



Public report

2019-20

Submitted by

Legal Name:

The Trustee for the Trojan Group Services Unit Trust





Organisation and contact details

Submitting organisation details	Legal name	The Trustee for the Trojan Group Services Unit Trust
	ABN	76533416940
	ANZSIC	N Administrative and Support Services 7211 Employment Placement and Recruitment Services
	Business/trading name/s	Trojan Recruitment Group Pty Ltd
	ASX code (if applicable)	
	Postal address	Private Bag 9
		Glebe NSW 2037
		AUSTRALIA
	Organisation phone number	0296929155
Reporting structure	Ultimate parent	Trojan Recruitment Group Pty Limited
	Number of employees covered by this report	1,500





All organisations covered by this report

Legal name	Business/trading name/s	
The Trustee for the Trojan Group Services Unit Trust	Trojan Recruitment Group Pty Ltd	
Trojan Workforce No 3 Pty Ltd		
Trojan Rail Pty Ltd		
Temporary Labour Solutions Pty Ltd		
Industrial Services (Alexandria) Pty Ltd		
Corus People Solutions Pty Limited		
Industrial Services (Wyong) Pty Ltd		
Workforce Staff Solutions Pty Ltd		
Trojan Workforce Contracting & Agency Services Pty Ltd		
Industrial Services (Newcastle) Pty Ltd		
Industrial Services (Parramatta) Pty Ltd		
Trojan Workforce No 4 Pty Ltd		



Workplace profile

Manager

Marianatra lanaitan maranan	Ca Cat lovel sailtean	or popo perconicol and			No. of employees	
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees	
		Full-time permanent	0	l		
		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	5	9	
		Full-time contract	0	0	0	
Key management personnel	7	Part-time permanent	3	0	8	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	2	3	9	
		Full-time contract	0	0	0	
Other managers	-2	Part-time permanent	2	0	2	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			7	6	16	
						1



Workplace profile

Non-manager

	T. deba to a series la constitución	No. of employees (exclud	s (excluding graduates and apprentices)	No. of graduates (if applicable)	s (if applicable)	No. of apprentices (if applicable)	s (if applicable)	ŀ
Non-manager occupational categories	Employment status	4	M	Н	M	F	Σ	l otal employees
	Full-time permanent	10	5	0	0	0	0	15
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	3	0	0	0	2	8
	Full-time permanent	1	59	0	0	0	0	09
	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	19	208	0	0	0	0	227
	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	3	3	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	5	1	0	0	0	0	9
	Part-time contract	0	0	0	0	0	0	0
	Casual	22	15	0	0	0	0	37
	Full-time permanent	4	5	0	0	0	0	6
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	2	0	0	0	0	2
	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	52	248	0	0	0	0	300



Date submitted: 16-Jul-2020 17:58:42 Unique report number: ubimriqvpn

	- 1	No. of employees (exclud	(excluding graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprentices (es (if applicable)	
Non-manager occupational categories Emproyment status	Employment status	F	M	Н	M	Ь	M	i orai empioyees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	226	588	0	0	0	0	814
	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		345	1,137	0	0	0	2	1,484

Date submitted: 16-Jul-2020 17:58:42 Unique report number: ubimriqvpn





Reporting questionnaire

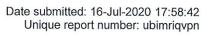
Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (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?

1.1	Recruitment
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.2	Retention
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.3	Performance management processes
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority







1.4	Promotions
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.5	Talent identification/identification of high potentials
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.6	Succession planning
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.9	Gender equality overall
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	3	3	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 were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	4	4
Number of appointments made to NON-MANAGER roles (including promotions)	8	3

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

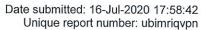
	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	9	12	0
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

Gender equality indicator 2: Gender composition of governing bodies

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

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
 - 2.1 Please answer the following questions relating to each governing body covered in this report.



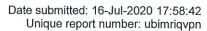




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1	Organisation name?		
	Berkeley Commercial Company Pty Ltd		
2.1b.1	What gender is the Chair on this gover Chair at your last meeting)?	ning body (if the role of the Chair rota	tes, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this g	governing body (excluding the Chair/s	;)?
		Female	Male
	Number	2	1
	☐ Currently under development, ☐ Insufficient resources/expertise	not been set) Ider balance (e.g. 40% women/40% men please enter date this is due to be comple erning body/board appointments (provide o	/20% either) eted
2.2	Insufficient resources/expertise	lection policy or formal selection strategy idies please enter date this is due to be comple	r is in place) eted
2.3	Does your organisation operate as a pa "incorporated" entity - Pty Ltd, Ltd or I ☐ Yes ☒ No	artnership structure (i.e. select NO if y nc; or an "unincorporated" entity)?	our organisation is an





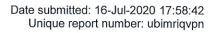


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

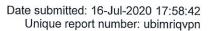
Do you have a formal policy and/or formal strategy on remuneration generally?
 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
 ☐ 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):
Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted a gender pay gap analysis)?
☐ 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
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)
☐ 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)







	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		Yes – indicate what actions were taken (select all applicable answers) Created a pay equity strategy or action plan Identified cause/s of the gaps Reviewed remuneration decision-making processes Analysed commencement salaries by gender to ensure there are no pay gaps Analysed performance ratings to ensure there is no gender bias (including unconscious bias) Analysed performance pay to ensure there is no gender bias (including unconscious bias) Analysed performance pay to ensure there is no gender bias (including unconscious bias) Trained people-managers in addressing gender bias (including unconscious bias) Set targets to reduce any organisation-wide gaps Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Reported pay equity metrics (including gender pay gaps) to all employees Reported pay equity metrics (including gender pay gaps) to all employees Reported pay equity metrics (including gender pay gaps) to all employees Conducted a gender-based job evaluation process Implemented other changes (provide details): No (you may specify why no actions were taken resulting from your remuneration gap analysis) No unexplainable or unjustifiable gaps identified 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 are paid market rate Unable to address cause/s of gaps (provide details why): Not a priority Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
This in employ support to com	dicator yment tring en bine pa	equality indicator 4: Flexible working and support for employees nily and caring responsibilities will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements apployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
5.	greate Do yo men, Ye time o	RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having a responsibility for the day-to-day care of a child. The provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers? S. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination)







A "SECO primary of Do you p women, i	Insufficient resorment so Government so Not a priority Other (provide DNDARY CAREF carer. Drovide EMPLO in addition to an e offer paid parele offer paid parele offer paid parele offer paid parele	ources/expertise cheme is sufficie details): R" is a member YER FUNDED p ny government ental leave for SE ental leave for SE	y this leave is replease enter day ent of a couple of	arental leave not provided; ate this is du r a single ca eave for SE tal leave sc ARERS that	e to be completed	SS OF GENI RS that is a ary carers? ONLY (e.g. nen ONLY	. paternity leave)
H	i insumicient resc						
How man	Insufficient resonance Government so Not a priority Other (provide MANAGERS es still on parer	cheme is sufficie details): have taken par ntal leave, rega	ental leave du	ıring the rep n it commer	0290		
How man	Government so Not a priority Other (provide	cheme is sufficie details): have taken par ntal leave, rega Primary c	rental leave du rdless of when carer's leave	n it commer	nced. Secondary	id and/or un	ve
How man	Government so Not a priority Other (provide ny MANAGERS es still on parer	cheme is sufficie details): have taken par ntal leave, rega	rental leave du rdless of whe	n it commer	iced.		
How man employee	Government so Not a priority Other (provide MANAGERS es still on parer 1	cheme is sufficie details): have taken par ntal leave, rega Primary o Female	rental leave du rdless of when carer's leave Ma 0	le 0 ntal leave d	Secondary Female uring the reporting then it commence	y carer's lea 0 g period (p.	ve Male paid and/or unpaid
How man employee	Government so Not a priority Other (provide MANAGERS es still on parer 1	cheme is sufficie details): have taken par ntal leave, rega Primary o Female	rental leave du rdless of when carer's leave Ma 0	le 0 ntal leave d	Secondary Female uring the reporting then it commence	y carer's lear 0 g period (p.	ve Male paid and/or unpaid

8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

0

Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.

Female

Managers

Male

0



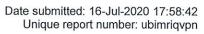




 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	0	0

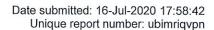
9.	Do yo	ou have a formal policy and/or formal strategy on flexible working arrangements?
	⊠ Ye	s (select all applicable answers) Policy Strategy
	□ No	y (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Don't offer flexible arrangements Not a priority
		Other (provide details):
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	s (select all applicable answers) ☑ Policy □ Strategy
	□ No	Usually (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 yo (eg, e	ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	s (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		☐ Employer subsidised childcare ☐ Available at some worksites only ☐ Available at all worksites
		☐ On-site childcare ☐ Available at some worksites only ☐ Available at all worksites
		 ☑ Breastfeeding facilities ☑ Available at some worksites only ☐ Available at all worksites
		☐ Childcare referral services ☐ Available at some worksites only ☐ Available at all worksites
		☐ Internal support networks for parents ☐ Available at some worksites only ☐ Available at all worksites
		Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave) Available at some worksites only







	Available at all worksites Information packs to support new parents and/or those with elder care responsibilities Available at some worksites only Available at some worksites only Available at some worksites only Available at all worksites Targeted communication mechanisms, for example intranet/ forums Available at some worksites only Available at some worksites only Available at all worksites Support in securing school holiday care Available at some worksites only Available at all worksites Coaching for employees on returning to work from parental leave Available at some worksites only Available at all worksites Parenting workshops targeting mothers Available at all worksites Parenting workshops targeting fathers
	 ☐ Available at some worksites only ☐ Available at all worksites
	☐ None of the above, please complete question 11.2 below
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	☐ Yes (select all applicable answers)
	Policy Strategy 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?
	 X yes (select all applicable answers)







Other (provide details):		

- 14. Where any of the following options are available in your workplace, are those option/s available to both women AND men?
 - · flexible hours of work
 - compressed working weeks
 - time-in-lieu
 - telecommuting
 - part-time work
 - job sharing
 - carer's leave
 - · purchased leave
 - unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

-	Yes	s, the	option/s	in place	are av	ailable	to both	women	and	men
j	□ No.	some	all option	ns are r	not ava	ilable to	both v	vomen A	AND	men

- 14.1 Which options from the list below are available? Please tick the related checkboxes.
 - Unticked checkboxes mean this option is NOT available to your employees.

	Mar	Managers		anagers	
	Formal	Informal	Formal	Informal	
Flexible hours of work		\boxtimes	\boxtimes		
Compressed working weeks		\boxtimes			
Time-in-lieu		\boxtimes	\boxtimes		
Telecommuting		\boxtimes	\boxtimes		
Part-time work		\boxtimes	\boxtimes		
Job sharing					
Carer's leave	\boxtimes	×			
Purchased leave					
Unpaid leave					

14.3	You may specify why any	of the above options are NO	OT available to your employees

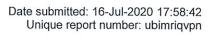
Currently under development, please enter date this is due to be completed
Insufficient resources/expertise
☐ Not a priority
☑ Other (provide details):
Assessed on a case by case basis in conjunction with business requirements at the time.

14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

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

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

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



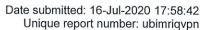




□ Ye ⊠ No	(you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Not an identifiable issue Insufficient resources/expertise Not a priority Other (provide details):
15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
der	equality indicator 6: Sex-based harassment and discrimination

Gene

Con	Idei	equality indicator of ocx-based harassment and discrimination
particip	oation.	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 strateg 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?
		s (select all applicable answers) Policy 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.)



Date submitted: 16-Jul-2020 17:58:42 Unique report number: ubimriqvpn

Gender composition proportions in your workplace

Important notes:

Proportions are based on the data contained in your workplace profile and reporting questionnaire.

- Some proportion calculations will not display until you press Submit at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 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 23.5% females and 76.5% males.

Promotions

- 2. 62.5% of employees awarded promotions were women and 37.5% were men
 - i. 40.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 0.7% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 60.9% of employees who resigned were women and 39.1% were men
 - i. 10.0% of all managers who resigned were women
 - ii. 100.0% of all non-managers who resigned were women.
- 5. 0.7% of your workforce was part-time and 4.3% 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.

Notification and access	
List of employee organisations:	
CEO sign off confirmation	
Name of CEO or equivalent: Peter Melki	Confirmation CEO has signed the report:
CEO signature:	Date: 2 3/7/20