# Reporting Questionnaire

## Word version 2022-23

## *This questionnaire will be pre-populated with some responses from your 2021-22 report. Please review to ensure all pre-populated answers are still accurate. Please provide a response, where applicable, to those questions that do not have pre-populated answers.*

## *The questions that are highlighted indicate those questions that are new for the 2022-23 reporting period.*Workplace overview

### Policies and strategies

*In this section, you will be asked to indicate whether your organisation has a ‘****policy****’ and/or a ‘****strategy****’ in place that supports gender equality in each of eight key areas, and overall. These areas are considered key to achieving a gender balanced workforce. These do not have to be separate policies/strategies but could be a part of another policy/strategy, such as an overall gender equality policy and/or strategy. If you do not have a policy and/or strategy in place, you will have the opportunity to indicate why.*

#### 1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

***Policies****are the guidelines, rules and procedures developed by an organisation to govern its actions (often in recurring situations). They define the limits (do’s and don’ts) within which decisions must be made. They are widely communicated and available to all staff.*

*A****strategy****is a plan of action designed to achieve one or more of an organisation’s objectives. Strategies fill the gap between “where we are” and “where we want to be”, that is, “how are we going to get there?” They relate to how an organisation allocates and uses materials and human resources and require an executive decision.*

*A formal policy/strategy is a written document approved by human resources or management. A strategy can exist without a policy and a policy without a strategy. However, both can coexist and support each other.*

*Select all that apply*

##### Recruitment

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on recruitment.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Retention

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on retention.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Performance management processes

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on performance management processes.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Promotions

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on promotions.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Talent identification/identification of high potentials

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on talent identification/identification of high potentials.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Succession planning

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on succession planning.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Training and development

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on training and development.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Key performance indicators for managers relating to gender equality

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on key performance indicators for managers relating to gender equality.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### 2. Do you have formal policy and/or formal strategy in place that supports gender equality overall?

*Select one option.*

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place that supports gender equality overall.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**3. *Voluntary question:* Does your organisation have any of the following targets to address gender equality in your workplace?**

*A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people.*

*Select all that apply*

☐ Reduce the organisation-wide gender pay gap

☐ Increase the number of women in management positions

☐ Increase the number of women in male-dominated roles

☐ Increase the number of men in female-dominated roles

☐ Increase the number of men taking parental leave

☐ Increase the number of men utilising flexible work arrangements

☐ To have a gender balanced governing body (at least 40% men and 40% women)

☐ Other

#### 4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

(500 word limit)

### Governing bodies

*Governing bodies are the group of people who formulate policy and direct the affairs of an organisation in partnership with the managers. Your organisation, and organisations you are reporting on, will have a governing body as defined in the Workplace Gender Equality Act 2012 (Act).*

*This section focuses on the governing body of each organisation in your report. If your organisation has a governing body, you will be asked to specify the type of body, the gender of the Chairs and other members, whether you have a formal selection policy and/strategy, and whether you have set a target for the representation of women. You will need to answer these questions for all organisations in your report.*

*If you indicate that your organisation does not have a governing body, you can provide additional written information or skip to the next section.*

**Note: You will be required to answer Question 1 and all relevant sub-questions for all organisations included in this submission.**

#### 1. Identify your organisation/s’ names and indicate if they have a governing body

*Governing bodies are the group of people who formulate policy and direct the affairs of an institution in partnership with the managers. The core role of a governing body is the governance of an organisation. Governing bodies:*

include voluntary boards of not-for-profit organisations

are not a diversity council or committee

are not a global diversity and inclusion team.

*Some organisations have common types of governing bodies. For:*

private or publicly listed companies – the governing body is one or more directors or a board of directors

trusts - the governing body is the trustee

partnerships - the governing body will be all or some partners (if they are elected)

religious structures - the governing body is a canonical advisor, bishop or archbishop

any other structure - the governing body is the management committee.

*If you share a governing body with your parent organisation, then your governing body is the same as your parent’s.*

*If you indicate that your organisation does not have a governing body, you can provide additional written information or skip to the next section.*

**Organisation name:**

**Does this organisation have a governing body?**

*Select one option.*

[ ]  Yes (Move on to question 1.1)

[ ]  Yes, same as local ultimate parent organisation *(Move on to question 1.1.1)*

[ ]  Yes, same as overseas ultimate parent organisation *(Move on to question 2)*

#### 1.1.1 Confirm how the ultimate parent's governing body/ies are being reported:

*The local ultimate parent’s governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations if it is reported in a different submission group.*

[ ]  it is reported as part of this submission group *(Move on to question 2)*

[ ]  it is reported as part of another submission group *(Move on to question 2)*

#### What is the name of your governing body?

#### 1.2 What type of governing body does this organisation have?

*Select one option.*

[ ]  Board of directors

[ ]  Board of Trustees

[ ]  Board/committee of partners

[ ]  Council

[ ]  Management committee

[ ]  Other governing body/authority (provide details)

#### 1.3 How many members are on the governing body and who holds the predominant Chair position?

*A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.*

*You must indicate whether your chair/s and members are female or male or identify as non-binary.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Female** | **Male** | **Non-binary**  |
| **Chairs** | *e.g.1* | *e.g.0* | *e.g. 0* |
| **Members** | *e.g. 6* | *e.g. 5* | *e.g. 1* |

#### 1.4 Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?

*Select one option.*

[ ]  Yes, our organisation has a formal policy and/or formal strategy for this organisation’s governing body:

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/appointments

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

####  1.5 *Voluntary question:* Does this organisation’s governing body have limits on the terms of its Chair and/or Members?

*For the responses below, if the term limit does not relate to a full year, record the part year as a decimal amount.*

[ ]  **Yes** *(Select all that apply)*

[ ]  For the Chair *(Enter maximum length of term [in years])*

[ ]  For the Members *(Enter maximum length of term [in years])*

[ ]  **No**

#### 1.6 Has a target been set to increase the representation of women on this governing body?

*A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people, in this case the governing body or board. Targets are different from quotas in that they are set by an organisation to suit their own results and timeframes. Quotas are set by an external body with the authority to impose them.*

*Select one option.*

[ ]  Yes, a target has been set to increase the representation of women on this governing body.

(Provide more detail below in 1.6 & 1.7)

[ ]  No, a target has not been set to increase the representation of women on this governing body. *(Select all that apply)*

[ ]  Governing body has gender balance (i.e. 40% women / 40% men / 20% any gender)

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Do not have control over the governing body/appointments (provide details)

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### 1.7 What is the percentage (%) target?

#### 1.8 What year is the target to be reached (select the last day of the target year)?

Click or tap to enter a date.

#### 1.9 Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

*Select one option.*

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on the composition of our governing body.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**1.10 *Voluntary question:* Do you have a formal policy and/or formal strategy on diversity and inclusion****for this organisation's governing body?**

*Gender inequality is not experienced in the same way by all women, men and non-binary people. Different dimensions of identity, including race, sexual orientation, disability, and age, can intersect and influence individual experiences and outcomes at work. These questions focus on diversity within the organisation’s governing body. A formal policy and/or formal strategy on diversity and inclusion for the organisation's governing body does not have to be a separate policy/strategy but could be a part of another policy/strategy, such as an overall gender equality policy and/or strategy or overall diversity and inclusion policy and/or strategy.*

**☐ Yes**

If yes, the formal policy and/or formal strategy covers the following dimensions of governing body members’ identities: *(Select all that apply)*

☐ Aboriginal and/or Torres Strait Islander identity

☐ Cultural and/or language and/or race/ethnicity background

☐ Disability and/or accessibility

☐ Sexual orientation

☐ Gender identity

☐ Age

☐ Other

☐ No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**1.11. *Voluntary question:* Do you collect data on any of the following dimensions of the identities of members of this organisation’s governing body?**

|  |  |
| --- | --- |
| ☐ Yes, Aboriginal and/or Torres Strait Islander identity | This data:☐ cannot be shared publicly or internally by the employer☐ can be shared publicly or internally by the employer |
| ☐ Yes, Cultural and/or language and/or race/ethnicity background  | This data:☐ cannot be shared publicly or internally by the employer☐ can be shared publicly or internally by the employer |
| ☐ Yes, Disability and/or accessibility  | This data:☐ cannot be shared publicly or internally by the employer☐ can be shared publicly or internally by the employer |
| ☐ Yes, Sexual Orientation | This data:☐ cannot be shared publicly or internally by the employer☐ can be shared publicly or internally by the employer |
| ☐ Yes, Gender identity | This data:☐ cannot be shared publicly or internally by the employer☐ can be shared publicly or internally by the employer |
| [ ]  None of the above *(Select if applies)* |  |

#### 2. If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

*(500 word limit)*

## Action on gender equality

### Gender pay gaps

*The gender pay gap is the difference between women’s and men’s average earnings.*

*While the ‘gender pay gap’ often refers to the difference between women’s and men’s earnings on a national level (i.e. the national gender pay gap), gender pay gaps can also be calculated within organisations. Analysing your payroll data can uncover three types of gaps:*

Unequal pay: when women and men undertaking work of equal or comparable value are not paid equally. This is unlawful in Australia.

By-level pay gaps: the difference between women’s and men’s average pay within the same employee category, such as managers

Organisation-wide pay gaps: the difference between women’s and men’s average pay across the whole organisation.

*Organisations that actively address gender pay gaps to achieve pay equity, set goals in their remuneration policies/ strategies. This section focuses on the policies and strategies your organisation has in place related to remuneration, and whether these include specific objectives related to gender pay equity. If you do not have a policy and/or strategy in place, you will have the opportunity to indicate why.*

#### 1. Do you have a formal policy and/or formal strategy on remuneration generally?

#### *Policy or strategy may be stand alone, and/or contained within another strategy/policy.*

*Select one option.*

[ ]  Yes, our organisation has a formal policy/policies and/or formal strategies in place on remuneration:

*If you select yes, you must indicate which you have, then move to question 1.1.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply then move to question 2)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Salaries set by awards/industrial or workplace agreements

[ ]  Non-award employees paid market rate

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### Are specific pay equity objectives included in your formal policy and/or formal strategy?

 *Pay equity is not just about ensuring women and men performing the same role are paid the same amount (pay equality) but also ensuring that women and men performing different work of equal and comparable value are paid equitably.*

*In practical terms, gender pay equity means that:*

women and men doing the same work are paid the same amount

women and men doing different work of equal or comparable value are paid the same amount

you assess job wages and conditions in a non-discriminatory way

you value skills, duties and working conditions for each job or job type and compensate employees in line with this

your structures and processes do not block female employees’ access to work-based training, promotions or flexible working arrangements.

*Select one option.*

[ ]  Yes

*If you select yes, you must indicate which objectives you have (Select all that apply)*

[ ]  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 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)

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Salaries set by awards/industrial or workplace agreements

[ ]  Non-award employees paid market rate

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**2. What was the snapshot date used for your Workplace Profile?**

*Please complete this question after you have completed the Workplace Profile component of your Compliance report.*

*The selected snapshot date must be between 1 April 2022 to 31 March 2023.*

**Click or tap to enter a date.**

1. ***Voluntary question:* Does your organisation publish its organisation-wide gender pay gap?**

This question refers to the organisation-wide gender pay gap, which is the difference between women’s and men’s average pay across the whole organisation. This question is not asking whether you publish data about like-for-like gaps, which compares the same or similar jobs, or instances of unequal pay. WGEA includes the overall organisation-wide gender pay gap in your confidential data reports and currently does not publicly publish this data.

*Note: The Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023 requires WGEA to publish employer gender pay gaps. WGEA will communicate with your organisation in advance of publishing your organisation’s gender pay gap.*

☐ Yes *(select all that apply)*

☐ Shared internally with governing body members

☐ Shared internally with employees

☐ Shared with key shareholders

☐ Shared externally

☐ Other

☐ No

#### 4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

*(500 word limit)*

### Employer action on pay equity

*Gender pay equity is when women and men receive equal pay for work of the same or similar value, however, it is not just about ensuring women and men performing the same role are paid the same amount (pay equality) but also ensuring that women and men performing different work of equal and comparable value are paid equitably.*

*This section focuses on the actions your organisation has taken in relation to gender pay equity. Specifically, it asks if and when you have conducted a pay gap analysis and if so, whether you took any actions as a result. If you have not taken any action on gender pay equity, you will have the opportunity to indicate why.*

**1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?**

*Select one option.*

[ ]  Yes (Move through questions 1.1 to 1.3)

[ ]  No (Select all that apply below and then move to question 2)

☐ Currently under development

☐ 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 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 ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

☐ Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

☐ Non-award employees paid market rate

☐ Not a priority

☐ Not aware of the need

☐ Other (provide details)

#### 1.1 When was the most recent gender remuneration gap analysis undertaken?

*Select one option.*

[ ]  Within the last 12 months

[ ]  Within the last 1–2 years

[ ]  More than 2 years ago but less than 4 years ago

[ ]  Other (provide details)

#### 1.2 Did you take any actions as a result of your gender remuneration gap analysis?

*Select one option.*

[ ]  Yes (Select all that apply)

 [ ]  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 pay to ensure there is no gender bias (including unconscious bias)

[ ]  Analysed performance ratings to ensure there is no gender bias (including unconscious bias)

[ ]  Set targets to reduce any organisation-wide gap

[ ]  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) externally

[ ]  Trained people-managers in addressing gender bias (including unconscious bias)

[ ]  Corrected like-for-like gaps

[ ]  Conducted a gender-based job evaluation process

[ ]  Implemented other changes (provide details):

[ ]  No (Select all that apply)

[ ]  No unexplained or unjustifiable gaps identified

[ ]  Currently under development

[ ]  Insufficient resources/expertise

[ ]  Salaries set by awards/industrial or workplace agreements

[ ]  Non-award employees paid market rate

[ ]  Not aware of the need

[ ]  Not a priority

[ ]  Unable to address cause/s of gaps (provide details why)

[ ]  Other (provide details)

#### 1.3 What type of gender remuneration gap analysis has been undertaken?

[ ]  A like-for-like gap analysis which compares the same or similar roles of equal or comparable value

[ ]  A by-level gap analysis which compares the difference between women’s and men’s average pay within the same employee category

[ ]  An overall organisation-wide gender pay gap which compares the difference between women’s and men’s average pay across the whole organisation

[ ]  None

*You may also provide more detail below on the gender remuneration gap analysis that was undertaken.*

*(500 word limit)*

**2.If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.**

*(500 word limit)*

**3*. Voluntary question for organisations with partnership structures*: Have you undertaken a gender remuneration gap analysis (‘gender pay gap analysis’) in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?**

*(Select one option)*

☐ Yes, we have completed a gender pay gap analysis in this reporting period

☐ No

### Employee consultation

*Employee consultation is a formalised way to collect information about your employees’ views on the workplace, what is working well and what could be improved.*

*This section asks if you have consulted employees about gender equality issues in your workplace, and if you have, it asks who you have consulted and how. If you have not consulted employees, you will have the opportunity to indicate why.*

**1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**

*This question asks if you have consulted your employees about gender equality issues in the workplace during the reporting period.*

*Examples of issues can include:*

parental leave entitlements and related processes, like keep-in-touch and return-to-work programs

flexible working arrangements

gender pay equity

representation of women in management

recruitment of women in non-traditional areas

sexual harassment or discrimination.

*Select one option.*

[ ]  Yes (Move question 1.1)

[ ]  No (Select all that apply below and then move to question 2)

[ ]  Not needed (provide details why)

[ ]  Insufficient resources/expertise

[ ]  Not aware of the need

[ ]  Not a priority

[ ]  Other (provide details)

**1.1 How did you consult employees?**

*(Select all that apply)*

[ ]  Survey

[ ]  Consultative committee or group

[ ]  Focus groups

[ ]  Exit interviews

[ ]  Performance discussions

[ ]  Other (provide details)

 **1.2 Who did you consult?**

*(Select all that apply)*[ ]  ALL staff

[ ]  Women only

[ ]  Men only

[ ]  Human resources managers

[ ]  Management

[ ]  Employee representative group(s)

[ ]  Diversity committee or equivalent

[ ]  Women and men who have resigned while on parental leave

[ ]  Other (provide details)

#### 2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

*Select one option.*

[ ]  Yes, our organisation has a formal policy and/or formal strategy in place on consulting employees about gender equality.

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

 **3. On what date did your organisation share last year’s public report/s with employees and shareholders?**

*If you do not know the exact day that your reports were shared, please include the month and year that it was shared and use 01 for the day.*

*DD/MM/YYYY*

Shared with employees on:

Shared with shareholders on:

*DD/MM/YYYY*

**4.** **Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?**

☐ Yes

☐ No

☐ Don’t know

**5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.**

*(500 word limit)*

## Flexible Work

### Flexible working

*A flexible work arrangement is an agreement between a workplace and an employee to change the standard working arrangement to better accommodate an employee’s commitments out of work. Flexible working arrangements usually encompass changes to the hours, pattern and location of work.*

*This section focuses on the flexible work arrangements available in your organisation. If you have a formal policy and/or formal strategy on flexible work arrangements, it asks you to specify what this includes. It also asks whether specific flexible working options are available to managers and non-managers in your workplace, and whether these differ for women and men.*

*If flexible working arrangements are not available to your employees, you will have the opportunity to indicate why.*

**1. Do you have a formal policy and/or formal strategy on flexible working arrangements?**

*Select one option.*

[ ]  Yes (Select from the options below then move to question 1.1)

[ ]  Policy

[ ]  Strategy

[ ]  No (Select from the options below then move to question 2)

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**1.1 Please indicate which of the following are included in your formal flexible working arrangements strategy or policy:**

A business case for flexibility has been established and endorsed at the leadership level

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Leaders are visible role models of flexible working

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Flexible working is promoted throughout the organisation

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Targets have been set for engagement in flexible work

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Targets have been set for men’s engagement in flexible work

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Leaders are held accountable for improving workplace flexibility

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Manager training on flexible working is provided throughout the organisation

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Employee training on flexible working is provided throughout the organisation

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Team-based training on flexible working is provided throughout the organisation

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Employees are surveyed on whether they have sufficient flexibility

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

The organisation’s approach to flexibility is integrated into client conversations

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

[ ]  Yes

[ ]  No

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

Other (provide details)

[ ]  Yes

[ ]  No

**2. Do you offer any of the following flexible working options to MANAGERS in your workplace?**

##### Flexible hours of work

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Compressed working weeks

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Time-in-lieu

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Remote working/working from home

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Part-time work

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Job sharing

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Carer’s leave

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Purchased leave

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Unpaid leave

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

[ ]  Yes *(Move to Question 4)*

[ ]  **No** *(Move to Question 3.1)*

**3.1 You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.**

##### Flexible hours of work

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Compressed working weeks

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Time-in-lieu

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Remote working/working from home

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Part-time work

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Job sharing

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Carer’s leave

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Purchased leave

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Unpaid leave

[ ]  Yes

[ ]  SAME options for women and men *(Select all that apply)*

[ ]  Formal options are available

[ ]  Informal options are available

[ ]  DIFFERENT options for women and men *(Select all that apply)*

 [ ]  Formal options are available for women

[ ]  Informal options are available for women

[ ]  Formal options are available for men

[ ]  Informal options are available for men

[ ]  No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**4. *Voluntary question:* Has your organisation implemented an ‘all roles flex’ approach to flexible work?**

*An ‘all roles flex’ approach makes flexible work arrangements accessible to all employees and all roles within the organisation.*

*Select one option.*

[ ]  **Yes**

[ ]  **No**

[ ]  **Don’t know / Not applicable**

**5. Did you see an increase, overall, in the approval of formal flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

*A formal flexible work arrangement is an agreement, formalised in a written document, between a workplace and an employee to change the standard working arrangement to better accommodate an employee’s commitments out of work.*

*Select one option.*

[ ]  **Yes, for both women and men**

[ ]  **Yes, for men only**

[ ]  **Yes, for women only**

[ ]  **No**

[ ]  **Don’t know / Not applicable**

**6. *Voluntary question:* If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?**

*Hybrid refers to a work arrangement that provides employees flexibility in the location of work. For example, employees may work remotely for part of each week and at the organisation’s usual workplace other days each week. Hybrid teams refers to a flexible work arrangement where some employees in the team work remotely while other employees in the team work at the organisation’s usual workplace.*

*Select all that apply.*

[ ]  **Training for managers on how to work with flexible and remote/hybrid teams**

[ ]  **Training for non-managers on how to work with flexible and remote/hybrid teams**

[ ]  **Training for all employees on how to work with flexible and remote/hybrid teams**

[ ]  **Employee performance is measured by performance and not presenteeism**

[ ]  **All team meetings are held online**

[ ]  **Other (provide details)**

[ ]  **Not applicable**

**7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.**

*(500 word limit)*

## Employee support

### Paid parental leave

*Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Through the government’s paid parental leave (PPL) scheme, eligible employees receive up to 18 weeks’ pay at the national minimum wage. This paid parental leave is not the equivalent to employer-funded paid parental leave.*

*Some workplaces have developed parental leave policies that no longer use the primary/secondary carer definition and provide equal entitlements to any eligible employee. Equally-shared parental leave policies offer the same type, length and conditions to any employee, regardless of gender, who require parental leave.*

*This section focuses on whether employer-funded paid parental leave is available to carers in your organisation (in addition to government-funded parental leave), and if it is, which employees have access to it and how much leave is available.*

**1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

 *Equally shared parental leave policies offer the same type, length and conditions to employees of all genders, who require parental leave, with no distinction between primary and secondary carers. If your organisation offers this - you should answer this question with ‘yes, we offer employer- funded parental leave to all genders without using the primary/secondary carer definitions.*

*A primary carer is the person who most meets the child’s need, including feeding, dressing bathing and otherwise supervising the child. A secondary carer is generally the current partner of the primary carer, the other legal parent of the child or the current partner of the other legal parent of the child. If your organisation provides parental leave based on this definition – you should answer this question with ‘yes, we offer employer funded parental leave (using the primary/secondary carer definitions)’. If your organisation specifically provides maternity leave and/or paternity leave, you should also answer ‘yes, we offer employer funded parental leave (using the primary/secondary carer definitions)’.*

*If you do not offer any employer-funded parental leave (in addition to any government funded parental leave scheme) – you should answer ‘no, we do not offer employer funded parental leave’.*

[ ]  Yes

[ ]  We offer employer-funded parental leave to all genders without using the primary/secondary carer definitions (as defined above)
*(Answer questions 1.1 – 1.7 and then move to question 2)*

[ ]  We offer employer-funded parental leave using the primary/secondary carer definitions *(Answer questions 1.a – 1.b and then move to question 2)*

[ ]  **No, we do not offer employer-funded parental leave** *(Select all that apply and then move to question 2)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

☐ Included in award/industrial or workplace agreement

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**1.1 Please indicate whether your employer-funded paid parental leave covers:**

*(Select all that apply)*

[ ]  Birth

[ ]  Adoption

[ ]  Surrogacy

[ ]  Stillbirth

**1.2 How do you pay employer-funded paid parental leave?**

*(Select one option)*

[ ]  Paying the employee’s full salary

[ ]  Paying the gap between the employee’s salary and the government’s paid parental leave scheme

[ ]  As a lump sum payment (for example, paid pre- or post- parental leave, or a combination)

**1.3 Do you pay superannuation contribution to your carers while they are on parental leave?**

*(Select all that apply)*

[ ]  Yes, on employer funded parental leave

[ ]  Yes, on government funded parental leave

[ ]  Yes, on unpaid parental leave

[ ]  No

**1.4 How many weeks (minimum) of employer-funded paid parental leave is provided?**

*If you offer employer-funded paid parental leave to all carers regardless of the primary/secondary definition, you must report the minimum number of weeks you provide and the percentage of your workforce that can take it.*

*If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers. If you do use the primary/secondary definition please go back and correct your answer for question 1 of this section.*

*If you enter a high number of weeks (more than 52), you may be required to reconfirm your data.*

**1.5 What proportion of your total workforce has access to employer-funded paid parental leave, including casuals?**

*Total workforce refers to all employees, including casuals. You need to calculate the percentage of your workforce that can take your paid parental leave for carers.*

*(Select one option)*

[ ]  Less than 10%

[ ]  10-20%

[ ]  21-30%

[ ]  31-40 %

[ ]  41-50%

[ ]  51-60%

[ ]  61-70%

[ ]  71-80%

[ ]  81-90%

[ ]  91-100%

**1.6 Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?**

[ ]  Yes

 How long is the qualifying period (in months)?

[ ]  No

**1.7 Do you require carers to take employer- funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

[ ]  Yes

 [ ]  within 6 months

[ ]  within 12 months

[ ]  within 24 months

[ ]  over 24 months

[ ]  No

**1.a. Do you provide employer-funded paid parental leave for primary carers in addition to any government-funded parental leave scheme?**

*A ‘primary carer’ is the member of a couple or single carer, regardless of gender, identified as having greater responsibility for the day-to-day care of a child.*

☐ Yes *(Move to questions 1.a.1 – 1.a.6 and then move to 1.b)*

[ ]  No (*Select from the options below then move to Question 1.b*)

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Government scheme is sufficient

[ ]  Not aware of the need

[ ]  Not a priority

[ ]  Other (provide details)

1.a.1. Please indicate whether your employer-funded paid parental leave for primary carers is available to:

*(Select one option)*

[ ]  All, regardless of gender

[ ]  Women only

[ ]  Men only

1.a.2. Please indicate whether your employer-funded paid parental leave for primary carers covers:

*(Select all that apply)*

[ ]  Birth

[ ]  Adoption

[ ]  Surrogacy

[ ]  Stillbirth

1.a.3. How do you pay employer-funded paid parental leave to primary carers?

*(Select one option)*

[ ]  Paying the employee’s full salary

[ ]  Paying the gap between the employee’s salary and the government’s paid parental leave scheme

[ ]  As a lump sum payment (for example, paid pre- or post- parental leave, or a combination)

1.a.4. Do you pay superannuation contribution to your primary carers while they are on parental leave?

*(Select all that apply)*

[ ]  Yes, on employer funded parental leave

[ ]  Yes, on government funded parental leave

[ ]  Yes, on unpaid parental leave

[ ]  No

1.a.5. How many weeks (minimum) of employer-funded paid parental leave for primary carers is provided?

*If you offer employer-funded paid parental leave to primary carers, you must report the minimum number of weeks you provide and the percentage of your workforce that can take it.*

*If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options.*

*If you enter a high number of weeks (more than 52), you may be required to reconfirm your data.*

1.a.6. What proportion of your total workforce has access to employer-funded paid parental leave for primary carers, including casuals?

*Total workforce refers to all employees, including casuals. You need to calculate the percentage of your workforce that can take your paid parental leave for primary carers.*

*(Select one option)*

[ ]  Less than 10%

[ ]  10-20%

[ ]  21-30%

[ ]  31-40 %

[ ]  41-50%

[ ]  51-60%

[ ]  61-70%

[ ]  71-80%

[ ]  81-90%

[ ]  91-100%

**1.a.7 Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer - funded parental leave?**

[ ]  Yes

 How long is the qualifying period (in months)?

[ ]  No

**1.a.8 Do you require primary carers to take employer- funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

[ ]  Yes

 [ ]  within 6 months

[ ]  within 12 months

[ ]  within 24 months

[ ]  over 24 months

[ ]  No

**1.b. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

☐ Yes *(Move to questions 1b.1 – 1.b.6 and then move to question 2)*

[ ]  No (*Select from the options below then move to question 2*)

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Government scheme is sufficient

[ ]  Not aware of the need

[ ]  Not a priority

[ ]  Other (provide details)

1.b.1. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:

*(Select one option)*

[ ]  All, regardless of gender

[ ]  Women only

[ ]  Men only

1.b.2. Please indicate whether your employer-funded paid parental leave for secondary carers covers:

*(Select all that apply)*

[ ]  Birth

[ ]  Adoption

[ ]  Surrogacy

[ ]  Stillbirth

1.b.3. How do you pay employer-funded paid parental leave to secondary carers?

*(Select one option)*

[ ]  Paying the employee’s full salary

[ ]  Paying the gap between the employee’s salary and the government’s paid parental leave scheme

[ ]  As a lump sum payment (for example, paid pre- or post- parental leave, or a combination)

1.b.4. Do you pay superannuation contribution to your secondary carers while they are on parental leave?

*(Select all that apply)*

[ ]  Yes, on employer funded parental leave

[ ]  Yes, on government funded parental leave

[ ]  Yes, on unpaid parental leave

[ ]  No

1.b.5. How many weeks (minimum) of employer-funded paid parental leave for secondary carers is provided?

*If you offer employer-funded paid parental leave to secondary carers, you must report the minimum number of weeks you provide and the percentage of your workforce that can take it.*

*If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options.*

*If you enter a high number of weeks (more than 52), you may be required to reconfirm your data.*

1.b.6. What proportion of your total workforce has access to employer-funded paid parental leave for secondary carers, including casuals?

*Total workforce refers to all employees, including casuals. You need to calculate the percentage of your workforce that can take your paid parental leave for secondary carers.*

*(Select one option)*

[ ]  Less than 10%

[ ]  10-20%

[ ]  21-30%

[ ]  31-40 %

[ ]  41-50%

[ ]  51-60%

[ ]  61-70%

[ ]  71-80%

[ ]  81-90%

[ ]  91-100%

**1.b.7 Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?**

[ ]  Yes

 How long is the qualifying period (in months)?

[ ]  No

**1.b.8 Do you require secondary carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

[ ]  Yes

 [ ]  within 6 months

[ ]  within 12 months

[ ]  within 24 months

[ ]  over 24 months

[ ]  No

**2. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

*(500 word limit)*

### Support for carers

*A carer refers to an employee’s role as the parent (biological, step, adoptive or foster) or guardian or carer of a child, parent, spouse or domestic partner, close relative, or other dependent.*

*This section focuses on the measures your organisation has in place to support employees with family or caring responsibilities. It asks whether you have a formal policy and/or formal strategy to support carers as well as other specific support mechanisms.*

*If measures to support carers are not available to your employees, you will have the opportunity to indicate why.*

**1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

*This question asks if you have a standalone formal policy or strategy to support employees with these caring responsibilities, or if you include this item in another formal policy or strategy.*

*You can answer No and give details on the free-text box if you only provide informal arrangements to support employees with family or caring responsibilities.*

[ ]  Yes

*If you select yes, you must indicate which you have.*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

☐ Included in award/industrial or workplace agreement

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

##### Employer subsidised childcare

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### On-site childcare

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Breastfeeding facilities

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Childcare referral services

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Internal support networks for parents

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Return to work bonus (only select if this bonus is not the balance of paid parental leave)

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

 **Information packs for new parents and/or those with elder care responsibilities**

[ ]  **Yes** *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  **No** *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

 **Referral services to support employees with family and/or caring responsibilities**

[ ]  **Yes** *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  **No** *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Targeted communication mechanisms (e.g. intranet/forums)

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Support in securing school holiday care

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Coaching for employees returning to work from paid parental leave

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Parenting workshop targeting mothers

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Parenting workshops targeting fathers

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Others (provide details)

[ ]  Yes *(Please indicate the availability of this support mechanism)*

[ ]  Available at ALL worksites

[ ]  Available at SOME worksites

[ ]  No *(Select one option)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

*(500 word limit)*

### Sexual harassment, harassment on the ground of sex or discrimination

*For the purpose of this section, when we refer to sexual harassment we mean sexual harassment, harassment on the ground of sex or discrimination.*

***Key Definitions***

***Sexual harassment*** *is when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or engages in other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.*

***Harassment on the ground of sex*** *is when a person engages in unwelcome conduct of a demeaning nature of another person by reason of their sex or* *a characteristic that generally relates to or is attributed to their sex. This also takes into account circumstances relating to an individual’s sex, age, sexual orientation, gender identity, intersex status, marital or relationship status.*

***Discrimination*** *happens when a person is treated less favourably, in circumstances that are the same or are not materially different, than a person of a different sex, sexual orientation, gender identity, or on the ground of the person’s intersex status, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, or family responsibilities.*

***Legal obligations***

*The Sex Discrimination Act 1984 makes it unlawful to discriminate against a person on the basis of gender identity, intersex status, sexual orientation, marital or relationship status, family responsibilities, pregnancy or potential pregnancy or breastfeeding. It also prohibits sexual harassment in many areas of public life including all work-related activity. The Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 created a positive duty requiring employers to implement measures to prevent sexual harassment, hostile work environments and victimisation. This is in addition to the duty of care employers have under WHS legislation to provide a safe workplace and to eliminate and minimise identified risks to health and safety.*

*Under the Sex Discrimination Act 1984 it is also unlawful for a person to subject another person to a workplace environment that is hostile on the ground of sex.*

*For more information, refer to* [*Safework Australia*](https://www.safeworkaustralia.gov.au/safety-topic/hazards/workplace-sexual-harassment) *or your State or Territory Work Health and Safety regulatory body. More information about harassment on the ground of sex or discrimination can also be found at the* [*Australian Human Rights Commission website*](https://humanrights.gov.au/our-work/sex-discrimination)*.*

***Disclaimer***

*This section is not an exhaustive description of, or advice regarding the legal obligations attaching to employers. Employers are responsible for understanding the scope of rights and obligations attaching to employees and the workplace.*

#### 1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the ground of sex or discrimination?

 *The provisions in a ‘****policy****’ and/or ‘****strategy****’ for prevention and management of sexual harassment is important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination; however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities.*

*To better understand the difference between a policy and strategy, please see* [*[link]*](https://client-portal.wgea.gov.au/s/article/What-is-the-difference-between-a-policy-and-a-strategy)*.*

[ ]  **Yes** *(Select all that apply below and then move to question 1.1)*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select from options below then move to question 2)*

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

☐ Included in award/industrial or workplace agreement

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**1.1 *Voluntary question*: Is this a standalone policy or strategy?**

[ ]  **Yes**

[ ]  **No**

**1.2 *Voluntary question:* How frequently is the policy and/or strategy reviewed and approved by the governing body or the CEO or equivalent?**

*(Select all that apply.)*

**Reviewed by the governing body**

[ ]  At least annually

[ ]  Every one-to-two years

[ ]  Every three years or more

[ ]  Other (provide details)

[ ]  None of the above

**Reviewed by the CEO**

[ ]  At least annually

[ ]  Every one-to-two years

[ ]  Every three years or more

[ ]  Other (provide details)

[ ]  None of the above

**1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?**

*A grievance process is a means of dispute resolution that can be used by a company to address complaints by employees, suppliers, customers, and/or competitors.*

[ ]  Yes

[ ]  **No**

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**1.4 *Voluntary question*: Does your policy and/or strategy include any of the following?**

*Select all that apply*

☐ A statement on the positive duty of the employer to provide a safe workplace, free of sexual harassment

☐ Leadership accountabilities and responsibilities for prevention and response to sexual harassment

☐ Expectations of manager and non-manager training on respectful workplace conduct and sexual harassment

☐ Process to disclose, investigate and manage any sexual harassment

☐ Process for parties to agree on the investigator of an incident

☐ Expectations and management of personal/intimate relationships

☐ Processes relating to the use of non-disclosure or confidentiality agreements

[ ]  The frequency and nature of reporting to the governing body and management on sexual harassment

☐ Expectations of safety, respect and inclusive conduct in recruitment materials, contracts and performance management

☐ Guidelines for human resources or other designated responding staff on confidentiality and privacy

☐ Inclusive and respectful behaviour is part of regular performance evaluation

☐ How risks will be identified and assessed, and how control measures will be monitored, implemented and reviewed

[ ]  Process for development and review of the policy, including consultation with employees, unions or industry groups

☐ Other (provide details)

#### 2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

**All Managers (including CEOs or equivalent, Key Management Personnel (KMP), Heads of Business (HOB), General Managers (GM), Senior Managers (SM) and other managers (OM)**

[ ] **Yes** *(select all that apply)*

[ ]  At induction

[ ]  At promotion

[ ]  Annually

[ ]  More often than annually

[ ]  Varies across business units

[ ]  Other (provide details)

[ ]  **No** *(You may specify why this training is not provided)*

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

***Voluntary question:* All non-managers**

[ ] **Yes** *(select all that apply)*

[ ]  At induction

[ ]  When promoted

[ ]  Annually

[ ]  More often than annually

[ ]  Varies across business units

[ ]  Other (provide details)

[ ]  **No** *(You may specify why this training is not provided)*

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

***Voluntary question:* Governing body**

[ ] **Yes** *(select all that apply)*

[ ]  At induction

[ ]  Annually

[ ]  More often than annually

[ ]  Other (provide details)

[ ]  **No** *(You may specify why this training is not provided)*

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

***Voluntary question:* Other people in the workplace (e.g. contractors, consultants volunteers, interns)**

[ ] **Yes** *(select all that apply)*

[ ]  At induction

[ ]  Annually

[ ]  More often than annually

[ ]  Varies across business units

[ ]  Other (provide details)

[ ]  **No** *(You may specify why this training is not provided)*

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**2.1 *Voluntary question:* Does the training delivered to the above groups include any of the following (select all that apply):**

[ ]  Respectful workplace conduct

[ ]  What sexual harassment, harassment on the ground of sex or discrimination means

[ ]  The drivers and contributing factors of sexual harassment, harassment on the ground of sex or discrimination

[ ]  The impacts of sexual harassment, harassment on the ground of sex or discrimination

[ ]  Roles and responsibilities of everyone in the workplace for prevention and response, including for bystanders

[ ]  Internal processes and options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring

[ ]  Information on worker rights, external authorities and relevant legislation

[ ]  Diverse experiences and needs of different people, including women, LGBTIQ+ workers, CALD workers and workers with a disability.

[ ] How to manage and respond to disclosures

[ ]  Other (please describe)

#### 3. *Voluntary question*: Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

*Culture is set and role modelled by leaders – the tone from the top of the organisation should promote an organisation that is respectful, safe and inclusive, and should be backed up by action.*

*Examples of communication could include:*

* *regular agenda items at meetings between the governing body and CEO or equivalent*
* *Statements from the governing body or CEO in annual reports*
* *Statements at events or prior to large events (such as work Christmas parties or conferences)*
* *Regular email communication to staff*

**Members of the governing body**

[ ] **Yes** *(when or how frequently are expectations communicated)*

[ ]  The expectations of the governing body is made explicit to new staff at induction

[ ]  Other communications are made annually

[ ]  Other communications are made more often than annually

[ ]  Other (provide details)

**Chief Executive Officer or equivalent**

[ ] **Yes** *(when and/or how frequently are expectations communicated)*

[ ]  The expectations of the CEO or equivalent is made explicit **at inductions**

[ ]  The expectations of the CEO or equivalent is made explicit to staff **when promoted**

[ ]  The CEO or equivalent has made explicit the expectation of line manages in communicating on respectful workplace behaviour

[ ]  Explicit communications occur ahead of big events (e.g. the Christmas party, conferences) or at internal launches (e.g. at the launch of a new strategy)

[ ]  Other communications are made annually

[ ]  Other communications made more often than annually

[ ]  Other (provide details)

[ ]  None of the above *(You may specify why this communication is not provided)*

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### 4. *Voluntary question:* Does your workplace health and safety risk management process include any of the following?

*Sexual harassment is a workplace hazard that is known to cause psychological and physical harm. Managing the risks of sexual harassment should be part of your approach to work health and safety. For more information about sexual harassment as a work health and safety risk, please refer to* [*Safework Australia’s Guide for preventing workplace sexual harassment*](https://www.safeworkaustralia.gov.au/doc/preventing-workplace-sexual-harassment-guide)*.*

*Select all that apply*

☐ Identification and assessment of the specific workplace risks and industry-specific drivers of sexual harassment

☐ Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable

☐ Regular review of the effectiveness of control measures to eliminate or minimise the identified drivers and risks of sexual harassment

☐ Consultation with workers and their representatives on the identification and control of risks for sexual harassment

☐ Consultation with other organisations you work with or shares premises with on drivers or and identified risks of sexual harassment and how they will be controlled

☐ Reporting to leadership on workplace sexual harassment risks, prevalence, actions to prevent and respond, incident management effectiveness and outcomes, trend analysis and actions

☐ Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff

☐ Other (*provide details*)

☐ None of the above *(go to question 5)*

**4.*1* *Voluntary question:* What actions/responses have been put in place as part of your risk management process?**

*Select all that apply*

 [ ]  Make workplace adjustments

[ ]  Change or develop new controls

[ ]  Undertake a culture audit of the relevant business or division

[ ]  Train people managers in prevention of sexual harassment

[ ]  Train identified contact officers

[ ]  Implement other changes (*provide details*)

[ ]  None of the above ***(You may specify why)***

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

☐ Insufficient resources/expertise

☐ Not a priority

☐ Not aware of the need

☐ Other (provide details)

#### 5. *Voluntary question*: From the following list, what do you provide to support workers involved in and affected by sexual harassment?

☐ Internal support from human resources or other designated staff trained on sexual harassment management

☐ Internal support from human resources or other designated staff trained with trauma informed techniques

☐ Confidential external professional counselling available **without** referral from the organisation (E.g. EAP)

☐ Information provided to workers on external support services available

☐ Union/worker representative support throughout the disclosure process and response

☐ Reporting on workplace sexual harassment risks, prevalence, actions to prevent and respond, incident management effectiveness and outcomes, trend analysis and actions

☐ Referrals to behaviour change programs for perpetrators

☐ Vicarious trauma training for employees, witnesses or responding staff

☐ Reasonable adjustments to work conditions while an investigation is underway

☐ Other (description)

[ ]  None of the above ***(You may specify why)***

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### 6. ***Voluntary question:*** **From the following list, what options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?**

*Disclosure refers to a formal or informal complaint of workplace sexual harassment.*

☐ Process for disclosure to human resources or other designated responding staff

☐ Process for disclosure to confidential/ethics hotline or similar

☐ Process for disclosure to union/worker representative

☐ Process to disclose after their employment has concluded

☐ Process to disclose anonymously

☐ Special procedures for disclosures about organisational leaders and board members

☐ Option to provide the outcomes of an investigation, including any actions taken in response, to the affected worker/s

☐ Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

☐ Other (provide details)

[ ]  None of the above

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other *(provide details)*

#### 7. *Voluntary question:* Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

[ ]  Yes *(select all that apply and go to Question 7.1)*

[ ]  Number of formal disclosures or complaints made in a year

[ ]  Number of informal disclosures or complaints made in a year

[ ]  Gender of the complainant/aggrieved or victim

[ ]  Gender of the accused or perpetrator

[ ]  Outcomes of investigations

[ ]  Other (provide details)

[ ]  No *(go to Question 8)*

7.1 *Voluntary question:* Has your organisation reported prevalence data publicly during the reporting period?

*(Select all that apply)*

[ ]  Yes, via website

[ ]  Yes, via annual report

[ ]  Yes, other (please specify)

[ ]  No

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

#### 8. *Voluntary question*: Does your organisation report on sexual harassment to the governing body and management (CEO, KMP, HOB) and how frequently?

*Sexual harassment, harassment on the ground of sex or discrimination should be monitored by governing bodies and management. Reports may include prevalence risks, and nature of workplace sexual harassment; organisational action taken to prevent and respond sexual harassment; outcomes and effectiveness of responses, including consequences for perpetrators; and analysis of trends and data in the workplace and broader industry. For more information see [article on reporting to governance]*

(Select all that apply)

[ ]  Yes, to the governing body

[ ]  At every governing body meeting

[ ]  Multiple times a year

[ ]  At least annually

[ ]  Other (provide details)

[ ]  Yes, to management

[ ]  At every management meeting

[ ]  Multiple times a year

[ ]  At least annually

[ ]  Other (provide details)

[ ]  None of the above (move to question 9)

[ ]  Currently under development (Enter estimated completion date: DD/MM/YYYY)

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

8.1 *Voluntary question:* Do your reports on sexual harassment to governing body and management include any of the following?

*Select all that apply*

☐ Risks of workplace sexual harassment

☐ Prevalence of workplace sexual harassment

☐ Nature of workplace sexual harassment

☐ Analysis of sexual harassment trends

☐ Organisational action to prevent and respond to sexual harassment

☐ Outcome of reports of sexual harassment

☐ Consequences for perpetrators of sexual harassment

☐ Effectiveness of response to reports of sexual harassment

☐ Use of non-disclosure agreements or confidentiality clauses

☐ Other (provide details)

#### 9. If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

*(500 word limit)*

### Family or domestic violence

*Family or domestic violence involves violent, abusive or intimidating behaviour from a partner, carer or family member to control, dominate or instil fear. It can be physical, emotional, psychological, financial, sexual or another type of abuse.*

*This section focuses on the measures your organisation has in place related to family or domestic violence. It asks whether you have a formal policy and/or formal strategy to support employees experiencing family or domestic violence, as well as other specific support mechanisms.*

*If measures to support employees experiencing family or domestic violence are not available in your organisation, you will have the opportunity to indicate why.*

**1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

*This question asks if you have a formal policy or strategy to support employees experiencing this kind of violence. If you answer yes, you will either have a standalone formal policy or strategy, or include this item in another formal policy or strategy.*

[ ]  Yes *(Select all that apply)*

[ ]  Policy

[ ]  Strategy

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Included in award/industrial or workplace agreement

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

##### Employee assistance program (including access to psychologist, chaplain or counsellor)

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Training of key personnel

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

A domestic violence clause is in an enterprise agreement or workplace agreement

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Workplace safety planning

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

[ ]  Yes

 How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided? *(Enter number of days)*

 days

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

[ ]  Yes

How many days of unpaid domestic violence leave (contained in an enterprise/workplace agreement) are provided? *(Enter number of days)*

 days

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

[ ]  Yes

How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided? *(Enter number of days)*

 days

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Access to unpaid leave

[ ]  Yes

How many days of unpaid domestic violence leave are provided? *(Enter number of days)*

 days

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

##### [ ]  Other (provide details)

##### Confidentiality of matters disclosed

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Referral of employees to appropriate domestic violence support services for expert advice

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Protection from any adverse action or discrimination based on the disclosure of domestic violence

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Flexible working arrangements

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Provision of financial support (e.g. advance bonus payment or advanced pay)

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Offer change of office location

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Emergency accommodation assistance

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Access to medical services (e.g. doctor or nurse)

[ ]  Yes

[ ]  **No** *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

##### Other (provide details)

**3. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.**

*(500 word limit)*

### Other leave measures

***Voluntary question:* Do you provide employees paid leave for any of the following (in addition to personal/sick leave)?**

*(Select all that apply)*

☐ Fertility treatments

☐ Menstruation / Endometriosis

☐ Menopause

☐ Gender affirmation

☐ Other

### Voluntary section - Diversity and Inclusion

*Gender inequality is not experienced in the same way by all women, men and non-binary people. Different dimensions of identity, including race, sexual orientation, disability, and age, can intersect and influence individual experiences and outcomes at work.*

*These questions focus on diversity data. They ask whether your organisation has a formal policy and/or formal strategy on diversity and inclusion as well as whether your organisation collects certain diversity data on employees.*

**1. *Voluntary question*: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?**

☐ Yes

If yes, the formal policy and/or formal strategy covers: *(Select all that apply)*

☐ Aboriginal and/or Torres Strait Islander identity

☐ Cultural and/or language and/or race/ethnicity background

☐ Disability and/or accessibility

☐ Sexual orientation

☐ Gender identity

☐ Age

☐ Other

☐ No *(Select all that apply)*

[ ]  Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Not aware of the need

[ ]  Other (provide details)

**2. *Voluntary question:* Does your organisation collect data on any of the following dimensions of employees’ identities?**

|  |  |
| --- | --- |
| ☐ Yes, Aboriginal and/or Torres Strait Islander identity | This data is:☐ provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)☐ not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| ☐ Yes, Cultural and/or language and/or race/ethnicity background  | This data is:☐ provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)☐ not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| ☐ Yes, Disability and/or accessibility  | This data is:☐ provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)☐ not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| ☐ Yes, Sexual orientation | This data is:☐ provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)☐ not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| ☐ Yes, Gender identity | This data is:☐ provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)☐ not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| [ ]  None of the above *(Select if applies)* |  |

**3. *Voluntary question:* Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?**

*This information is sought to support the Australian Government’s commitment to bring employment levels of First Nations working age Australians to levels consistent with share of population by 2030. WGEA will provide information on the totals provided by the 200 largest employers to the National Indigenous Australians Agency. Deidentified data may also be released together with WGEA’s public data release at aggregate level (meaning across the whole WGEA dataset and not at the organisational level).*

☐ Yes

|  |  |  |  |
| --- | --- | --- | --- |
| *Total number of:* | **Female** | **Male** | **Non-binary** |
| **Aboriginal and/or Torres Strait Islander Managers** |  |  |  |
| **Aboriginal and/or Torres Strait Islander Non-managers** |  |  |  |

☐ No