# Reporting Questionnaire

## Word version 2021-22

## *This questionnaire will be pre-populated with some responses from your 2020-21 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 2021-22 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. 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 gender pay gap

☐ Increase the number of women in leadership 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 using flexible work arrangements

☐ 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. 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. You may also indicate whether your chair/s and members identify as non-binary, which is a voluntary data point. Non-binary is an 'umbrella' term for any number of gender identities that sit within, outside or, across or between the spectrum of the male and female binary.*

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

#### 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 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 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 governing bodies.

*(Provide more detail below in 1.6 & 1.7)*

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

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

[ ]  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)

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

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

*Click or tap to enter a date.*

#### 1.8 Do you have a formal policy and/or formal strategy in place on the gender composition of your 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)

#### 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 2021 to 31 March 2022.*

**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 organisation-wide gender pay gap in your confidential data reports and does not publicly publish this data.

☐ Yes *(select all that apply)*

☐ Shared internally with governing body members

☐ Shared internally with employees

☐ Shared internally with shareholders

☐ Shared externally

☐ Other

☐ No

**3a. *Voluntary question:* Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?**

☐ Yes

☐ 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. 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 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)

*A like-for-like gap compares the same or similar roles.*

*An organisation-wide gap is the difference between the average remuneration of all women and the average remuneration of men in your organisation.*

*(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

sex-based harassment and 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 your previous year’s public reports 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.** *Voluntary question:* **Have you shared previous Executive Summary and 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 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 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 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)

##### Telecommuting (e.g. 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)

##### Telecommuting (e.g. 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 during the 2021-22 reporting period?**

*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?**

*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 definition)’*

*Equally-shared parental leave policies offer the same type, length and conditions to any employee, regardless of carer status, who require parental leave. If your organisation offers this - you should answer this question with ‘yes, we offer employer funded parental leave (without using the primary/secondary carer definition)’.*

*if you do not offer 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 that is gender equal
*(Answer questions 1.1 – 1.8 and then move to question 2)*

[ ]  We offer employer funded parental leave using the primary/secondary carer definition *(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 is available to:**

*(Select one option)*

[ ]  All, regardless of gender

[ ]  Women only

[ ]  Men only

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

*(Select all that apply)*

[ ]  Birth

[ ]  Adoption

[ ]  Surrogacy

[ ]  Stillbirth

**1.3 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)

**1.4 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

**1.5 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.*

**1.6 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%

**1.7 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

**1.8 Do you require carers to take employer funded paid parental leave within a certain time period 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 period 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 period 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)*

### Sex-based harassment and discrimination

*Sex-based discrimination occurs when someone is treated less favourably or not given the same opportunities because of their sex. Sex-based harassment includes sexual or non-sexual behaviour that offends, humiliates, intimidates, is unwanted, or is not returned. 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.*

*This section focuses on the measures your organisation has in place related to sex-based harassment and discrimination, including formal policies/strategies, grievance processes, and training.*

*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 on sex-based harassment and discrimination prevention?**

*This question asks if you have a formal policy or strategy to prevent sex-based harassment and discrimination. If you answer yes, you will either have a standalone formal policy or strategy, or include this item in another formal policy or strategy. An employer is ultimately responsible for ensuring a harassment-free workplace. A formal policy and strategy could include a statement that:*

your organisation has a zero tolerance approach to sex-based harassment and discrimination

lists employees’ rights and obligations in this area.

[ ]  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 Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal 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)

**2. Do you provide training on sex-based harassment and discrimination prevention to the following groups?**

##### All managers

[ ]  Yes *(Please indicate how often is this training provided. Select all that apply.)*

[ ]  At induction

[ ]  At least annually

[ ]  Every one-to-two years

[ ]  Every three years or more

[ ]  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)

##### All employees

[ ]  Yes *(Please indicate how often is this training provided. Select all that apply.)*

[ ]  At induction

[ ]  At least annually[ ]  Every one-to-two years

[ ]  Every three years or more

[ ]  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)

**3. If your organisation would like to provide additional information relating to sex-based harassment and 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)*

## *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.*

*This section focuses on diversity data. It asks whether you have a formal policy and/or formal strategy on diversity and inclusion as well as whether you collect certain diversity data on employees.*

**1. 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

**2. Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?**

☐ Yes

 *If this data can be shared and is not confidential, please complete the below table.*

 *If this data cannot be shared and is confidential, please go to question 3.*

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

☐ No

**3. Do you currently collect data on any of the following dimensions of employees’ identities?**

*(Select all that apply)*

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

☐ Disability

☐ Sexual orientation

☐ Gender identity

☐ Other