



Public report

2019-20

Submitted by

Legal Name: AE Smith & Son Proprietary Limited







Organisation and contact details

| Submitting organisation details | Legal name | AE Smith & Son Proprietary Limited |
|---------------------------------|--|--|
| | ABN | 54004274793 |
| | ANZSIC | E Construction |
| | Business/trading name/s | 3233 Air Conditioning and Heating Services |
| | ASX code (if applicable) | SPO |
| | Postal address | Level 1, 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 | 794 |





All organisations covered by this report

| Legal name | Business/trading name/s |
|--|-------------------------|
| AE Smith & Son Proprietary Limited | |
| NG-Serv Pty Ltd | |
| Envar Engineers & Contractors Pty Ltd | |
| AE Smith & Son (NQ) Pty Ltd | |
| A E Smith & Son (SEQ) Pty Ltd | |
| A.E. Smith Service Pty Ltd | |
| A.E. Smith Service (SEQ) Pty Ltd | |
| AE Smith Building Technologies Pty Ltd | |
| Riley Shelley Services Pty Limited | |
| AE Smith Service Holdings Pty Ltd | |





Workplace profile

Manager

| Management and astronomy | Demontina level to OFO | Facilities and adults | | N | o. 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 |
| Other executives/General managers | -2 | Part-time permanent | 0 | 0 | 0 |
| - | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | Full-time permanent | 1 | 0 | 1 |
| | | Full-time contract | 0 | 0 | 0 |
| | -1 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | Full-time permanent | 1 | 0 | 1 |
| | | Full-time contract | 0 | 0 | 0 |
| | -2 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| Canian Managan | | Casual | 0 | 0 | 0 |
| Senior Managers | | Full-time permanent | 3 | 8 | 11 |
| | | 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 | 5 | 5 |
| | | Full-time contract | 0 | 0 | 0 |
| | -4 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |





| Managar acquiretional actorories | Deporting level to CEO | Employment status | | N | o. of employees |
|----------------------------------|------------------------|---------------------|---|-----|-----------------|
| Manager occupational categories | Reporting level to CEO | Employment status | F | М | Total employees |
| | | Full-time permanent | 0 | 7 | 7 |
| | | 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 | 2 | 32 | 34 |
| | | Full-time contract | 0 | 0 | 0 |
| Other managers | -3 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | Full-time permanent | 1 | 62 | 63 |
| | | Full-time contract | 0 | 0 | 0 |
| | -4 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| Grand total: all managers | | | 9 | 121 | 130 |

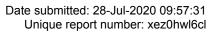




Workplace profile

Non-manager

| Non-monocon compational actoroxic | Francis van aust atatus | No. of employees (exclud | ing graduates and apprentices) | No. of graduate | s (if applicable) | No. of apprent | tices (if applicable) | Total ample vala |
|-------------------------------------|-------------------------|--------------------------|--------------------------------|-----------------|-------------------|----------------|-----------------------|------------------|
| Non-manager occupational categories | Employment status | F | M | F | М | F | M | Total employees |
| | Full-time permanent | 6 | 28 | 0 | 0 | 0 | 0 | 34 |
| | Full-time contract | 1 | 1 | 1 | 1 | 0 | 0 | 4 |
| Professionals | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| | Full-time permanent | 7 | 476 | 0 | 0 | 3 | 26 | 512 |
| | Full-time contract | 0 | 1 | 0 | 0 | 1 | 22 | 24 |
| Technicians and trade | Part-time permanent | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| | Full-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time contract | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Community and personal service | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Community and personal service | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 43 | 8 | 0 | 0 | 0 | 0 | 51 |
| | Full-time contract | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Clerical and administrative | Part-time permanent | 10 | 0 | 0 | 0 | 0 | 0 | 10 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| | Full-time permanent | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| | 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 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |







| Non manager equipational estageries | Employment status | No. of employees (excludi | ng 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 | M | Total employees |
| | Full-time permanent | 0 | 16 | 0 | 0 | 0 | 0 | 16 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Labourers | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| | 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 | | 71 | 538 | 1 | 2 | 4 | 48 | 664 |





Reporting questionnaire

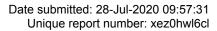
Gender equality indicator 1: Gender composition of workforce

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 |
|-----|---|
| | 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 | 0 | 3 | 1 | 2 |
| Permanent/ongoing part-time employees | 0 | 0 | 0 | 0 |
| Fixed-term contract full-time employees | 0 | 0 | 1 | 2 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 0 |
| Casual employees | 0 | 0 | 0 | 0 |

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) | 4 | 34 |
| Number of appointments made to NON-MANAGER roles (including promotions) | 27 | 139 |

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

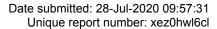
| | Mana | Managers | | nagers |
|---|--------|----------|--------|--------|
| | Female | Male | Female | Male |
| Permanent/ongoing full-time employees | 2 | 15 | 11 | 86 |
| Permanent/ongoing part-time employees | 0 | 0 | 0 | 1 |
| Fixed-term contract full-time employees | 0 | 0 | 0 | 3 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 0 |
| Casual employees | 0 | 0 | 0 | 0 |

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.



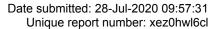




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

| b.1 | What gender is the Chair on | this governing body (if the role | of the Chair rotat | es, enter the gender of the |
|-----|--|---|---|-----------------------------|
| | Chair at your last meeting)? | | | , g |
| | | Fema | | Male |
| | Number | 0 | | 1 |
| c.1 | How many other members a | are on this governing body (exc | uding the Chair/s | ? |
| | | Fema | е | Male |
| | Number | 0 | | 4 |
| d.1 | Has a target been set to ince ☐ Yes ☐ No (you may specify why a | rease the representation of won | en on this goverr | ing body? |
| | ☐ Governing body/bo☐ Currently under de☐ Insufficient resourc☐ Do not have contro | ard has gender balance (e.g. 40% velopment, please enter date this es/expertise I over governing body/board apports has majority shareholding of the | s due to be comple intments (provide d | etails why): |
| | | | | |
| g.1 | Are you reporting on any ot | her organisations in this report | ? | |
| g.1 | Are you reporting on any ot ☐ Yes ☐ No | her organisations in this report | ? | |
| g.1 | ☐ Yes ☑ No | ion policy and/or formal selecti | | verning body members for |
| g.1 | ☐ Yes ☐ No Do you have a formal select organisations covered in th ☐ Yes (select all applicable a ☐ Policy | ion policy and/or formal selecti is report? | | verning body members for |
| g.1 | ☐ Yes ☐ No Do you have a formal select organisations covered in th ☐ Yes (select all applicable a ☐ Policy ☐ Strategy ☐ No (you may specify why r ☐ In place for some g | ion policy and/or formal selecti is report? Inswers) Insolution of formal selection policy or formal overning bodies velopment, please enter date this | on strategy for go | is in place) |







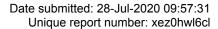
☑ No

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 | Do you have a formal policy and/or formal strategy on remuneration generally? | | | | |
|----|-------|---|--|--|--|--|
| | ⊠ Ye | 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 ☐ 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. | | you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? | | | | |
| | ⊠ Ye | s - 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 | | | | |
| | □ No | ☐ 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 | | | | |





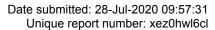


| qualific IS roor | □ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) □ Salaries for SOME or ALL employees (including managers)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



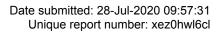
Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?

| time of indications of time of | es. (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) o, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please ate 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) o, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental 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 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) o, 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): |
|--|--|
| 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: |
| | 6 |
| carer | ur organisation would like to provide additional information on your paid parental leave for primary rs e.g. eligibility period, where applicable the maximum number of weeks provided, and other ngements you may have in place, please do so below. |
| | |
| 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. |
| | |
| | ☐ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100% |
| 5.3 | Please indicate whether your employer funded paid parental leave for primary carers covers: |
| | ☑ Adoption ☐ Surrogacy ☑ Stillbirth |
| | |





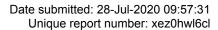
| wom | Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men ar women, in addition to any government funded parental leave scheme for secondary carers? | | | | | | | | | |
|----------------------------------|--|--|---|---|--|--|--|----------------------|--|--|
| | es o, we offer paid o, we offer paid o (you may spec | parental lea cify why em under devel t resources ent scheme rity | ave for SE ployer fur lopment, /expertise is sufficie | ECONDARY (nded paid par please enter (e | CARERS ental lea | that is avere for sec | vailable to wo condary carer | men O s is no | NLY | aternity leave) |
| | many MANAGi oyees still on բ | | | | | | | aid an | d/or unp | oaid)? Include |
| | | | Primary of | carer's leave | | | Seconda | ry care | r's leave | : |
| | | Fe | emale | M | lale | | Female | | I | Male |
| Mana | agers | 1 | | 0 | | 0 | | | 0 | |
| | Non-manage | rs . | 6 | Primary ca Female | | /e Male | | econda male | ry carer's | Male |
| | many MANAG e, regardless of | ERS, durin | g the rep leave co | Female porting period mmenced? | 0 d, cease | Male d employ | Fer 0 vment before | male returr | 3 ning to w | Male Nork from pare |
| leave • annu • | many MANAG e, regardless of Include thos al leave or any | ERS, durin when the where pa other paic loyment'r | g the rep leave co irental lea I or unpa neans an | Female porting period mmenced? ave was take iid leave is al nyone who ha | 0 d, cease en contir | Male d employ nuously v n at that t | Ten 0 went before with any other ime. | nale returr | 3 ing to w | Male 3 |
| leave • annu • | many MANAG e, regardless of Include thos al leave or any 'Ceased emp | ERS, durin when the where pa other paic loyment'r | g the rep leave co irental lea I or unpa neans an | Female porting period mmenced? ave was take iid leave is al nyone who ha | 0 d, cease en contii iso takei as exited | Male d employ nuously v n at that t | Ten 0 went before with any other ime. | nale returr | 3 ing to w | Male york from pare for example, v |
| leave • annu • | many MANAG e, regardless of Include thos al leave or any 'Ceased emp inations, redun | ERS, durin when the where pa other paic loyment'r | g the rep leave co irental lea I or unpa neans an | Female porting period mmenced? ave was take iid leave is al nyone who ha | 0 d, cease en contii iso takei as exited | Male d employ nuously v n at that t d the orga | Ten 0 went before with any other ime. | nale returr | 3 ling to w type. F ver reas | Male york from pare for example, v |
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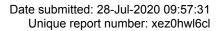
| | | ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details): |
|-----|--------------|---|
| 10. | Do yo | u have a formal policy and/or formal strategy to support employees with family or caring responsibilities? |
| | | s (select all applicable 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. | | u offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-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 all worksites only Available at all worksites Breastfeeding facilities Available at all worksites only Available at all worksites Available at some worksites only Available at some worksites only Available at all worksites Available at some worksites only Available at all worksites Support in securing school holiday care Available at some worksites only Available at all worksites Available at all worksites Available at all worksites Available at all worksites only Available at all worksites only Available at some worksites only Available at some worksites only Available at all worksites Available at all worksites Available at some worksites only Available at some worksites only Available at all worksites Available at Some worksites onl |







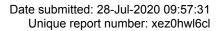
| | ☐ Available at all worksites ☐ Parenting workshops targeting mothers ☐ Available at some worksites only ☐ Available at all worksites ☐ Parenting workshops targeting fathers ☐ Available at some worksites only ☐ Available at all worksites ☐ None of the above, please complete question 11.2 below |
|-----|---|
| 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 (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 (expectice) |
| | ☐ Insufficient resources/expertise ☐ Not aware of the need ☐ Not a priority ☐ Other (provide details): |
| 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 Itime-in-lieu Itelecommuting part-time work job sharing carer's leave purchased leave unpaid leave. Options may be offered both formally and/or informally. |







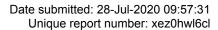
| | ⊠ Ye | es, the option/s in place are available to women for so, some/all options are not available to both women | en and men. | men imormany, | you would se | iect NO. | | | | |
|--------|---------|--|---------------|--------------------|----------------|----------------|--|--|--|--|
| | 14.1 | Which options from the list below are available? Please tick the related checkboxes. • Unticked checkboxes mean this option is NOT available to your employees. | | | | | | | | |
| | | | Mar | nagers | Non-m | nanagers | | | | |
| | | | Formal | Informal | Formal | Informal | | | | |
| | | Flexible hours of work | | \boxtimes | | \boxtimes | | | | |
| | | Compressed working weeks | | | \boxtimes | | | | | |
| | | Time-in-lieu | | \boxtimes | \boxtimes | | | | | |
| | | Telecommuting | | \boxtimes | | | | | | |
| | | Part-time work | | | | | | | | |
| | | Job sharing | | | | | | | | |
| | | Carer's leave | | | | | | | | |
| | | Purchased leave | | | | | | | | |
| | | Unpaid leave | \boxtimes | | \boxtimes | | | | | |
| | | | | | | | | | | |
| | 14.4 | If your organisation would like to provide additional information relating to gender equality indicator 4, 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 | orkplac | e | | | | | | |
| This g | ender e | equality indicator seeks information on what consu ender equality in the workplace. | - | | ers and employ | /ees on issues | | | | |
| 15. | Have | you consulted with employees on issues conc | erning gende | er equality in you | ır workplace? | , | | | | |
| | ⊠ Ye | you may specify why you have not consulted wit Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details): | h employees o | on gender equalit | у) | | | | | |
| | 15.1 | How did you consult with employees on issu | es concernin | g gender equalit | ty in your wor | kplace? | | | | |
| | | Survey Consultative committee or group Focus groups Exit interviews Performance discussions | | | | | | | | |







| | | ☐ Other (provide details): |
|----------|-----------|---|
| | 15.2 | Who did you consult? |
| | | |
| | | ☐ 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 | nder | equality indicator 6: Sex-based harassment and discrimination |
| particip | pation. 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) ☑ 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): specific training for managers |
| | ☐ 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.)





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 10.7% females and 89.3% males.

Promotions

- 2. 22.2% of employees awarded promotions were women and 77.8% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 33.3% of all non-manager promotions were awarded to women.
- 3. 1.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 11.0% of employees who resigned were women and 89.0% were men
 - i. 11.8% of all managers who resigned were women
 - ii. 10.9% of all non-managers who resigned were women.
- 5. 1.5% of your workforce was part-time and 0.8% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% 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. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A 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 |