



# Gender Equality

# 2014-15 public report form submitted by Brickworks Limited to the Workplace Gender Equality Agency

## Organisation and contact details

| Organisation<br>registration | Legal name<br>ABN<br>ANZSIC   | Brickworks Limited<br>17000028526<br>2029 Other Ceramic Product<br>Manufacturing   |
|------------------------------|---|--|
| Organisation<br>details      | Trading name/s<br>ASX code (if<br>relevant)                                       | BKW  |
|                              | Postal address  | PO Box 6550<br>WETHERILL PARK NSW 1851<br>AUSTRALIA  |
|                              | Organisation phone number   | (02) 9830 7800   |
| Reporting<br>structure       | Ultimate parent<br>Number of<br>employees covered<br>in this report<br>submission | Brickworks Limited<br>1,593  |
|                              | Other<br>organisations<br>reported on in this<br>report                           | Austral Bricks (VIC) Pty Ltd<br>The Austral Brick Company Pty Ltd<br>Austral Bricks (WA) Pty Ltd<br>Nubrik Pty Ltd<br>Bristile Becime (Feet Coest) Bty Ltd |
|                              |   | Bristile Roofing (East Coast) Pty Ltd<br>J Hallett & Son Pty Ltd<br>Auswest Timbers Pty Ltd<br>Austral Masonry (QLD) Pty Ltd                               |
|                              |   | Austral Masonry (NSW) Pty Ltd<br>Austral Masonry (VIC) Pty Ltd<br>Austral Bricks (NSW) Pty Ltd   |
|                              |   | Austral Bricks (QLD) Pty Ltd<br>Austral Bricks (SA) Pty Ltd<br>Austral Bricks (Tasmania) Pty Ltd   |
|                              |   | Clifton Brick Manufacturers Pty Ltd<br>Austral Precast (NSW) Pty Ltd<br>Austral Precast (QLD) Pty Ltd<br>Austral Precast (VIC) Pty Ltd                     |
|                              |   | Austral Precast (VIC) Pty Ltd<br>Austral Precast (WA) Pty Ltd<br>Auswest Timbers (ACT) Pty Ltd<br>Daniel Robertson Australia Pty Ltd                       |



#### Workplace profile Manager

| Managar accurational actogorica   | Reporting level to CEO | Employment status   |    | No. | 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 | 0  | 10  | 10               |  |  |
|                                   |                        | 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  | 16  | 18               |  |  |
|                                   |                        | 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 | 1  | 22  | 23               |  |  |
|                                   |                        | 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 | 15 | 125 | 140              |  |  |
|                                   |                        | Full-time contract  | 0  | 0   | 0                |  |  |
| Other managers                    | -3                     | Part-time permanent | 3  | 2   | 5                |  |  |
|                                   |                        | Part-time contract  | 0  | 0   | 0                |  |  |
|                                   |                        | Casual              | 0  | 0   | 0                |  |  |
| Grand total: all managers         |                        |                     | 21 | 176 | 197              |  |  |



#### Non-manager

| Non-manager occupational       | Employment<br>status   |    | excluding graduates and<br>prentices) | No. of g<br>app | raduates (if<br>licable) | No. of ap<br>app | prentices (if<br>licable) | Total     |
|--------------------------------|------------------------|----|---------------------------------------|-----------------|--------------------------|------------------|---------------------------|-----------|
| categories                     |                        | F  | М                                     | F               | М                        | F                | М                         | employees |
|                                | Full-time<br>permanent | 36 | 73                                    | 3               | 11                       | 0                | 0                         | 123       |
|                                | Full-time contract     | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
| Professionals                  | Part-time<br>permanent | 6  | 0                                     | 0               | 0                        | 0                | 0                         | 6         |
|                                | Part-time<br>contract  | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Casual                 | 1  | 1                                     | 0               | 0                        | 0                | 0                         | 2         |
|                                | Full-time<br>permanent | 2  | 246                                   | 0               | 1                        | 1                | 19                        | 269       |
|                                | Full-time contract     | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
| Technicians and trade          | Part-time<br>permanent | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Part-time<br>contract  | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Casual                 | 1  | 4                                     | 0               | 0                        | 0                | 0                         | 5         |
|                                | Full-time<br>permanent | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Full-time contract     | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
| Community and personal service | Part-time<br>permanent | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Part-time<br>contract  | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Casual                 | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Full-time<br>permanent | 58 | 12                                    | 0               | 0                        | 0                | 0                         | 70        |
|                                | Full-time contract     | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
| Clerical and administrative    | Part-time<br>permanent | 17 | 0                                     | 0               | 0                        | 0                | 0                         | 17        |
|                                | Part-time<br>contract  | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Casual                 | 8  | 0                                     | 0               | 0                        | 0                | 0                         | 8         |
|                                | Full-time<br>permanent | 68 | 88                                    | 0               | 0                        | 0                | 0                         | 156       |
| Sales                          | Full-time contract     | 0  | 0                                     | 0               | 0                        | 0                | 0                         | 0         |
|                                | Part-time<br>permanent | 11 | 5                                     | 0               | 0                        | 0                | 0                         | 16        |



| Non-manager occupational categories | Employment<br>status   |     | excluding graduates and prentices) |   | raduates (if<br>licable) | No. of apprentices (if applicable) |    | Total<br>employees |
|-------------------------------------|------------------------|-----|------------------------------------|---|--------------------------|------------------------------------|----|--------------------|
| categories                          | Status                 | F   | М                                  | F | М                        | F                                  | М  | employees          |
|                                     | Part-time<br>contract  | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
|                                     | Casual                 | 24  | 6                                  | 0 | 0                        | 0                                  | 0  | 30                 |
|                                     | Full-time<br>permanent | 3   | 443                                | 0 | 0                        | 0                                  | 0  | 446                |
|                                     | Full-time contract     | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
| Machinery operators and drivers     | Part-time<br>permanent | 0   | 1                                  | 0 | 0                        | 0                                  | 0  | 1                  |
|                                     | Part-time<br>contract  | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
|                                     | Casual                 | 0   | 35                                 | 0 | 0                        | 0                                  | 0  | 35                 |
|                                     | Full-time<br>permanent | 3   | 132                                | 0 | 0                        | 0                                  | 0  | 135                |
|                                     | Full-time contract     | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
| Labourers                           | Part-time<br>permanent | 1   | 0                                  | 0 | 0                        | 0                                  | 0  | 1                  |
|                                     | Part-time<br>contract  | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
|                                     | Casual                 | 2   | 33                                 | 0 | 0                        | 0                                  | 0  | 35                 |
|                                     | Full-time<br>permanent | 10  | 24                                 | 0 | 0                        | 0                                  | 0  | 34                 |
|                                     | Full-time contract     | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
| Others                              | Part-time<br>permanent | 3   | 0                                  | 0 | 0                        | 0                                  | 0  | 3                  |
|                                     | Part-time<br>contract  | 0   | 0                                  | 0 | 0                        | 0                                  | 0  | 0                  |
|                                     | Casual                 | 1   | 3                                  | 0 | 0                        | 0                                  | 0  | 4                  |
| Grand total: all non-managers       |                        | 255 | 1,106                              | 3 | 12                       | 1                                  | 19 | 1,396              |



### **Reporting questionnaire**

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1 Recruitment?

Yes (you can select policy and/or strategy options)

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy
- 🗌 No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.2 Retention?

 $\boxtimes$  Yes (you can select policy and/or strategy options)

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy

🗌 No

- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority
- 1.3 Performance management processes?
- $\boxtimes$  Yes (you can select policy and/or strategy options)
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy

\_\_ No

- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.4 Promotions?

 $\boxtimes$  Yes (you can select policy and/or strategy options)

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy

🗌 No

- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- 🗌 No, not a priority



- 1.5 Talent identification/identification of high potentials?
- $\boxtimes$  Yes (you can select policy and/or strategy options)
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- 🗌 No
  - ] No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority
- 1.6 Succession planning?
- $\boxtimes$  Yes (you can select policy and/or strategy options)
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority
- 1.7 Training and development?
- Yes (you can select policy and/or strategy options)
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- 🗌 No, don't have expertise
- No, not a priority
- 1.8 Resignations?
- Yes (you can select policy and/or strategy options)
  - Standalone policy
    - Policy is contained within another policy
  - Standalone strategy
  - $\boxtimes$  Strategy is contained within another strategy

\_ No

- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority
- 1.9 Key performance indicators for managers relating to gender equality?
- Yes (you can select policy and/or strategy options)
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy

🗌 No

- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority



- 1.10 Gender equality overall?
- Yes (you can select policy and/or strategy options)
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy

🗌 No

- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

**EEO Policy** 

Company funded Maternity Leave

1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

2 Does your organisation, or any organisation you are reporting on, have a governing body/board?

Yes Yes

🗌 No

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place, include what percentage target has been set relating to the representation of women, and the year the target is to be reached.

IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.

|   | Organisation          | NUN<br>(N<br>percen | er and<br>IBER<br>OT<br>tage) of<br>erson/s | Gender and<br>NUMBER (NOT<br>percentage) of<br>other board<br>members |   | % target for<br>representation<br>of women on<br>each board | Year to be<br>reached  |
|---|-----------------------|---------------------|---|---|---|---|--|
|   | name                  | F                   | М   | F   | М | (enter a<br>percentage<br>number from<br>0-100)             | (in YYYY<br>format; if no<br>target has<br>been set,<br>leave blank) |
| 1 | Brickworks<br>Limited | 0                   | 1   | 1   | 5 | 14  | 2015   |
| 2 |                       |                     |   |   |   |   |  |
| 3 |                       |                     |   |   |   |   |  |
| 4 |                       |                     |   |   |   |   |  |



|    | Organisation | NUN<br>(N<br>percen | er and<br>/BER<br>/OT<br>tage) of<br>erson/s | NUMBE<br>percer<br>other | ler and<br>ER (NOT<br>itage) of<br>board<br>nbers | % target for<br>representation<br>of women on<br>each board | Year to be<br>reached  |
|----|--------------|---------------------|--|--------------------------|---|---|--|
|    | name         | F                   | M  | F                        | М   | (enter a<br>percentage<br>number from<br>0-100)             | (in YYYY<br>format; if no<br>target has<br>been set,<br>leave blank) |
| 5  |              |                     |  |                          |   |   |  |
| 6  |              |                     |  |                          |   |   |  |
| 7  |              |                     |  |                          |   |   |  |
| 8  |              |                     |  |                          |   |   |  |
| 9  |              |                     |  |                          |   |   |  |
| 10 |              |                     |  |                          |   |   |  |
| 11 |              |                     |  |                          |   |   |  |
| 12 |              |                     |  |                          |   |   |  |
| 13 |              |                     |  |                          |   |   |  |
| 14 |              |                     |  |                          |   |   |  |
| 15 |              |                     |  |                          |   |   |  |
| 16 |              |                     |  |                          |   |   |  |
| 17 |              |                     |  |                          |   |   |  |
| 18 |              |                     |  |                          |   |   |  |
| 19 |              |                     |  |                          |   |   |  |
| 20 |              |                     |  |                          |   |   |  |
| 21 |              |                     |  |                          |   |   |  |
| 22 |              |                     |  |                          |   |   |  |
| 23 |              |                     |  |                          |   |   |  |
| 24 |              |                     |  |                          |   |   |  |
| 25 |              |                     |  |                          |   |   |  |
| 26 |              |                     |  |                          |   |   |  |
| 27 |              |                     |  |                          |   |   |  |
| 28 |              |                     |  |                          |   |   |  |



|    | Organisation | NUN<br>(N<br>percen | er and<br>/BER<br>OT<br>tage) of<br>erson/s | Gender and<br>NUMBER (NOT<br>percentage) of<br>other board<br>members |   | BERNUMBER (NOTDTpercentage) ofage) ofother board |  | % target for<br>representation<br>of women on<br>each board | Year to be<br>reached |
|----|--------------|---------------------|---|---|---|--|--|---|-----------------------|
|    | name         | F                   | M   | F   | М | (enter a<br>percentage<br>number from<br>0-100)  | (in YYYY<br>format; if no<br>target has<br>been set,<br>leave blank) |   |                       |
| 29 |              |                     |   |   |   |  |  |   |                       |
| 30 |              |                     |   |   |   |  |  |   |                       |

2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.1, please tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE. ⊠ Yes, the data provided in question 2.1 reflect numbers not percentages.

2.2 For any governing bodies/boards where a target relating to the representation of women has not been set, you may specify why below:

Governing body has gender balance (e.g. 40% women/40% men/20% either)

Currently under development

Insufficient human resources staff

Don't have expertise

Do not have control over board appointments (provide details why):

Not a priority

Other (provide details):

2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report? ⊠ Yes

Standalone policy

Policy is contained within another policy

- Standalone strategy
- Strategy is contained within another strategy

No

No, in place for some governing bodies

No, currently under development

- No, insufficient human resources staff
- No, do not have control over board appointments (provide details why):

No. don't have expertise

No, not a priority

No, other (provide details):

2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.

|  | Full-   | Part-   | Full- | Part- |
|--|---------|---------|-------|-------|
|  | time    | time    | time  | time  |
|  | females | females | males | males |
| Equity partners who ARE key management |         |         |       |       |





|   | Full-<br>time<br>females | Part-<br>time<br>females | Full-<br>time<br>males | Part-<br>time<br>males |
|---|--------------------------|--------------------------|------------------------|------------------------|
| personnel (KMPs) (excluding your managing<br>partner) |                          |                          |                        |                        |
| Equity partners who are NOT key management            |                          |                          |                        |                        |
| personnel (KMPs)                                      |                          |                          |                        |                        |

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men

B Do you have a formal policy or strategy on remuneration generally?

🛛 Yes

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

\_ No

] No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, salaries set by awards or industrial agreements

No, non-award employees paid market rate

No, not a priority

No, other (provide details):

3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?

Sector Yes (provide details in questions 3.2 and/or 3.3 below)

🗌 No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, salaries set by awards or industrial agreements

No, non-award employees are paid market rate

No, not a priority

No, other (provide details):

4 Has a gender remuneration gap analysis been undertaken?

Yes. When was the most recent gender remuneration gap analysis undertaken?

Within last 12 months

Within last 1-2 years

More than 2 years ago but less than 4 years ago

Other (provide details):

No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

□ No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)



□ No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)

No, non-award employees are paid market rate

No, not a priority

No, other (provide details):

4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:

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

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?

⊠ Yes □ No

No, currently being considered

No, insufficient human resources staff

No, government scheme is sufficient

No, don't know how to implement

No, not a priority

No, other (provide details):

5.1 Please indicate the number of weeks of employer funded parental leave that are provided for primary carers.12

5.2 How is employer funded paid parental leave 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)

6 Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?

- Yes, one week or greater
- Yes, less than one week

🖂 No

No, currently being considered

No, insufficient human resources staff

No, government scheme is sufficient

No, don't know how to implement

No, not a priority

No, other (provide details):

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?

|          | Primary carer's leave |      | Secondary car | er's leave |
|----------|-----------------------|------|---------------|------------|
|          | Female                | Male | Female        | Male       |
| Managers | 1                     | 0    | 0             | 0          |



|              | Primary care | r's leave | Secondary carer's leave |      |  |
|--------------|--------------|-----------|-------------------------|------|--|
|              | Female       | Male      | Female                  | Male |  |
| Non-managers | 7            | 1         | 0                       | 0    |  |

8 What proportion of your total workforce has access to employer funded paid parental leave?

|   | Primary carer's leave | Secondary carer's leave |
|---|-----------------------|-------------------------|
| % | 12.3                  | 0                       |

9 Do you have a formal policy or formal strategy on flexible working arrangements? Xes

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy

#### 🗌 No

No, currently under development

- No, insufficient human resources staff
- No, included in workplace agreement
- No, don't have expertise
- No, don't offer flexible arrangements
- No, not a priority
- No, other (provide details):

10 Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?

🛛 Yes

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy

No

- No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
- No, don't have expertise
- No, don't offer flexible arrangements
- No, not a priority
- No, other (provide details):

11 Do you have any non-leave based measures to support employees with family and caring responsibilities?

Yes

- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- 🗌 No, not a priority
- No, other (provide details):

# 11.1 To understand where these measures are available, do you have other worksites in addition to your head office?

Yes

🗌 No





11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'):

Employer subsidised childcare

- . 📋 Head office only
  - Other worksites only
  - Head office and some other worksites
- All worksites including head office
- On-site childcare
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- Breastfeeding facilities
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- Childcare referral services
  - Head office only
    - Other worksites only
    - Head office and some other worksites
  - All worksites including head office

Internal support network for parents

- Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- Return to work bonus
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office

Information packs to support new parents and/or those with elder care responsibilities

- Head office only
- Other worksites only
- Head office and some other worksites
- All worksites including head office
- Referral services to support employees with family and/or caring responsibilities
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- Targeted communication mechanisms, for example intranet/forums
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- □ None of the above, please complete question 11.3 below

11.3 Please provide details of any other non-leave based measures that are in place and at which worksites they are available:

Employees retain the use of company assets during periods of Paid Parental Leave

12 Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?

- 🛛 Yes
- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy





- 🗌 No
  - No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
- No, not aware of the need
- No, don't have expertise

No, not a priority

No, other (provide details):

13 Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

 $\boxtimes$  Yes - please indicate the type of measures in place (more than one option can be selected):

- Employee assistance program
- Access to leave
- Training of human resources (or other) staff
- Referral to support services
- Other (provide details):

🗌 No

- No, currently under development
- No, insufficient human resources staff

No, not aware of the need

No, don't have expertise

No, not a priority

No, other (provide details):

14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

|                             | Managers  |             |        |          | Non-managers |             |           |           |
|-----------------------------|-----------|-------------|--------|----------|--------------|-------------|-----------|-----------|
|                             | Female    |             | Male   |          | Female       |             | Male      |           |
|                             | Formal    | Informal    | Formal | Informal | Formal       | Informal    | Formal    | Informal  |
| Flexible hours<br>of work   |           | $\square$   |        |          |              | $\boxtimes$ |           | $\square$ |
| Compressed<br>working weeks |           | $\boxtimes$ |        |          |              | $\boxtimes$ |           | $\square$ |
| Time-in-lieu                |           | $\square$   |        |          |              |             |           |           |
| Telecommuting               |           | $\square$   |        |          |              | $\boxtimes$ |           | $\square$ |
| Part-time work              | $\square$ |             |        |          |              |             | $\square$ |           |
| Job sharing                 |           | $\boxtimes$ |        |          |              | $\boxtimes$ |           |           |
| Carer's leave               | $\square$ |             |        |          |              |             | $\square$ |           |
| Purchased leave             |           |             |        |          |              |             |           |           |
| Unpaid leave                |           |             |        |          |              | $\boxtimes$ |           |           |

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: Study Leave

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:





Currently under development
Insufficient human resources staff
Don't have expertise
Not a priority
Other (provide details):

14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:

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

15 Have you consulted with employees on issues concerning gender equality in your workplace?

C Yes

🗌 No

□ No, not needed (provide details why):

 $\boxtimes$  No, insufficient human resources staff

🗌 No, don't have expertise

No, not a priority

No, other (provide details):

15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:

Gender equality indicator 6: Sex-based harassment and discrimination

16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?

🛛 Yes

Standalone policy

Policy is contained within another policy

- Standalone strategy
- Strategy is contained within another strategy

🗌 No

No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, not a priority

No, other (provide details):

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?

🛛 Yes

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, not a priority



No, other (provide details):

17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?

 $\boxtimes$  Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):

At induction

🛛 At least annually

Every one-to-two years

Every three years or more

Varies across business units

Other (provide details):

🗌 No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, not a priority

No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:

Other

18 Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)



#### Notification and access

List of employee organisations

## CEO sign off confirmation

Name of CEO or equivalent

Confirmation CEO has signed the report

CEO Signature:

Lindsay Partridge

Yes

Date: