



Public report

2018-19

Submitted by

Legal Name: Abacus Group Holdings Limited





Organisation and contact details

Submitting organisation details	Legal name	Abacus Group Holdings Limited
	ABN	31080604619
	ANZSIC	L Rental, Hiring and Real Estate Services 6712 Non-Residential Property Operators
	Business/trading name/s	
	ASX code (if applicable)	ABP
	Postal address	Level 34 Australia Square264-278 George Street Sydney NSW 2000 AUSTRALIA
	Organisation phone number	02 9253 8600
Reporting structure	Number of employees covered by this report	58





Workplace profile

Manager

	STATE OF THE PERSON NAMED IN COLUMN TWO	STATE OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS OF THE PER			No of employees
Manager occupational categories	Reporting level to CEO	Employment status	ш	2	Total employees
		4			i dial ciribioyees
		Full-time permanent	9	-	
		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	3	3
		Full-time contract	0	0	0
Key management personnel	7-	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	7	6
		Full-time contract	0	0	0
Senior Managers	6.	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	
		Full-time contract	0	0	0
Other managers	4	Part-time permanent	1	0	
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			3	16	19



Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)	s (if applicable)	No. of apprentices (if applicable)	s (if applicable)	
callogara la		4	Σ	1	Σ	- L	Σ	Total employees
	Full-time permanent	9	15	0	0	0	0	21
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	1	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	1	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	6	2	0	0	0	0	11
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	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
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



3								
		No. of employees (excluding	graduates and apprentices)	No. of graduates	(if applicable)	No. of apprentice	s (if applicable)	2
Non-manager occupational categories	Employment status		Ŋ	4	M	- J	M	rotet emproyees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time confract	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		21	18	0	0	0	0	39





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.

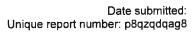
NB. IMPORTANT:

1.1

Recruitment

- 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 2018 to 31 March 2019. (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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

	 ✓ 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	Figuretions
	 ✓ 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
	 ✓ 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
	 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
1.7	☐ 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
	 ✓ 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	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	1	0
Permanent/ongoing part-time employees	0	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	0	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)	1	4
Number of appointments made to NON-MANAGER roles (including promotions)	4	6

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	4	4	6	7
Permanent/ongoing part-time employees	0	0	3	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	2	0	1

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

Gender equality indicator 2: Gender composition of governing bodies

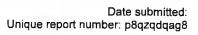
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.





2.1	Please answer the following question Note: If this report covers more than		
	organisation before proceeding to qu	estion 2.2.	
	If your organisation's governing body organisation's name BUT the numeric	r is the same as your parent entity is cal details of your parent entity's	y's, you will need to add your governing body.
2.1a.1	Organisation name?		
	Abacus Property Group is comprised of Limited, Abacus Income Trust, Abacus S	Abacus Group Holdings, Abacus Tr Storage Property Trust and Abacus	ust, Abacus Group Projects Storage Operations Limited.
2.1b.1	How many Chairs on this governing b	oody?	
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	Female	Male
	Number	3	2
	 Currently under development Insufficient resources/expertis 	ender balance (e.g. 40% women/40' ;, please enter date this is due to be	completed
2.1e.1	What is the percentage (%) target?		
	30		
2.1f.1	What year is the target to be reached	?	
	2019		
2.1g.1	Are you reporting on any other organ	nisations in this report?	
	☐ Yes ⊠ No		
2.2	Do you have a formal selection policy for ALL organisations covered in this	y and/or formal selection strategy s report?	for governing body members
	✓ Yes (select all applicable answers)✓ Policy✓ Strategy		
	☐ No (you may specify why no formal s ☐ In place for some governing I ☐ Currently under development	bodies t, please enter date this is due to be	
	☐ Insufficient resources/experti☐ Do not have control over gov	se rerning body appointments (provide	details why)

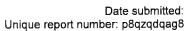




4.



		Other (provide details):
	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ⊠ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Ge	nder	equality indicator 3: Equal remuneration between women and men
Equa gend	l remun er equal	eration between women and men is a key component of improving women's economic security and progressing ity.
3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)
	□ 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 Salaries set by awards/industrial or workplace agreements
		☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		☐ Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) ☐ Currently under development, please enter date this is due to be completed ☐ Salaries set by awards/industrial or workplace agreements ☐ Insufficient resources/expertise
		 Non-award employees paid market rate Not a priority Other (provide details):
4.	Have condu	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)?
	☐ Ye	s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years
		☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
	⊠ No	(you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise
	room f	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)







	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and trief
IS roor	m for discretion in pay changes (because pay increases can occur with some discretion such as performance
assess	sments)
	☐ Non-award employees paid market rate
	□ Not a priority
	Other (provide details):
	Abacus strategy was refocused during reporting year and as part of ongoing business transition, equal remuneration between women and men will be an area of increased focus as part of the new and evolving people and culture strategy.
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

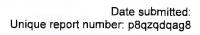
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

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

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

6. 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?





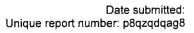
7.

8.

9.



Primary carer's leave Secondary carer's leave Female Male Female Male Managers 0 0 0 0 0 7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or Include employees still on parental leave, regardless of when it commenced. Primary carer's leave Secondary carer's leave Female Male Female Male Non-managers 2 0 0 0 0 How many MANAGERS, during the reporting period, ceased employment before returning to work from leave, regardless of when the leave commenced? Include those where parental leave was taken continuously with any other leave type. For example, and the leave or any other paid or unpaid leave is also taken at that time. 'Ceased employment' means anyone who has exited the organisation for whatever reason, incline resignations, redundancies and dismissals.	Female Male Female Male 0 0 0 0 0 0 y NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? mployees still on parental leave, regardless of when it commenced. Primary carer's leave Secondary carer's leave Female Male Female Male gers 2 0 0 0 0 AGERS, during the reporting period, ceased employment before returning to work from parental of when the leave commenced? ose where parental leave was taken continuously with any other leave type. For example, when any other paid or unpaid leave is also taken at that time. mployment' means anyone who has exited the organisation for whatever reason, including lundancies and dismissals. Female Male
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Managers 0 0 0 0 0 0 7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or include employees still on parental leave, regardless of when it commenced. Primary carer's leave Secondary carer's leave Female Male Female Male Non-managers 2 0 0 0 How many MANAGERS, during the reporting period, ceased employment before returning to work fror eave, regardless of when the leave commenced? Include those where parental leave was taken continuously with any other leave type. For examinual leave or any other paid or unpaid leave is also taken at that time. 'Ceased employment' means anyone who has exited the organisation for whatever reason, inclination.	y NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Primary carer's leave Secondary carer's leave Female Male Female Male GERS, during the reporting period, ceased employment before returning to work from parental of when the leave commenced? Ose where parental leave was taken continuously with any other leave type. For example, when any other paid or unpaid leave is also taken at that time. Image: AGERS, during the reporting period, ceased employment before returning to work from parental sof when the leave commenced? Ose where parental leave was taken continuously with any other leave type. For example, when any other paid or unpaid leave is also taken at that time. Image: AGERS, during the reporting period, ceased employment before returning to work from parental to find the parental leave was taken continuously with any other leave type. For example, when the paid or unpaid leave is also taken at that time. Image: AGERS, during the reporting period, ceased employment before returning to work from parental leave was taken continuously with any other leave type. For example, when the leave great and the parental leave was taken continuously with any other leave type. For example, when the leave great and the parental leave was taken continuously with any other leave type. For example, when the leave great and the parental leave was taken continuously with any other leave type. For example, when the leave great and the parental leave was taken continuously with any other leave type. For example, when the leave great and the parental leave was taken continuously with any other leave type.
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lanagers 0 0	NON-MANAGERS, during the reporting period, ceased employment before returning to work for
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 Include those where parental leave was taken continuously with any other leave type. Fo where annual leave or any other paid or unpaid leave is also taken at that time. 	Female Male
 Include those where parental leave was taken continuously with any other leave type. Fo where annual leave or any other paid or unpaid leave is also taken at that time. 'Ceased employment' means anyone who has exited the organisation for whatever reaso resignations, redundancies and dismissals. 	gers 0 0







	☐ Other (provide details):
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):
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):
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): ☑ No (you may specify why no other support mechanisms are in place)
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise





☐ Not aware of the need

	flexible hours of work							
	compressed working weeks							
•	time-in-lieu							
⊛	telecommuting							
•	part-time work							
•	job sharing carer's leave							
ě	carer's leave purchased leave							
*	unpaid leave. stions may be offered both formally and/or informally.							
	es, the option/s in place are available to bo o, some/all options are not available to bot Which options from the list below are	n women AND men.	ck the related cl	neckboxes.				
□ No		n women AND men. available? Please tid						
□ No	o, some/all options are not available to bot Which options from the list below are	n women AND men. available? Please tid is option is NOT avai		nployees.	anagers			
□ No	o, some/all options are not available to bot Which options from the list below are Unticked checkboxes mean th	available? Please tid is option is NOT avai Mar Formal	lable to your en nagers Informal	nployees.	Informa			
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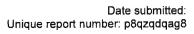
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

Option for purchased leave is available upon request. No requirement/interest to date.

14.4 If your organisation would like to provide additional information relating to gender equality indicator 4,

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

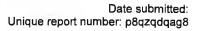
please do so below:







15.	Have y	ou consulted with employees on issues concerning gender equality in your workplace?
	⊠ Yes □ No	s (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority
		Other (provide details):
	15.1	How did you consult with employees on issues concerning gender equality in your workplace?
		□ Survey □ Consultative committee or group □ Focus groups □ Exit interviews □ Performance discussions □ Other (provide details):
	15.2	Who did you consult?
		☐ All staff ☐ Women only ☐ Men only ☐ Human resources managers ☐ Management ☐ Employee representative group(s) ☐ Diversity committee or equivalent ☐ Women and men who have resigned while on parental leave ☐ Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
		equality indicator 6: Sex-based harassment and discrimination
partici	pation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers) ☑ Policy
	□No	 ☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		⊠ Yes







		 No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do 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):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)





Gender composition proportions in your workplace

Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- 2. 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 41.4% females and 58.6% males.

Promotions

- 2. 100.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 10.3% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 48.1% of employees who resigned were women and 51.9% were men
 - 40.0% of all managers who resigned were women
 - 52.9% of all non-managers who resigned were women.
- 5. 10.3% of your workforce was part-time and 11.1% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

Name of CEO or equivalent:

Steven Craig Sewell

CEO signature:

Confirmation CEO has signed the report:

Date: