



Public report

2019-20

Submitted by

Legal Name:

Spotless Management Services Pty Ltd





Organisation and contact details

Submitting organisation details	Legal name	Spotless Management Services Pty Ltd
	ABN	30099129790
	ANZSIC	M Professional, Scientific and Technical Services 6961 Corporate Head Office Management Services
	Business/trading name/s	
	ASX code (if applicable)	SPO
	Postal address	549 St Kilda Rd
		Melbourne VIC 3004
		AUSTRALIA
	Organisation phone number	0392697768
Reporting structure	Ultimate parent	Spotless Group Holdings Limited
	Number of employees covered by this report	422





Workplace profile

Manager

Managar acquiretional entagories	Departing level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	2	3		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
	Part-time contract		0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	1	2		
	Full-time contract 0 0 -1 Part-time permanent 0 0 Part-time contract 0 0				0		
					0		
		0					
Other averaging (Consequence		Casual	0	0	0		
Other executives/General managers		Full-time permanent	0	5	5		
		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	3	5	8		
		Full-time contract	0	0	0		
	-2	Part-time permanent	2	0	2		
		Part-time contract	0	0	0		
Conjer Managero		Casual	0	0	0		
Senior Managers		Full-time permanent	1	2	3		
		Full-time contract	0	0	0		
	-3	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		





Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
ivianager occupational categories	Reporting lever to CEO	Employment status	F	M	Total employees		
		Full-time permanent	0	0	0		
		Full-time contract	0	0	0		
	-1	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	6	7	13		
		0	0	0			
	-3 Part-time permanent 0 Part-time contract 0 Casual 0	0	0	0			
		Part-time contract	0	0	0		
Athor managara		Casual	0	0	0		
ther managers	-4	Full-time permanent	2	9	11		
		Full-time contract	1	1	2		
		Part-time permanent	2	0	2		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
	-5	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Frand total: all managers			21	34	55		

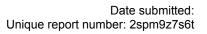




Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	28	25	0	0	0	0	53
	Full-time contract	2	2	1	0	0	0	5
Professionals	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	3	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	8	18	0	0	0	0	26
	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	133	69	0	0	0	0	202
	Full-time permanent	25	9	0	0	0	0	34
	Full-time contract	3	0	0	0	0	0	3
Clerical and administrative	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	0	0	0	0	0	0
	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	0	0	0	0	0	0
	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 occupational estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	rotai employees
	Full-time permanent	0	0	0	0	0	0	0
	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	18	22	0	0	0	0	40
	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		218	148	1	0	0	0	367





Reporting questionnaire

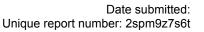
Gender equality indicator 1: Gender composition of workforce

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	5	3	8	3
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	1	3	1	0
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)	13	11
Number of appointments made to NON-MANAGER roles (including promotions)	139	89

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

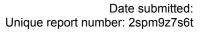
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	9	17	9
Permanent/ongoing part-time employees	3	0	3	1
Fixed-term contract full-time employees	0	1	7	5
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	7	2

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.



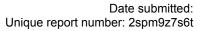




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

	Spotless Group Holdings Ltd		
2.1b.1	What gender is the Chair on this gove Chair at your last meeting)?	rning body (if the role of the Chair rot	ates, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	governing body (excluding the Chair	/s)?
		Female	Male
	Number	0	4
	☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove The Downer Group has major ☐ Not a priority ☐ Other (provide details): Are you reporting on any other organi ☐ Yes	s not been set) nder balance (e.g. 40% women/40% me please enter date this is due to be comp e erning body/board appointments (provide rity shareholding of the Spotless Group,	en/20% either) oleted e details why):
2.2	☐ Insufficient resources/expertis☐ Do not have control over gove	election policy or formal selection strategodies please enter date this is due to be comp	gy is in place) pleted s why)
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or ☐ Yes		your organisation is an







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



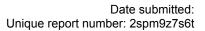


	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)
	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m 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 causes'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) □ 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): □ Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

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

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

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

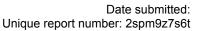




5a.



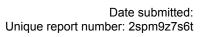
	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
time of indications o	S. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY) (e.g. maternity leave). (Please to 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), 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), 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):
5.1.1	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:
carer	r 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.
5.2.1	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	☑ Adoption☐ Surrogacy☑ Stillbirth







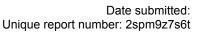
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Primary ca Female ANAGERS have still on parents Ituring the report the leave commerce parental leave	rting period menced? re was take	en it con ale ental lea gardless rer's leav	0 ve durir s of whee	Secondaria Female Ing the report in it commends Secondaria Female	ing periced.	od (pa	Male Male aid and/or unparts leave Male
Female ANAGERS have still on parents 14 Iuring the report the leave come parental leave	e taken pare al leave, regarderemale	ental lea gardless rer's leav 0	ove during of whe	Female Ing the report In it commend So Fe 0	ing peri ced. econdar male	od (pa	Male aid and/or unparts leave Male
ANAGERS have still on parents 14 Iuring the report the leave come parental leave	e taken pare cal leave, reg Primary care Female rting period menced?	ental lea gardless rer's leav 0	ove during of whe	ng the report n it commend So Fe	ced. econdar male	od (pa y carer	aid and/or unp r's leave Male
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re parental leav	ve was take		•	yment before	ereturni	ing to v	work from par
ent' means anyones and dismiss	one who ha	so taker as exited	at that the org	time.		ver rea	ason, including
		F	emale			Ma	ale
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	n the leave stal leave wa paid or unpains anyone	comme as taken aid leav	nced? continu is also	uously with a	ny othe t time.	r leave	e type. For exa
				Female			Male
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cy and/or form	al strategy	on flexi	ole work	king arranger	nents?		
	ndancies and c	ndancies and dismissals.	ndancies and dismissals.	ndancies and dismissals. 4 cy and/or formal strategy on flexible work	ridancies and dismissals. Female 4 cy and/or formal strategy on flexible working arranger	remale 4 cy and/or formal strategy on flexible working arrangements?	Female 4 0 cy and/or formal strategy on flexible working arrangements?







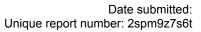
		☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do yo	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
		s (select all applicable answers) Policy Strategy (you may specify 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







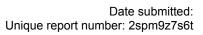
 ☐ Available at all worksites ☐ Parenting workshops targeting mothers ☐ Available at some worksites only ☐ Available at all worksites ☐ Parenting workshops targeting fathers ☐ Available at some worksites only ☐ Available at all worksites ☐ None of the above, please complete question 11.2 below
Do you 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):
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 paid 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 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? 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.







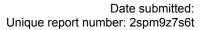
	⊠ Ye	es, the option/s in place are available to both women to some/all options are not available to both women on some/all options are not available to both women	en and men.	men imormany,	you would se	iect NO.				
	14.1	Which options from the list below are available? Please tick the related checkboxes. • 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					
		Telecommuting								
		Part-time work	\boxtimes		\boxtimes					
		Job sharing			\boxtimes					
		Carer's leave								
		Purchased leave								
		Unpaid leave								
	14.4	If your organisation would like to provide add please do so below:	ditional inforn	nation relating to	o gender equa	ality indicator 4				
		equality indicator 5: Consulning gender equality in the w		•	yees on	issues				
		equality indicator seeks information on what consu ender equality in the workplace.	Itation occurs	between employe	ers and employ	ees on issues				
5.	Have	you consulted with employees on issues conc	erning gende	er equality in you	ır workplace?	,				
	 Yes No (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details): 									
	15.1	How did you consult with employees on issu	es concernin	g gender equalit	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?
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	der	equality indicator 6: Sex-based harassment and discrimination
particip	ation. 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 you	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	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 you	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 training for managers (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 56.9% females and 43.1% males.

Promotions

- 2. 64.0% of employees awarded promotions were women and 36.0% were men
 - i. 50.0% of all manager promotions were awarded to women
 - ii. 76.9% of all non-manager promotions were awarded to women.
- 3. 1.7% of your workforce was part-time and 4.0% of promotions were awarded to part-time employees.

Resignations

- 4. 59.1% of employees who resigned were women and 40.9% were men
 - i. 33.3% of all managers who resigned were women
 - ii. 66.7% of all non-managers who resigned were women.
- 1.7% of your workforce was part-time and 10.6% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 23.5% 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:
Peter Tompkins	
CEO signature:	Date:
Q	28 July 2020