/expertise over governing body appointments (provide chas majority shareholding of the Spotless Gr	completed details why)				
2.3		ate as a partnership structure (i.e. select N d, Ltd or Inc; or an "unincorporated" entit					







	Yes
\boxtimes	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.

⊠ Ye	es (select all applicable answers) Solicy
	Strategy
☐ IN	o (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 objective (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):
	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e ucted a gender pay gap analysis)?
COIIG	ucteu a genuer pay gap analysis):
⊠ Ye	es - the most recent gender remuneration gap analysis was undertaken: ☑ Within last 12 months
	Within last 1-2 years
	☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
□ N	o (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

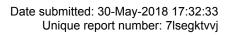




qualific IS roor	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) Salaries for SOME or ALL employees (including managers) 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)
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

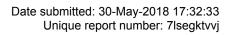
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. 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.







	IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having r responsibility for the day-to-day care of a child.
	u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND naddition to any government funded parental leave scheme for primary carers?
ime ov ⊠ No, ndicate ime ov □ No, paid pa	Grease 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 ver 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 e 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 ver 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 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 ver 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):
	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
carers	organisation would like to provide additional information on your paid parental leave for primary e.g. eligibility period, where applicable the maximum number of weeks provided, and other ements 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% 10-20% 21-30% 31-40% 41-50% 51-60% 61-70% 71-80% 81-90% 91-99% 100%
	CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the y carer.
	u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
☐ Yes	





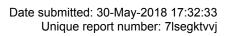
7.

8.

9.



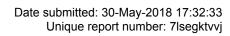
☐ No	o, we offer paid i o (you may spec	parental leave ify why emplo under develop resources/ex nt scheme is ity	for SECON yer funded ment, pleas pertise	IDARY CAI paid parent	RERS th tal leave	at is ava	ailable to wor	men ONLY s is not paid	
	many MANAGE oyees still on p							aid and/or	unpaid)? Include
		Primary carer's		's leave		Secondary carer's leave			Pave
		Fem	-	Male	<u> </u>		Female	ly calci 3 ic	Male
Mana	gers	7	<u></u>	0		0		0	
7.1 How many NON-MANAGERS have taken parental leave during the reporting period Include employees still on parental leave, regardless of when it commenced. Primary carer's leave Secondary of the secondary of t					ed.				
	Non-manager	<u> </u>	Fem	iaic	Ma 2	aic .	6	ilaic	36
•	al leave or any 'Ceased emp nations, redun	loyment' me	ans anyone	who has	exited t			whatever	reason, including Male
Mana	gers			2				0	
8.1	parental leav Includ where annua	e, regardless le those whe I leave or any led employme	of when the re parental y other paic ent' means	ne leave co leave was d or unpaid anyone wh	mmend taken c d leave i	ed? ontinud s also t	ously with ar aken at that ne organisat	ny other le time.	re returning to work fr ave type. For example atever reason, includi
					1.0		Female		Male
	Non-manager	S			10)		0	<u> </u>
⊠ Ye	☐ Insufficient☐ Don't offer☐ Not a prior	ify why no for inder develop resources/ex flexible arran	ers) mal policy o ment, pleas pertise	or formal str	ategy is	in place	e)		







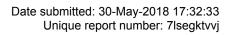
0.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	es (select all applicable answers) ☑ Policy ☐ Strategy
	☐ No	you may specify why no formal policy or formal strategy is in place)
		Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise☐ Included in award/industrial or workplace agreement
		☐ Not a priority
		Other (provide details):
1.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities imployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	
	∐ 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 some worksites only
		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
		☐ Available 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 only ☐ Available at all 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
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 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 □ 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 support 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 (not contained in an enterprise/workplace agreement) Access to unpaid leave Confidentiality of matters disclosed 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): 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 aware of the need Not are provide details):
14.	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.





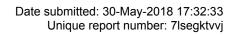


14.1 Which opti	ons from	the list	below are	available?	Please tick	the related	checkboxes
-----------------	----------	----------	-----------	------------	-------------	-------------	------------

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

	Mar	nagers	Non-m	anagers
	Formal	Informal	Formal	Informal
Flexible hours of work		\boxtimes		\boxtimes
Compressed working weeks				
Time-in-lieu		\boxtimes	\boxtimes	
Telecommuting		\boxtimes		
Part-time work				
Job sharing				
Carer's leave			\boxtimes	
Purchased leave				
Unpaid leave	\boxtimes			
<u> </u>		1		1

		Time-in-lieu			\boxtimes			
		Telecommuting		\boxtimes				
		Part-time work	\boxtimes		\boxtimes			
		Job sharing						
		Carer's leave	\boxtimes					
		Purchased leave						
		Unpaid leave	\boxtimes		\boxtimes			
	14.3	You may specify why any of the above options are NOT available 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 add please do so below:	ditional inform	nation relating to	gender equa	lity indicator 4,		
COr This g	gender e grning ge Have	(you may specify why you have not consulted wit	orkplace	petween employer	ers and employers and employers			
		 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 concerninç	g gender equalit	y in your work	place?		
		 Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details): 						
	15.2	Who did you consult?						
		⊠ All staff						







		 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.
Gei	nder	equality indicator 6: Sex-based harassment and discrimination
partic	ipation.	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?
	⊠ Ye	s (select all applicable answers) Policy
	□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?
		 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?
		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:

- 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 50.8% females and 49.2% males.

Promotions

- 2. 49.3% of employees awarded promotions were women and 50.7% were men
 - i. 34.2% of all manager promotions were awarded to women
 - ii. 51.3% of all non-manager promotions were awarded to women.
- 3. 12.7% of your workforce was part-time and 21.0% of promotions were awarded to part-time employees.

Resignations

- 4. 52.7% of employees who resigned were women and 47.3% were men
 - i. 50.2% of all managers who resigned were women
 - ii. 53.0% of all non-managers who resigned were women.
- 12.7% of your workforce was part-time and 17.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 9.0% 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. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- 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:
Dana Nelson	
CEO signature:	Date: