



2015-16 public report form submitted by Servcorp Administration Pty Ltd to the Workplace Gender Equality Agency

Organisation and contact details

Organisation	Legal name	Servcorp Administration Pty Ltd
registration	ABN	65102643667
	ANZSIC	6712 Non-Residential Property Operators
Organisation details	Trading name/s ASX code (if relevant)	SRV
	Postal address	Level 63 MLC Centre, 19-29 Martin Place SYDNEY NSW 2000 AUSTRALIA
	Organisation phone number	(02) 9231 7616
Reporting structure	Ultimate parent Number of employees covered in this report submission	Servcorp Limited 212
	Other organisations	Servcorp (North Ryde) Pty Ltd Servcorp Adelaide Pty Ltd
	reported on in this	Servcorp Brisbane Pty Ltd
	report	Servcorp Chifley 29 Pty Ltd
		Servcorp Communications Pty Ltd
		Servcorp It Pty Ltd
		Servoorp Melbourne Virtual Pty Ltd
		Servoorp MLC Centre Pty Ltd
		Servcorp Sydney Virtual Pty Ltd Servcorp William Street Pty Ltd
		Serveorp Perth Pty Ltd
		Servcorp Brisbane Riverside Pty Ltd
		Servcorp Melbourne 27 Pty Ltd
		Servcorp Parramatta Pty Ltd
		Servcorp WA Pty Ltd
		Office Squared Pty Ltd
		Servcorp Market Street Pty Ltd
		Servcorp North Sydney 32 Pty Ltd
		Servcorp Norwest Pty Ltd
		Servcorp SA 30 Pty Ltd
		Servcorp Sydney 56 Pty Ltd
		Office Squared (Atlas) Pty Ltd
		Servcorp Brisbane 400 Pty Ltd
		Servcorp Docklands Pty Ltd
		Servcorp Hobart Pty Ltd
		Servcorp Southbank Pty Ltd
		Servcorp Western Australia Pty Ltd
		Office Squared (Nexus) Pty Ltd
		Servcorp Sydney 22 Pty Ltd
		Servcorp City Square Pty Ltd
		Servcorp Melbourne 18 Pty Ltd
		Servcorp Gateway Pty Ltd





Workplace profile Manager

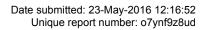
Managar accumational actagarica	Departing level to CEO	Employment status	No. of employees		
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	6	7
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	5	6
	-1	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	6	4	10
		Full-time contract	0	0	0
Senior Managers	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	43	6	49
		Full-time contract	0	0	0
Other managers	-3	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			53	22	75





Non-manager

Non-manager occupational	Employment	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
categories	status	F	M	F	M	F	М	employees
	Full-time permanent	7	22	0	0	0	0	29
	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	0	0	0	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	87	7	0	0	0	0	94
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	6	0	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	5	0	0	0	0	0	5
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	2	0	0	0	0	0	2







Non-manager occupational categories	Employment status	No. of employees (exclu apprenti		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
Categories		F	M	F	M	F	М	employees
	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
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
	Full-time permanent	0	1	0	0	0	0	1
	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	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		107	30	0	0	0	0	137

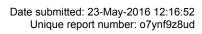




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials? ☐ Yes (you can select policy and/or strategy options)







☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
1.6 Succession planning? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff
☐ No, don't have expertise☐ No, not a priority
1.7 Training and development? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.8 Resignations? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.9 Key performance indicators for managers relating to gender equality? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.10 Gender equality overall?☐ Yes (you can select policy and/or strategy options)





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

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

The Company has not established a written policy concerning diversity, and has not set measurable objectives for gender diversity. The Company is culturally diverse in its employment practices and has a global culture of employing the best qualified available talent for any position regardless of gender, age or race. The Company benefits from the diversity of its team members and has training programs to assist with developing their skills and with career advancement.

Globally the Company has a high participation of women across all employment levels. The Company's commitment to gender diversity is evidenced by the fact that it was voted in the Middle East Women Leaders Excellence Awards "place with the greatest executive advantages for women".

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Manag	ers	Non-managers		
	Female	Male	Female	Male	
NUMBER of appointments made	45	3	121	8	

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

,	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	15	2	8	1
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





1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those

who are subject to employer-initiated terminations or redundancies.)

	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	23	4	86	6
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	1	0	15	0

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

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.





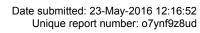
	Organisation	Gender and NUMBER of chairperson/s (NOT percentage)		Gender and NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board	Year to be reached
	name	F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	Servcorp Limited	0	1	0	4	0	
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
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16							
17							
18							
19							
20							
21							
22							
23							





	Organisation	Gender and NUMBER of chairperson/s (NOT percentage)		NUMBER of chairperson/s (NOT		NUMBE gove body membe	ler and R of other erning /board ers (NOT entage)	% target for representation of women on each governing body/board	Year to be reached
	name	F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)		
24									
25									
26									
27									
28									
29									
30									

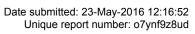
20								
29								
30								
	erning bodies lis Governing body Currently under nsufficient huma Don't have expe	sted above /board ha: developm an resourd ertise	e, you ma s gender l ent ces staff	y specify v balance (e	why below: e.g. 40% wo	as not been set fo men/40% men/20 nents (provide det	9% either)	
	 Not a priority ✓ Other (provide details): Globally the Company has a high participation of women across all employment levels, including in senior executive positions, however there are no women on the Board. Board appointment is based on merit. 							
	The proportion and on the Boa					isation, senior exe	ecutive position	S
	Full time emplo Consolidated er Senior executiv Board	ntity 8	24 6	Women % 84% 54% 0%	Men% 16% 46% 100%			
	y/board membe Yes (you can se Standald Policy is	rs for ALL lect policy one policy contained one strate is contained one government of the cont	organisa y and/or si d within a gy ned within erning booppment	tions cover trategy op nother pol n another s dies/board	ered in this r tions) icy strategy	selection strategy report?	for governing	







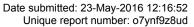
☐ No, do not have control over governing body/bo	oard appoin	tments (pro	ovide deta	ils why):
 No, don't have expertise No, not a priority No, other (provide details): The Company has not established a written possess a culture that both embraces and achieves Directors and Management believe establishm objectives for achieving gender diversity would to the current diverse culture. 	s diversity ir ent of a wri	n its global tten policy	operation with meas	s. The surable
2.4 Partnership structures only: (only answer tunder a partnership structure, ie is NOT an incorporated entity).				
Please enter the total number of female and male partner) in the following table against the relevant Non-equity (salaried) partners need to be included	WGEA star	idardised n	nanager d	
Details of your managing partner should be include workplace profile.	ed separate	ly in the Cl	EO row of	your
NB: Please ensure that the composition of your go or some of your equity partners below) is also enter				include all
	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)	Tomalog	romaioo	maios	maio
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				
2.5 Should you wish to provide additional inforgender equality indicator 2, please do so below:	mation on a	any of your	response	es under
Gender equality indicator 3: Equal remuneration be	etween wor	nen and m	en	
3 Do you have a formal policy and/or formal Yes (you can select policy and/or strategy option Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another str No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreem No, non-award employees paid market rate No, not a priority No, other (provide details):	ons) y ategy	i remunera	tion gener	rally?







Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities 5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? Yes. (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, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):
Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers? Yes, one week or greater (please go to 6.1) Yes, less than one week (please go to 6.2) No No, currently being considered







☐ No, government scheme is sufficient
☐ No, don't know how to implement
☐ No, not a priority
☐ No, other (provide details):

How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

	Primary care	r's leave	Secondary carer's leave			
	Female	Male	Female	Male		
Managers	5	0	0	0		
Non-managers	6	0	0	0		

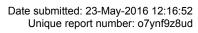
8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

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

	Female	Male
Managers	2	0
Non-managers	1	0

☐ Yes (you can se ☐ Standa ☐ Policy i ☐ Standa	e a formal policy and/or formal strategy on flexible working arrangements? lect policy and/or strategy options) one policy contained within another policy one strategy vis contained within another strategy
	is contained within another strategy
No, currently ur No, insufficient No, included in No, don't have No, don't offer f No, not a priorit No, other (provi	exible arrangements
or caring responsit ☐ Yes (you can se ☐ Standa ☐ Policy i ☐ Standa	e a formal policy and/or formal strategy to support employees with family illities? lect policy and/or strategy options) one policy contained within another policy one strategy v is contained within another strategy
NoNo, currently ur	der development numan resources staff







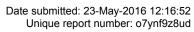
 No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details): Treated on a case by case basis depending on the requirements of both employee and employer.
Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff
No, don't have expertiseNo, not a priorityNo, other (provide details):
Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy
☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff
 No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority
☐ No, other (please provide details):
Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence? Yes - please indicate the type of measures in place (more than one option can be selected):
☐ 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 ☐ Deferral of employees to appropriate demestic violence support convices for
☐ 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 ☐ Provide 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): The Company would provide any necessary support, including financial assistance and additional leave, to an employee who we were aware was experiencing family or domestic violence. ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, not aware of the need ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details): 								
14 Please ti conditions or pra indicates that a p	ctices are	employmen	o your em t term, co	ployees (p	lease note	e that not ti not in place	cking a bo e):	
	For	<u>Mana</u> male	agers	ale	For	<u>Non-ma</u> male	anagers	ale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing								
Carer's leave			\boxtimes		\boxtimes		\boxtimes	
Purchased leave								
Unpaid leave								
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details): Not suitable to our business requirements								
14.3 Should y	ou wish to	o provide a	uditional II	normation	on any of	your respo	rises unde	÷1

gender equality indicator 4, please do so below:

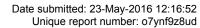






Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

workplace Yes No	t needed (provide details why):
No, do	sufficient human resources staff n't have expertise t a priority ner (provide details):
	hould you wish to provide additional information on any of your responses under juality indicator 5, please do so below:
Gender ed	quality indicator 6: Sex-based harassment and discrimination
discrimina Yes (yo	o you have a formal policy and/ or formal strategy on sex-based harassment and attion prevention? ou can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, ins No, inc No, do	rrently under development sufficient human resources staff cluded in workplace agreement n't have expertise t a priority ner (provide details):
prevention Yes No No, cui No, ins No, doi No, no	o you include a grievance process in any sex-based harassment and discrimination in policy and/or strategy? Trently under development sufficient human resources staff in have expertise t a priority iner (provide details):
discrimina Yes - p other optic	oes your workplace provide training for all managers on sex-based harassment and ation prevention? olease indicate how often this training is provided ('At induction' AND one of the cons can be selected): At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details):







 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

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





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 75.5% females and 24.5% males.

Promotions

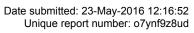
- 2. 88.5% of employees awarded promotions were women and 11.5% were men
 - i. 88.2% of all manager promotions were awarded to women
 - ii. 88.9% of all non-manager promotions were awarded to women.
- 3. 4.7% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 92.6% of employees who resigned were women and 7.4% were men
 - i. 85.7% of all managers who resigned were women
 - . 94.4% of all non-managers who resigned were women.
- 4.7% of your workforce was part-time and 0.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- 27.3% of all women who utilised parental leave and ceased employment before returning to work
- ii. N/A men who utilised parental leave and ceased employment before returning to work
- iii. 40.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- 16.7% of all 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	Alfred Moufarrige
Confirmation CEO has signed the report	Yes
CEO Signature:	Date: