

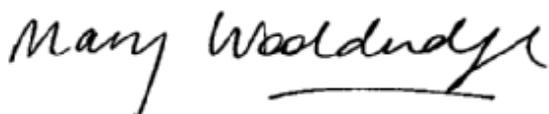
15 August 2023

CERTIFICATE OF COMPLIANCE WITH THE WORKPLACE GENDER EQUALITY ACT 2012

I am pleased to advise that the following organisations, as listed below, are **compliant** with the *Workplace Gender Equality Act 2012* (Act) for the 2022-23 reporting period:

1. Servcorp City Square Pty Ltd (ABN: 87130609826)
2. Servcorp Barangaroo Pty Ltd (ABN: 71102643694)
3. Servcorp Gateway Pty Ltd (ABN: 88102643701)
4. Servcorp (North Ryde) Pty Ltd (ABN: 87092669022)
5. Servcorp Administration Pty Ltd (ABN: 65102643667)
6. Servcorp Brisbane Pty Ltd (ABN: 67102643612)
7. Servcorp Chifley 29 Pty Ltd (ABN: 88102643765)
8. Servcorp Communications Pty Ltd (ABN: 69102643685)
9. Servcorp It Pty Ltd (ABN: 67102643676)
10. Servcorp Melbourne Virtual Pty Ltd (ABN: 63102643658)
11. Servcorp Mlc Centre Pty Ltd (ABN: 86102643756)
12. Servcorp Sydney Virtual Pty Ltd (ABN: 61102643649)
13. Servcorp William Street Pty Ltd (ABN: 80102643729)
14. Servcorp Perth Pty Ltd (ABN: 94106341815)
15. Servcorp Melbourne 27 Pty Ltd (ABN: 82102643738)
16. Servcorp Parramatta Pty Ltd (ABN: 61123707273)
17. Servcorp Market Street Pty Ltd (ABN: 85118781409)
18. Servcorp Norwest Pty Ltd (ABN: 67127239785)
19. Servcorp Sa 30 Pty Ltd (ABN: 64130565178)
20. Servcorp Brisbane 400 Pty Ltd (ABN: 25145072055)
21. Servcorp Hobart Pty Ltd (ABN: 48143254577)
22. Servcorp Southbank Pty Ltd (ABN: 99145378632)
23. Servcorp Sydney 22 Pty Ltd (ABN: 79141477134)
24. Servcorp Mount Street Pty Ltd (ABN: 69102643621)

This certificate forms your **notice of compliance with the Act** until replaced with a new certificate of compliance for the next reporting period.



Mary Wooldridge
Chief Executive Officer



Date Created: 20-06-2023



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Gender Equality Reporting

Submitted By:

Servcorp Administration Pty Ltd 65102643667

Servcorp City Square Pty Ltd 87130609826

Servcorp Barangaroo Pty Ltd 71102643694

Servcorp Gateway Pty Ltd 88102643701

Servcorp (North Ryde) Pty Ltd 87092669022

Servcorp Brisbane Pty Ltd 67102643612

Servcorp Chifley 29 Pty Ltd 88102643765

Servcorp Communications Pty Ltd 69102643685

Servcorp It Pty Ltd 67102643676

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Servcorp Sydney Virtual Pty Ltd 61102643649

Servcorp William Street Pty Ltd 80102643729

Servcorp Perth Pty Ltd 94106341815

Servcorp Melbourne 27 Pty Ltd 82102643738



Date Created: 20-06-2023

Servcorp Limited 97089222506

Servcorp Parramatta Pty Ltd 61123707273

Servcorp Market Street Pty Ltd 85118781409

Servcorp Norwest Pty Ltd 67127239785

Servcorp Sa 30 Pty Ltd 64130565178

Servcorp Brisbane 400 Pty Ltd 25145072055

Servcorp Hobart Pty Ltd 48143254577

Servcorp Southbank Pty Ltd 99145378632

Servcorp Sydney 22 Pty Ltd 79141477134

Servcorp Mount Street Pty Ltd 69102643621

#Workplace Overview

Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

Recruitment: No

Retention: No

Performance management processes: No

Promotions: No.

Talent identification/identification of high potentials: No

Succession planning: No

Training and development: No

Key performance indicators for managers relating to gender equality: No

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

No

4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Governing Bodies

Organisation: Servcorp Limited

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Administration Pty Ltd

1. Name of the governing body: Servcorp Limited

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp City Square Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	1	0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Barangaroo Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Gateway Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp (North Ryde) Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Brisbane Pty Ltd

1. Name of the governing body: Servcorp Limited

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Chifley 29 Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	1	0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Communications Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp It Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Melbourne Virtual Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Mlc Centre Pty Ltd

1. Name of the governing body: Servcorp Limited

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Sydney Virtual Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	1	0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp William Street Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Perth Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Melbourne 27 Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Limited

1. Name of the governing body: Servcorp Limited

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Parramatta Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	1	0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Market Street Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Norwest Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Sa 30 Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Brisbane 400 Pty Ltd

1. Name of the governing body: Servcorp Limited

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Hobart Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	1	0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Southbank Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Sydney 22 Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Servcorp Mount Street Pty Ltd

1.Name of the governing body: Servcorp Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 1	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value:

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

#Action on gender equality

Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?

No

2. What was the snapshot date used for your Workplace Profile?

31/03/2023

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equality

1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes

- 1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 1-2 years

- 1.2 Did you take any actions as a result of your gender remuneration gap analysis?

No

No unexplained or unjustifiable gaps identified

- 1.3 What type of gender remuneration gap analysis has been undertaken?

A like-for-like gap analysis

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date:25/08/2022

Shareholder:

Yes

Date:25/08/2022

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

Yes

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible Work

Flexible Working

1. Do you have a formal policy and/or formal strategy on flexible working arrangements?

No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Informal options are available

Flexible hours of work: Yes

SAME options for women and men Informal options are available

Job sharing: Yes

SAME options for women and men

Part-time work: Yes

SAME options for women and men

Purchased leave: No

Not aware of the need

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Informal options are available

Unpaid leave: Yes

SAME options for women and men Informal options are available

3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

No

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

No

2. **If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

No

Other

Other: Informal consideration on case by case basis

2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

- 2.1. **Employer subsidised childcare**

No

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

2.3. Breastfeeding facilities

No

2.4. Childcare referral services

No

2.5. Coaching for employees on returning to work from parental leave

No

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

2.7. Internal support networks for parents

No

2.8. Information packs for new parents and/or those with elder care responsibilities

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

No

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

2.14. Other details: No

3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Managers:

Yes

At induction

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

Family or domestic violence

1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

No

Date Created: 20-06-2023

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

No

Emergency accommodation assistance

Yes

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

No

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

No

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: Yes

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 or domestic violence.

- 1. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below**



Date Created: 20-06-2023

GENDER PAY GAP SUMMARY

Servcorp Administration Pty Ltd 22-23

The gender pay gap summary indicates that large pay gaps exist in three categories; KMP, Other manager and Clerical and administration. These pay gaps are generated due to the limited number of classifications reported by the WGEA system, which consolidates the varying levels of seniority existing within some occupational categories.

An analysis of each occupational category was undertaken, comparing Team Members of similar levels of seniority; the results disclose that there is not a gender pay gap between men and women of similar experience and seniority.

KMP (61.4% gap)

This management category comprises the three non-executive Directors and the Chief Financial Officer. The total remuneration of all four KMP is disclosed in the Company's Remuneration Report. There is not a gender pay gap within the non-executive Directors. The Chief Financial Officer's total remuneration is higher than that of the three non-executive Directors, and accordingly statistically generates a higher average total remuneration in favour of men.

Other manager (28.3% gap)

There are 30 women and three men in this management category. The majority in this category are the Managers of Servcorp's Floors, and includes managers in training and development roles through to more experienced specialist managers.

All managers of similar experience, men and women, are on comparable total remuneration; the higher proportion of women in training and development roles statistically generates a lower average total remuneration for women.

Clerical and administration (37.8% gap)

There are 70 women and four men in this occupational category. This occupational category encompasses positions ranging from junior to senior, inexperienced and experienced, and includes Office Assistants, Receptionists, Secretaries, Executive Assistants, Junior and Senior Accountants, and Business Analysts.

Three of the men hold senior positions, therefore representing a larger proportion of the total of four; accordingly, statistically this generates a higher average total remuneration for men. All women in senior positions are on comparable total remuneration to their male counterparts, however they represent a lower proportion of the total 70 women, and accordingly, statistically this generates a lower average total remuneration for women.

REPORTING OVERVIEW

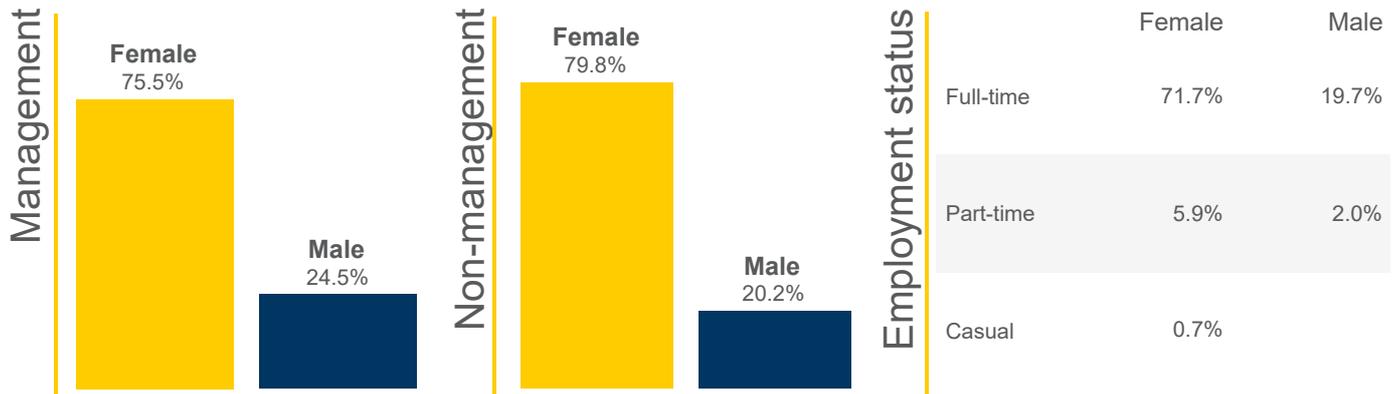
Servcorp Administration Pty Ltd 22-23
152 employees

This Reporting Overview summarises your organisation's responses in the 2022 - 2023 Gender Equality Report, submitted in accordance with the Workplace Gender Equality Act 2012, against key areas where workplace gender inequality persists. The Gender Strategy Toolkit (www.wgea.gov.au/tools/gender-strategy-toolkit) provides comprehensive guidance to support organisations to take action on workplace gender equality.



Workforce composition

Women are often underrepresented in leadership roles and overrepresented in lower-level roles.



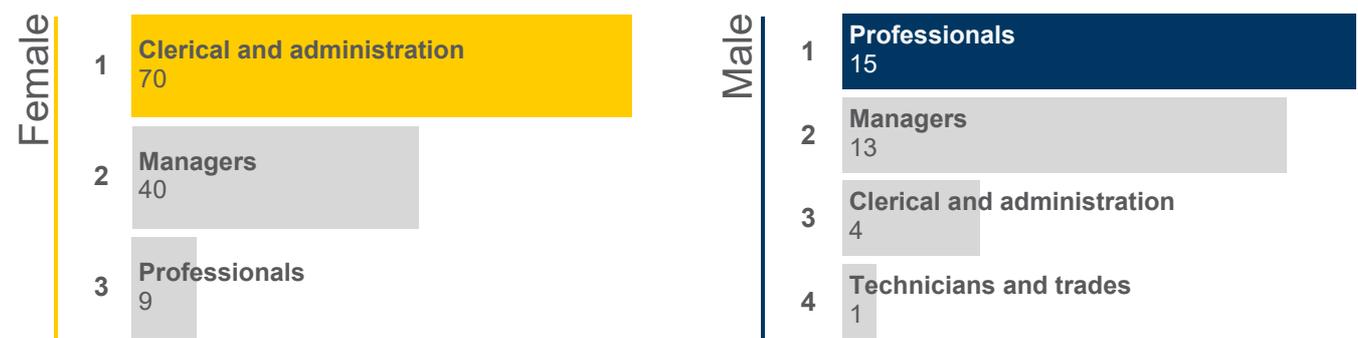
Employee growth* and promotion by gender



Servcorp Administration Pty Ltd 22-23 reported an overall growth in employee numbers for the reporting period.



Top occupations by gender



*Employee growth equals external appointments minus resignations

QUESTIONNAIRE OVERVIEW

Servcorp Administration Pty Ltd 22-23
152 employees

This section summarises your organisation's gender equality policies and practices. More than 80% of employers have policies and practices in recruitment, training and development and performance management, as primary areas where unconscious biases might occur.



Gender equality

No
formal policy and/or strategy in place to support gender equality overall

No
formal policy or strategy in key performance indicators for managers relating to gender equality

No
formal policy or strategy in recruitment

No
formal policy or strategy in promotions



Gender pay equity

No
formal policy and/or strategy on remuneration generally

Yes
analysis of payroll to determine if there are any remuneration gaps between women and men



Employee support

No
formal policy and/or strategy to support employees experiencing family or domestic violence



Flexible work

No
formal policy and/or strategy on flexible working arrangements



Governing body

Yes
governing body for this organisation

No
formal selection policy and/or strategy for governing body members

* Some companies may not have a target for Board composition if the Board is currently gender balanced

GENDER PAY GAP SUMMARY

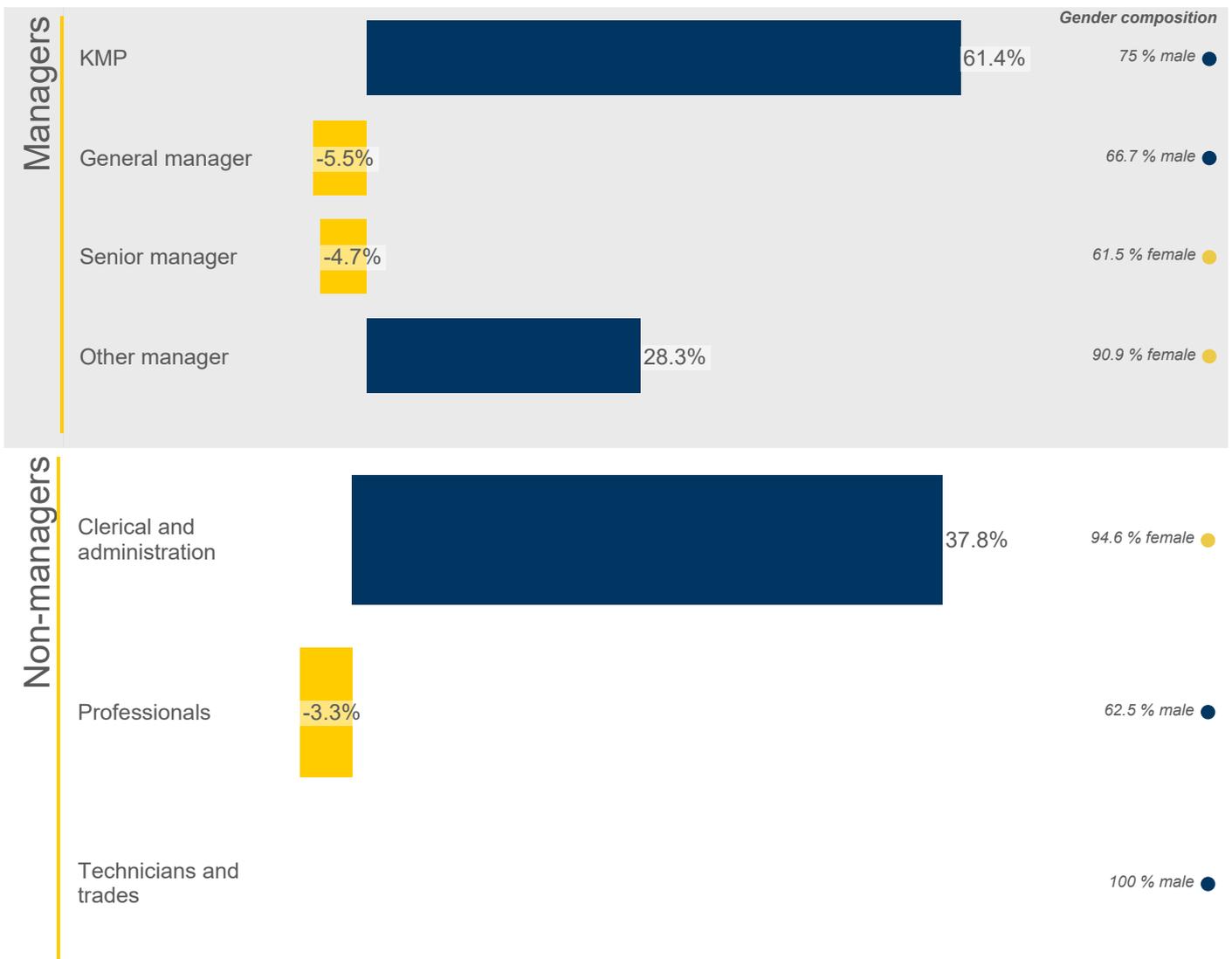
Servcorp Administration Pty Ltd 22-23
152 employees

Gender pay gap

The gender pay gap is a measure of how we value the contribution of men and women in the workforce. Men are twice as likely to be in the top earning bracket and women are 1.5 times more likely to be in the lowest.

Your gender pay gap* is calculated using the salary and remuneration data you provided. Percentages greater than 0% represent a pay gap in favour of men. Tools are available to help you understand and take action on drivers of your organisation's gender pay gap at www.wgea.gov.au/take-action.

Organisation-wide gender pay gap for total remuneration: **38.0%***.
Pay gap favours men



* The gender pay gap excludes:

- salary data submitted voluntarily for your CEO, Head of Business(es), and Overseas Managers.
- employees who did not receive any payment during the reporting period
- gender X, while the Workforces Gender Equality Agency establishes the baseline levels for this new data point.

For more information, visit <https://www.wgea.gov.au/the-gender-pay-gap>

** Gender balanced occupational groups is when no gender exceeds 60% of the headcount for the occupational group