



Public report

2017-18

Submitted by

Legal Name:

Ensign Services (Aust.) Pty Ltd





Organisation and contact details

| Submitting organisation details | Legal name | Ensign Services (Aust.) Pty Ltd |
|---------------------------------|--|--|
| | ABN | 40006254306 |
| | ANZSIC | S Other Services 9531 Laundry and Dry-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 | 1,749 |

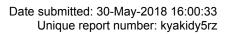




Workplace profile

Manager

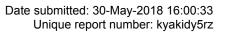
| Managan assumptional actoroxica | Deposition level to CEO | Franks was at status | No. of employees | | | |
|-----------------------------------|-------------------------|----------------------|------------------|----|-----------------|--|
| Manager occupational categories | Reporting level to CEO | 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 | 7 | 8 | |
| | | Full-time contract | 0 | 0 | 0 | |
| Other executives/General managers | -1 | Part-time permanent | 0 | 0 | 0 | |
| | | Part-time contract | 0 | 0 | 0 | |
| | | Casual | 0 | 0 | 0 | |
| | -1 | Full-time permanent | 1 | 3 | 4 | |
| | | Full-time contract | 0 | 0 | 0 | |
| | | Part-time permanent | 0 | 0 | 0 | |
| | | Part-time contract | 0 | 0 | 0 | |
| | | Casual | 0 | 0 | 0 | |
| | | Full-time permanent | 2 | 19 | 21 | |
| | | Full-time contract | 0 | 0 | 0 | |
| Senior Managers | -2 | Part-time permanent | 0 | 0 | 0 | |
| | | Part-time contract | 0 | 0 | 0 | |
| | | Casual | 0 | 0 | 0 | |
| | | Full-time permanent | 0 | 3 | 3 | |
| | | Full-time contract | 0 | 0 | 0 | |
| | -3 | Part-time permanent | 0 | 0 | 0 | |
| | | Part-time contract | 0 | 0 | 0 | |
| | | Casual | 0 | 0 | 0 | |
| | | Full-time permanent | 5 | 4 | 9 | |
| | | Full-time contract | 0 | 0 | 0 | |
| Other managers | -2 | Part-time permanent | 0 | 0 | 0 | |
| | | Part-time contract | 0 | 0 | 0 | |
| | | Casual | 0 | 0 | 0 | |







| Managar occupational actogorica | vrice Poporting 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 | 11 | 25 | | |
| | | Full-time contract | 0 | 0 | 0 | | |
| | | Part-time permanent | 0 | 0 | 0 | | |
| | | Part-time contract | 0 | 0 | 0 | | |
| | | Casual | 0 | 0 | 0 | | |
| | | Full-time permanent | 2 | 1 | 3 | | |
| | | 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 | | | 25 | 49 | 74 | | |



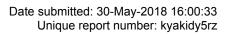




Workplace profile

Non-manager

| Non manager conjugational actagories | Employment status | No. of employees (excluding | graduates and apprentices) | No. of graduate | es (if applicable) | No. of apprentic | es (if applicable) | Total employees |
|--------------------------------------|---------------------|-----------------------------|----------------------------|-----------------|--------------------|------------------|--------------------|-----------------|
| Non-manager occupational categories | Employment status | F | M | F | М | F | M | Total employees |
| | Full-time permanent | 2 | 1 | 0 | 0 | 0 | 0 | 3 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Professionals | 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 | 46 | 0 | 0 | 0 | 0 | 46 |
| | Full-time contract | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Technicians and trade | 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 | 11 | 13 | 0 | 0 | 0 | 0 | 24 |
| | Full-time contract | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Community and personal service | Part-time permanent | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| | Part-time contract | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| | Casual | 12 | 9 | 0 | 0 | 0 | 0 | 21 |
| | Full-time permanent | 49 | 24 | 0 | 0 | 0 | 0 | 73 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Clerical and administrative | Part-time permanent | 16 | 3 | 0 | 0 | 0 | 0 | 19 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 10 | 15 | 0 | 0 | 0 | 0 | 25 |
| | Full-time permanent | 2 | 3 | 0 | 0 | 0 | 0 | 5 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sales | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 1 | 53 | 0 | 0 | 0 | 0 | 54 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Machinery operators and drivers | Part-time permanent | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 1 | 18 | 0 | 0 | 0 | 0 | 19 |







| Non manager equipational estageries | Employment status | No. of employees (excluding | graduates and apprentices) | No. of graduate | s (if applicable) | No. of apprentice | es (if applicable) | Total ampleyage |
|-------------------------------------|---------------------|-----------------------------|----------------------------|-----------------|-------------------|-------------------|--------------------|-----------------|
| Non-manager occupational categories | Employment status | F | M | F | M | F | М | Total employees |
| | Full-time permanent | 528 | 219 | 0 | 0 | 0 | 0 | 747 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Labourers | Part-time permanent | 131 | 76 | 0 | 0 | 0 | 0 | 207 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Casu | Casual | 214 | 206 | 0 | 0 | 0 | 0 | 420 |
| | 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 | | 980 | 695 | 0 | 0 | 0 | 0 | 1,675 |





Reporting questionnaire

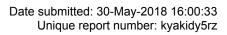
Gender equality indicator 1: Gender composition of workforce

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 | 8 | 15 | 76 | 66 |
| Permanent/ongoing part-time employees | 0 | 0 | 32 | 18 |
| Fixed-term contract full-time employees | 0 | 0 | 1 | 1 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 1 |
| Casual employees | 0 | 0 | 36 | 20 |

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) | 9 | 22 |
| Number of appointments made to NON-MANAGER roles (including promotions) | 286 | 268 |

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

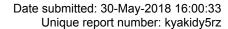
| | Mana | Managers | | nagers |
|---|--------|----------|--------|--------|
| | Female | Male | Female | Male |
| Permanent/ongoing full-time employees | 2 | 5 | 33 | 26 |
| Permanent/ongoing part-time employees | 0 | 0 | 9 | 18 |
| Fixed-term contract full-time employees | 0 | 0 | 0 | 0 |
| Fixed-term contract part-time employees | 0 | 0 | 7 | 3 |
| Casual employees | 0 | 0 | 36 | 32 |

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.



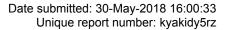




| 2.1 | Please answer the following questions relating to each governing body covered in this report. | | | | | | |
|---|---|--|-------------------------------|--|--|--|--|
| | Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2. | | | | | | |
| | | y is the same as your parent entity's, y cal details of your parent entity's gove | | | | | |
| 2.1a.1 | Organisation name? | | | | | | |
| | Spotless Group Holdings Limited | | | | | | |
| 2.1b.1 | How many Chairs on this governing b | oody? | | | | | |
| | | Female | Male | | | | |
| | Number | 0 | 1 | | | | |
| 2.1c.1 | How many other members are on this | governing body (excluding the Chair/ | 's)? | | | | |
| | | Female | Male | | | | |
| | Number | 1 | 4 | | | | |
| Governing body/board has gender balance (e.g. 40% women/40% men/20% either) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Do not have control over governing body/board appointments (provide details why): The Downer Group has majority shareholding of the Spotless Group, including it's subsidia Not a priority Other (provide details): | | | | | | | |
| 2.1g.1 | Are you reporting on any other organ | isations in this report? | | | | | |
| | ☐ Yes ⊠ No | | | | | | |
| 2.2 | Do you have a formal selection policy organisations covered in this report? | and/or formal selection strategy for g | overning body members for ALL | | | | |
| | ☐ In place for some governing background in place for some governing background in place for pl | , please enter date this is due to be comp | oleted s why) | | | | |

Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?

2.3







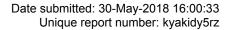
| | Yes |
|-------------|-----|
| \boxtimes | No |

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.

| ⊠ Y | es (select all applicable answers) ⊠ Policy |
|-------|--|
| | Strategy |
| ⊔и | 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): |
| | e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e lucted a gender pay gap analysis)? |
| COIIC | nucleu a genuel pay gap analysis): |
| ⊠ Y | 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 |



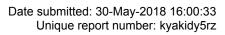




| qualific IS roor | Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) Salaries for SOME or ALL employees (including managers)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

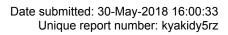
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.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







| | u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND n addition to any government funded parental leave scheme for primary carers? |
|---------------------------|---|
| time or No. Indicat | 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 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 fundamental 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): |
| 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 of 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 pements you may have in place, please do so below. |
| carers arranç | 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 gements you may have in place, please do so below. |
| carers arranç | 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 pements you may have in place, please do so below. |
| carers arranç | 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 lements you may have in place, please do so below. What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY? |
| carers arranç | rorganisation 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 gements you may have in place, please do so below. 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% |
| carers arrang 5.2.1 | rorganisation 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 lements you may have in place, please do so below. 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% |
| 5.2.1 A "SE prima Do yo | rorganisation 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 perments you may have in place, please do so below. 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% |





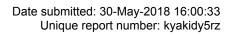
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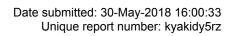
| | o, we offer paid o (you may spec | parental leave ify why emplo under develop t resources/ex | e for SECON oyer funded p ment, pleaso opertise | DARY CARE paid parental | RS that is a eave for se | available to wor | men ONLY s is not paid) | paternity leave) |
|----------|---|---|--|---|---|--|---|---|
| | ☐ Not a priority ☐ Other (provide details): | | | | | | | |
| | | ERS have tak | | | | | aid and/or u | npaid)? Include |
| | | Pr | imary carer's | s leave | eave | | Secondary carer's leave | |
| | | Fem | - | Male | | Female | y carci s ica | Male |
| Mana | gers | 0 | | 0 | 0 | | 0 | |
| 7.1 | | | n parental le | | ess of whe | en it commend | | aid and/or unpaid)? |
| | | | Fem | - | Male | | nale | Male |
| | Non-manager | s | 10 | 0 | | 2 | | 0 |
| • | al leave or any 'Ceased emp nations, redun | loyment' me | ans anyone | who has exi | ted the or | | whatever re | ason, including |
| | | | | | Female | | M | ale |
| Mana | gers | | | 0 | Female | | 0 M | ale |
| Mana 8.1 | How many N parental leav • Includ where annua | e, regardless le those whe I leave or any ed employme | of when the re parental y other paid ent' means | the reporting le leave comi leave was tal l or unpaid le anyone who | g period, c nenced? sen contin ave is also | uously with an taken at that the organisat | 0 ment before ny other leav time. | returning to work fron re type. For example, ever reason, including |
| | How many N parental leav • Includ where annua • 'Ceas resignations | e, regardless le those whe I leave or an ed employme , redundanci | of when the re parental y other paid ent' means | the reporting le leave comi leave was tal l or unpaid le anyone who | g period, c nenced? ken contin ave is also has exited | uously with an | ment before ny other leav time. ion for what | returning to work fror re type. For example, |
| | How many N parental leav • Includ where annua • 'Ceas | e, regardless le those whe I leave or an ed employme , redundanci | of when the re parental y other paid ent' means | the reporting le leave comi leave was tal l or unpaid le anyone who | g period, c nenced? sen contin ave is also | uously with an taken at that the organisat | 0 ment before ny other leav time. | returning to work fron re type. For example, ever reason, including |







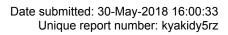
| 0. | Do yo | ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities? |
|----|---------|---|
| | ⊠ Ye | es (select all applicable answers) ☑ Policy ☑ Strategy |
| | П № | o (you may specify why no formal policy or formal strategy is in place) |
| | | ☐ Currently under development, please enter date this is due to be completed |
| | | ☐ Insufficient resources/expertise |
| | | ☐ 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 employer-subsidised childcare, breastfeeding facilities)? |
| | ⊠ Ye | |
| | | o (you may specify why non-leave based measures are not in place) |
| | | Currently under development, please enter date this is due to be completed |
| | | ☐ Insufficient resources/expertise |
| | | ☐ Not a priority |
| | | Other (provide details): |
| | 11.1 | Please select what support mechanisms are in place and if they are available at all worksites. |
| | • • • • | Where only one worksite exists, for example a head-office, select "Available at all worksites". |
| | | ☐ Employer subsidised childcare |
| | | ☐ Available at some worksites only |
| | | Available at all worksites |
| | | ☐ On-site childcare |
| | | Available at some worksites only |
| | | Available at all worksites |
| | | ☐ Breastfeeding facilities |
| | | |
| | | ☐ Available at all worksites ☐ Childcare referral services |
| | | |
| | | Available at 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 |
| | | |
| | | ☐ 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 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 ay 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? • 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. |





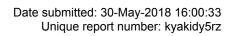


| 14.1 | Which options | from the I | ist below ar | e available? | Please tick | the related | checkboxes. |
|------|---------------|------------|--------------|--------------|-------------|-------------|-------------|
|------|---------------|------------|--------------|--------------|-------------|-------------|-------------|

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

| | | 1 | | |
|-------------|-------------|-----------------|------------------------|--|
| Man | agers | Non-m | Non-managers | |
| Formal | Informal | Formal | Informal | |
| | | | \boxtimes | |
| | | | | |
| | | | | |
| | \boxtimes | | | |
| \boxtimes | | \boxtimes | | |
| | | | | |
| \boxtimes | | \boxtimes | | |
| | | | | |
| \boxtimes | | | | |
| | Formal | Formal Informal | Formal Informal Formal | |

| | | Time-in-lieu | | | \boxtimes | |
|---------------|-------------------------------|---|-----------------|--------------------|---------------------------------|-------------------|
| | | Telecommuting | | \boxtimes | | |
| | | Part-time work | \boxtimes | | \boxtimes | |
| | | Job sharing | | | | |
| | | Carer's leave | \boxtimes | | \boxtimes | |
| | | Purchased leave | | | | |
| | | Unpaid leave | \boxtimes | | \boxtimes | |
| | 14.3 | You may specify why any of the above option Currently under development, please enter d Insufficient resources/expertise Not a priority Other (provide details): | | - | employees. | |
| | 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. |
| | | |
| Ge | nder | equality indicator 6: Sex-based harassment and discrimination |
| partic | ipation. | on 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 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? |
| | | 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 57.5% females and 42.5% males.

Promotions

- 2. 55.8% of employees awarded promotions were women and 44.2% were men
 - i. 34.8% of all manager promotions were awarded to women
 - ii. 57.8% of all non-manager promotions were awarded to women.
- 3. 13.5% of your workforce was part-time and 18.6% of promotions were awarded to part-time employees.

Resignations

- 4. 50.9% of employees who resigned were women and 49.1% were men
 - i. 28.6% of all managers who resigned were women
 - ii. 51.8% of all non-managers who resigned were women.
- 13.5% of your workforce was part-time and 21.6% 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. N/A 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: |
|----------------------------|---|
| Dana Nelson | |
| CEO signature: | Date: |
| | |