



Public report

2017-18

Submitted by

Legal Name: Servcorp Administration Pty Ltd





Organisation and contact details

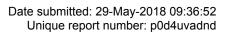
Submitting organisation details	Legal name	Servcorp Administration Pty Ltd
	ABN	65102643667
	ANZSIC	L Rental, Hiring and Real Estate Services 6712 Non-Residential Property Operators
	Business/trading name/s	
	ASX code (if applicable)	SRV
	Postal address	Level 63 MLC Centre, 19-29 Martin Place SYDNEY NSW 2000
		AUSTRALIA
	Organisation phone number	(02) 9231 7616
Reporting structure	Ultimate parent	Servcorp Limited
	Number of employees covered by this report	226





All organisations covered by this report

Legal name	Business/trading name/s
Servcorp Administration Pty Ltd	
Servcorp Enterprise Pty Ltd	
Servcorp (North Ryde) Pty Ltd	
Servcorp Adelaide Pty Ltd	
Servcorp Brisbane Pty Ltd	
Servcorp Chifley 29 Pty Ltd	
Servcorp Communications Pty Ltd	
Servcorp It Pty Ltd	
Servcorp Melbourne Virtual Pty Ltd	
Servcorp MLC Centre Pty Ltd	
Servcorp Sydney Virtual Pty Ltd	
Servcorp William Street Pty Ltd	
Servcorp Perth Pty Ltd	
Servcorp Brisbane Riverside Pty Ltd	
Servcorp Melbourne 27 Pty Ltd	
Servcorp Parramatta Pty Ltd	
Office Squared Pty Ltd	
Servcorp Market Street Pty Ltd	
Servcorp North Sydney 32 Pty Ltd	
Servcorp Norwest Pty Ltd	
Servcorp SA 30 Pty Ltd	
Servcorp Sydney 56 Pty Ltd	
Office Squared (Atlas) Pty Ltd	
Servcorp Brisbane 400 Pty Ltd	
Servcorp Docklands Pty Ltd	
Servcorp Hobart Pty Ltd	
Servcorp Southbank Pty Ltd	
Servcorp Western Australia Pty Ltd	
Office Squared (Nexus) Pty Ltd	
Servcorp Sydney 22 Pty Ltd	
Servcorp City Square Pty Ltd	
Servcorp Melbourne 18 Pty Ltd	
Servcorp Barangaroo Pty Ltd	







Legal name	Business/trading name/s
Servcorp Gateway Pty Ltd	





Workplace profile

Manager

Manager acquiretional actorics	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	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	2	6	8
		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	2	4	6
		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
		Full-time permanent	7	3	10
		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	38	7	45
		Full-time contract	0	0	0
Other managers	-3	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			51	21	72

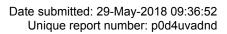




Workplace profile

Non-manager

Non manager equipational estagarias	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	5	27	0	0	0	0	32
	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	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
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	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	97	8	0	0	0	0	105
	Full-time contract	0	1	0	0	0	0	1
Clerical and administrative	Part-time permanent	6	0	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	0	0	0	0	0	3
	Full-time permanent	5	0	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	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 equipational estageries	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	0	1	0	0	0	0	1
	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	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
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		116	38	0	0	0	0	154





Reporting questionnaire

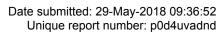
Gender equality indicator 1: Gender composition of workforce

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	agers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	7	4	9	4
Permanent/ongoing part-time employees	1	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	1	0

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

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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	19	5
Number of appointments made to NON-MANAGER roles (including promotions)	64	20

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

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	27	1	72	7
Permanent/ongoing part-time employees	3	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	1	0	11	1

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

The Company has not established a written policy concerning diversity, and has not set measurable objectives for gender diversity. The Company is culturally diverse in its employment practices and has a global culture of employing the best qualified available talent for any position regardless of gender, age or race. The Company benefits from the diversity of its team members and has training programs to assist with developing their skills and with career advancement.

Globally the Company has a high participation of women across all employment levels. The Company's commitment to gender diversity is evidenced by the fact that it has been recognised in the Middle East for its excellence in providing executive advantages for women.

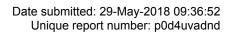
Gender equality indicator 2: Gender composition of governing bodies

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.





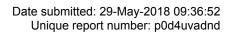
	gg	dy for your Australian entity, even if it	is located overseas.
2.1	Please answer the following questions	s relating to each governing body cove	ered in this report.
	Note: If this report covers more than organisation before proceeding to que		will be repeated for each
	If your organisation's governing body organisation's name BUT the numeric		
2.1a.1	Organisation name?		
	Servcorp Limited		
2.1b.1	How many Chairs on this governing b	ody?	
		Female	Male
	Number	0	1
244	Han a tannat hann act to increase the		4
2.1d.1	☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☑ Other (provide details):	representation of women on this gover s not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comp e erning body/board appointments (provide	rning body? n/20% either) leted
	☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has gei ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): The Board has not set measu Globally the Company has a resecutive positions. The Com and ensured a female was ap	representation of women on this gover s not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comp e erning body/board appointments (provide trable objectives for gender diversity, high participation of women across all em apany recently appointed an additional no	rning body? n/20% either) leted details why):
	☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ged ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): The Board has not set measu Globally the Company has a h executive positions. The Com and ensured a female was ap	representation of women on this gover s not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comp e erning body/board appointments (provide trable objectives for gender diversity, high participation of women across all em apany recently appointed an additional no	rning body? n/20% either) leted details why):
	☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has gei ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): The Board has not set measu Globally the Company has a resecutive positions. The Com and ensured a female was ap	representation of women on this gover s not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comp e erning body/board appointments (provide trable objectives for gender diversity, high participation of women across all em apany recently appointed an additional no	rning body? n/20% either) leted details why):
	☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ger ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): The Board has not set measu Globally the Company has a resecutive positions. The Com and ensured a female was ap Are you reporting on any other organi ☐ Yes	representation of women on this gover s not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comp e erning body/board appointments (provide trable objectives for gender diversity. high participation of women across all em apany recently appointed an additional no appointed.	rning body? n/20% either) leted details why): nployment levels, including n-executive Director to the







		☐ Currently under ☐ Insufficient reso			nter date thi	s is due to be co	mpleted		
			ntrol over go		ly appointme	ents (provide de	tails why)		
	2.3	Does your organisation "incorporated" entity - P						isation is an	
		☐ Yes ⊠ No							
	2.5	If your organisation wou please do so below.	ld like to p	rovide addit	ional inform	mation relating	to gender equ	uality indicator 2,	
		The Company has not est embraces and achieves di measurable objectives for greater benefit to the curre	versity in its achieving g	global oper ender divers	ations. The	establishment o	f a written polic	cy with	
		The Company is culturally qualified available talent for					al culture of em	nploying the best	
		The proportion of women set out in the following tab		n the whole	organizatior	n, senior executi	ve positions ar	nd on the Board is	
		Full time employees Consolidated entity Senior executives Board	Total no. 827 24 6	Women % 82% 50% 17%	Men% 18% 50% 83%				
Equal		equality indicate eration between women and ity.		-					ıer
3.	Do vo	ou have a formal policy an	d/or formal	etrategy or	remunerat	tion generally?			
0.		s (select all applicable answ		Struttegy of	remanera	non generally :			
		☐ Policy ☐ Strategy							
	⊠ No	(you may specify why no fo	pment, plea				d		
		☐ Insufficient resources/e☐ Salaries set by awards☐ Non-award employees☐ Not a priority☐ Other (provide details):	/industrial or paid marke		agreements				
4.		you analysed your payrol ucted a gender pay gap ar		ne if there a	are any rem	nuneration gaps	s between wo	men and men (i.e.	
	☐ Ye	s - the most recent gender i Within last 12 months Within last 1-2 years More than 2 years ago				ertaken:			
	⊠ Na	☐ More than 2 years ago ☐ Other (provide details): (you may specify why you		_		andar ramunara	tion gaps)		
		Currently under develo	pment, plea						







	☐ 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
qualific	_ ′
	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
	n for discretion in pay changes (because pay increases can occur with some discretion such as performance
assess	_ ′
	☐ Other (provide details):
	Cities (provide details).
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3,
	please do so below:
	p. 300 00 20.0
_	
der (equality indicator 4: Flexible working and support for employees
	ily and caring responsibilities
	IIV AND CANDUTESUUNSIUNNES

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	iamily and carmy responsibilities
employs support to comb	licator will enable the collection and use of information from relevant employers about the availability and utility of ment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements ing employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men pine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental er equality and to maximising Australia's skilled workforce.
	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.
	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?
	Yes. (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 time 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) □ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate 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 time 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) □ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid 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 gap between the employee's salary and the government's paid scheme), regardless of the period of time 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) □ No, 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):
	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	☐ Yes ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)

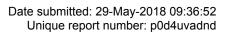


8.

9.



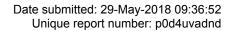
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		Fem	-	Male	e .	Female	,	Male
lanag	jers	4		0	0		0	
			Fem.	mary carer	Male 0		econdary care	Male 2
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ave, nnua sign anag	nany MANAGE regardless of Include those il leave or any 'Ceased emp lations, redund gers How many No parental leave Includ where annual 'Cease	RS, during a when the leave or an and on the services are services and the services are services are services and the services are services are services are services are services and the services are services a	the reporting ave commented leave we commented the commented leave we compaid leave ans anyone dismissals. ERS, during sof when the reparental by other paid ent' means a second commented leave the commented leave	the reported leave was dor unpaid anyone who	continuously taken at that exited the org Female ting period, commenced? taken contind leave is also	with any othe time. ganisation for eased employ uously with an	whatever re whatever re months ment before the time.	For example, ason, including lale returning to we type. For example,







10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	☐ 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 agreement
	 Not a priority ✓ Other (provide details): Support is provided where possible on a case by case basis depending on requirements of both employee and employer.
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	□Yes
	 No (you may specify why non-leave based measures are not in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
	Other (provide details): Treated on a case by case basis depending on requirements of both employee and employer.
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 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):
	The Company would provide any necessary support, including financial assistance and additional leave, to an employee who we were aware was experiencing family of domestic violence.







□ No	(you may specify why no other support mechanis Currently under development, please enter d Insufficient resources/expertise Not aware of the need Not a priority Other (provide details):				
AND I	e any of the following options are available in ymen? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. ns may be offered both formally and/or inform xample, if time-in-lieu is available to women fo s, the option/s in place are available to both women y, some/all options are not available to both women Which options from the list below are available Unticked checkboxes mean this optio	ally. rmally but to n en and men. n AND men. ole? Please tic	nen informally, k the related ch	you would se eckboxes.	
		Man	agers	Non-m	anagers
		Mana Formal	agers Informal	Non-m Formal	anagers Informal
	Flexible hours of work		_		
	Flexible hours of work Compressed working weeks	Formal	Informal	Formal	Informal
		Formal	Informal	Formal	Informal
	Compressed working weeks	Formal	Informal	Formal	Informal
	Compressed working weeks Time-in-lieu	Formal	Informal	Formal	Informal
	Compressed working weeks Time-in-lieu Telecommuting	Formal	Informal	Formal	Informal
	Compressed working weeks Time-in-lieu Telecommuting Part-time work	Formal	Informal	Formal	Informal Informal Informal Informal Informal
	Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing	Formal	Informal	Formal	Informal
	Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave	Formal	Informal	Formal	Informal
14.3	Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave Purchased leave	Formal	Informal	Formal	Informal

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace





This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	□ Ye ⊠ 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):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
oartici	pation.	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Ye	s (select all applicable answers) Policy 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): (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):
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 73.9% females and 26.1% males.

Promotions

- 2. 69.2% of employees awarded promotions were women and 30.8% were men
 - i. 66.7% of all manager promotions were awarded to women
 - ii. 71.4% of all non-manager promotions were awarded to women.
- 3. 3.5% of your workforce was part-time and 3.8% of promotions were awarded to part-time employees.

Resignations

- 4. 92.7% of employees who resigned were women and 7.3% were men
 - i. 96.9% of all managers who resigned were women
 - ii. 91.3% of all non-managers who resigned were women.
- 5. 3.5% of your workforce was part-time and 3.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 28.6% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

List of employee organisations:	
CEO sign off confirmation Name of CEO or equivalent: Alfred George Moufarrige	Confirmation CEO has signed the report