



# Public report

2017-18

Submitted by

Legal Name:

The Trustee for the Motorcycle Holdings Group Unit Trust





# Organisation and contact details

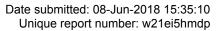
Submitting organisation details	Legal name	The Trustee for the Motorcycle Holdings Group Unit Trust
	ABN	21881219602
	ANZSIC	G Retail Trade 3912 Motor Cycle Retailing
	Business/trading name/s	
	ASX code (if applicable)	МТО
	Postal address	PO Box 654
		Springwood QLD 4127
		AUSTRALIA
	Organisation phone number	0733802235
Reporting structure	Ultimate parent	Motorcycle Holdings Pty Ltd
	Number of employees covered by this report	749





# All organisations covered by this report

Legal name	Business/trading name/s
The Trustee for the Motorcycle Holdings Group Unit Trust	
Cassons Pty Ltd	
Motor Cycle Accessories Supermarket Pty Ltd	







## Workplace profile

## Manager

Manager equipational estagarias	Departing level to CEO	Reporting level to CEO Employment status		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	2	2		
		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		
	-1	Full-time permanent	0	2	2		
		Full-time contract	0	0	0		
Other executives/General managers		Part-time permanent	0	0	0		
	Part-time contract		0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	6	7		
		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	3	59	62		
		Full-time contract	0	0	0		
Other managers	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers			4	70	74		

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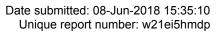


## Workplace profile

## Non-manager

Non manager accumptional estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyage
Non-manager occupational categories	Lilipioyillelii sialus	F	M	F	М	F	М	Total employees
	Full-time permanent	1	5	0	0	0	0	6
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	1	98	0	0	1	52	152
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	4	0	0	0	0	4
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	3	0	0	0	0	3
	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	48	48	0	0	0	0	96
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	5	1	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	3	0	0	0	0	6
	Full-time permanent	44	216	0	0	0	0	260
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	5	1	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	15	71	0	0	0	0	86
	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

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Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprent	ices (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	M	rotal employees
	Full-time permanent	3	24	0	0	0	0	27
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	16	0	0	0	0	18
	Full-time permanent	0	1	0	0	0	0	1
	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	3	0	0	0	0	3
Grand total: all non-managers		128	494	0	0	1	52	675

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## Reporting questionnaire

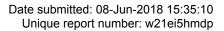
## Gender equality indicator 1: Gender composition of workforce

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

#### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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



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





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	Managers		nagers
	Female	Female Male		Male
Permanent/ongoing full-time employees	8	11	0	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	1	5

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)	8	15
Number of appointments made to NON-MANAGER roles (including promotions)	22	58

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

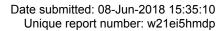
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	30	38	182
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	9	40

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.

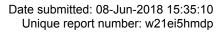
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity,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







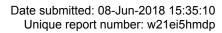
2.1	Please answer the following questions relating to each governing body covered in this report.						
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.						
	If your organisation's governing body is 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?						
	-						
	MotorCycle Holdings Limited						
2.1b.1	How many Chairs on this governing bo	ody?					
		Female	Male				
	Number	0	1				
2.1c.1	How many other members are on this		,				
	Nevertee	Female	Male				
	Number	0	5				
2404	<ul><li>Currently under development,</li><li>Insufficient resources/expertise</li></ul>	nder balance (e.g. 40% women/40% men please enter date this is due to be compl	eted				
2.16.1	what is the percentage (%) target?						
	20						
2.1f.1	What year is the target to be reached?						
	2019						
2.1g.1	Are you reporting on any other organis	sations in this report?					
	☐ Yes ⊠ No						
2.2	Do you have a formal selection policy for ALL organisations covered in this i		overning body members				
	Yes (select all applicable answers)						
	□ Policy     □ Strategy						
	☐ No (you may specify why no formal se	election policy or formal selection strategy	is in place)				
	☐ In place for some governing bo☐ Currently under development.	odies please enter date this is due to be compl	eted				
	Insufficient resources/expertise	9					
	☐ Do not have control over gover☐ Not a priority	rning body appointments (provide details	wny)				







		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.
Ger	nder	equality indicator 3: Equal remuneration between women and men
	remune r equalit	ration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers)  Policy
	□ No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Salaries set by awards/industrial or workplace agreements</li> <li>□ Non-award employees paid market rate</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		☐ To achieve gender pay equity ☐ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☐ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. cted a gender pay gap analysis)?
	☐ Yes	s - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months







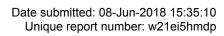
⊠ No	<ul> <li>☐ Within last 1-2 years</li> <li>☐ More than 2 years ago but less than 4 years ago</li> <li>☐ Other (provide details):</li> <li>(you may specify why you have not analysed your payroll for gender remuneration gaps)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> </ul>
	☐ Insufficient resources/expertise ☐ 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)
IS roor	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
	<ul> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
	equality indicator 4: Flexible working and support for employees nily and caring responsibilities
employment to supporting em to combine pa	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 iployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men id work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamenta ality and to maximising Australia's skilled workforce.

to co	orting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men mbine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ender 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 □ As a lump sum payment (paid pre- or post- parental leave, or a combination) □ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY): □ By paying the gap between the employee's salary and the government's paid parental leave scheme □ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) □ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY): □ By paying the gap between the employee's salary and the government's paid parental leave scheme □ By paying the employee's full salary (in addition to 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, not available (you may specify why this leave is not provided) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Government scheme is sufficient □ Not a priority □ Other (provide details):





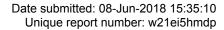
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	many MANAGI loyees still on p								oaid and	or un	paid)? Includ
			Prim	ary carer'	s leave			Seconda	ary carer	's leave	е
			Female	)	Mal	е		Female			Male
Mana	agers	0			0		0			3	
	Non-manage	re	7	Fem	mary carei iale	M	e 1ale	Fe	econdar male		Male
	Non-manager	ERS, d		Fem reportin	nale	0	1ale	Fe 0	male		Male 0
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	☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreement</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreements</li> <li>Not aware of the need</li> <li>Not a priority</li> <li>Other (please provide details):</li> </ul>
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?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>☐ Training of key personnel</li> <li>☐ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>☐ Workplace safety planning</li> <li>☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid leave</li> <li>☐ Confidentiality of matters disclosed</li> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☐ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☐ Other (provide details):</li> </ul>





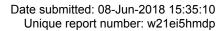
14.



□ No	you may specify why no other support mechanism. Currently under development, please enter on Insufficient resources/expertise. Not aware of the need. Not a priority. Other (provide details):				
AND Optice For e	e any of the following options are available in men? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. ons may be offered both formally and/or inform xample, if time-in-lieu is available to women for ses, the option/s in place are available to both women, some/all options are not available to both women.	nally.  Irmally but to I  en and men.  n AND men.  Die? Please tic	men informally,	you would se	
		Man	nagers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work		$\boxtimes$		$\boxtimes$
	Compressed working weeks		$\boxtimes$		$\boxtimes$
	Time-in-lieu		$\boxtimes$		$\boxtimes$
	Telecommuting		$\boxtimes$		$\boxtimes$
	Part-time work		$\boxtimes$		$\boxtimes$
	Job sharing				$\boxtimes$
	Carer's leave				
	Purchased leave				
	Unpaid leave				$\boxtimes$
14.3	You may specify why any of the above optio  Currently under development, please enter of Insufficient resources/expertise  Not a priority Other (provide details):		-	employees.	
14.4	If your organisation would like to provide ad please do so below:	ditional inform	nation relating to	o gender equa	lity indicator 4,

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

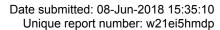
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.







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







		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do you	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.
- 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 17.8% females and 82.2% males.

#### **Promotions**

- 2. 36.0% of employees awarded promotions were women and 64.0% were men
  - i. 42.1% of all manager promotions were awarded to women
  - ii. 16.7% of all non-manager promotions were awarded to women.
- 3. 2.3% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 16.8% of employees who resigned were women and 83.2% were men
  - i. 9.1% of all managers who resigned were women
  - ii. 17.8% of all non-managers who resigned were women.
- 5. 2.3% of your workforce was part-time and 0.3% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. 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 acce	
List of employee organisations:	
CEO sign off confirm	ation
CEO sign off confirm	Confirmation CEO has signed the report: