



Public report

2017-18

Submitted by

Legal Name: BHP Coal Pty Ltd







Organisation and contact details

| Submitting organisation details | Legal name | BHP Coal Pty Ltd |
|---------------------------------|--|--|
| | ABN | 83010595721 |
| | ANZSIC | B Mining 0600 Coal Mining |
| | Business/trading name/s | BHP Coal Pty Ltd |
| | ASX code (if applicable) | |
| | Postal address | GPO Box 1389 |
| | | BRISBANE QLD 4000 |
| | | AUSTRALIA |
| | Organisation phone number | 0732275620 |
| Reporting structure | Ultimate parent | BHP Billiton Limited - Group Functions |
| | Number of employees covered by this report | 2,565 |





Workplace profile

Manager

| Managan accomplished actorics | Departing level to CEO | Franksym and atativa | | No. | of employees |
|-----------------------------------|------------------------|----------------------|----|-----|-----------------|
| Manager occupational categories | Reporting level to CEO | Employment status | F | М | Total employees |
| | | Full-time permanent | 0 | 1 | 1 |
| | | Full-time contract | 0 | 0 | 0 |
| CEO/Head of Business in Australia | 0 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | Full-time permanent | 0 | 3 | 3 |
| | | Full-time contract | 0 | 0 | 0 |
| Key management personnel | -1 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | -2 | Full-time permanent | 4 | 17 | 21 |
| | | Full-time contract | 0 | 1 | 1 |
| Other executives/General managers | | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | Full-time permanent | 19 | 61 | 80 |
| | | Full-time contract | 2 | 0 | 2 |
| Senior Managers | -3 | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | Full-time permanent | 49 | 136 | 185 |
| | | Full-time contract | 1 | 7 | 8 |
| Other managers | -4 | Part-time permanent | 6 | 0 | 6 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| Grand total: all managers | | | 81 | 226 | 307 |

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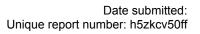


Workplace profile

Non-manager

| Non manager appunational actogories | Employment status | No. of employees (exclude | ling graduates and apprentices) | No. of graduates (if applicable) | | No. of apprentices (if applicable) | | Total employees |
|-------------------------------------|---------------------|---------------------------|---------------------------------|----------------------------------|----|------------------------------------|----|-----------------|
| Non-manager occupational categories | Employment status | F | M | F | М | F | M | Total employees |
| | Full-time permanent | 275 | 616 | 8 | 13 | 0 | 0 | 912 |
| | Full-time contract | 15 | 17 | 0 | 0 | 0 | 0 | 32 |
| Professionals | Part-time permanent | 33 | 5 | 0 | 0 | 0 | 0 | 38 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 8 | 239 | 0 | 0 | 0 | 0 | 247 |
| | Full-time contract | 0 | 0 | 0 | 0 | 11 | 18 | 29 |
| Technicians and trade | Part-time permanent | 1 | 3 | 0 | 0 | 0 | 0 | 4 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| | Full-time contract | 3 | 0 | 0 | 0 | 0 | 0 | 3 |
| Community and personal service | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 100 | 79 | 2 | 1 | 0 | 0 | 182 |
| | Full-time contract | 7 | 1 | 0 | 0 | 0 | 0 | 8 |
| Clerical and administrative | Part-time permanent | 12 | 1 | 0 | 0 | 0 | 0 | 13 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sales | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 76 | 673 | 0 | 0 | 0 | 0 | 749 |
| | Full-time contract | 25 | 14 | 0 | 0 | 0 | 0 | 39 |
| Machinery operators and drivers | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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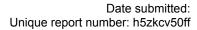






| Non-manager equipational estageries | Employment status | No. of employees (exclud | ing graduates and apprentices) | No. of graduate | s (if applicable) | No. of apprentice | es (if applicable) | Total ampleyees | |
|-------------------------------------|---------------------|--------------------------|--------------------------------|-----------------|-------------------|-------------------|--------------------|-----------------|--|
| Non-manager occupational categories | Employment status | F | M | F | М | F | М | Total employees | |
| | Full-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Labourers | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Full-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Others | Part-time permanent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Part-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Grand total: all non-managers | | 557 | 1,648 | 10 | 14 | 11 | 18 | 2,258 | |

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Reporting questionnaire

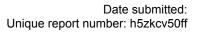
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

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

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







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





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

| | Mana | Managers | | nagers |
|---|--------|----------|--------|--------|
| | Female | Male | Female | Male |
| Permanent/ongoing full-time employees | 2 | 14 | 10 | 14 |
| Permanent/ongoing part-time employees | 0 | 0 | 0 | 0 |
| Fixed-term contract full-time employees | 0 | 0 | 0 | 1 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 0 |
| Casual employees | 0 | 0 | 0 | 0 |

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

| | Female | Male |
|---|--------|------|
| Number of appointments made to MANAGER roles (including promotions) | 43 | 125 |
| Number of appointments made to NON-MANAGER roles (including promotions) | 389 | 685 |

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

| | Mana | Managers | | nagers |
|---|--------|----------|--------|--------|
| | Female | Male | Female | Male |
| Permanent/ongoing full-time employees | 3 | 9 | 25 | 76 |
| Permanent/ongoing part-time employees | 1 | 0 | 4 | 1 |
| Fixed-term contract full-time employees | 1 | 0 | 2 | 5 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 0 |
| Casual employees | 0 | 0 | 0 | 0 |

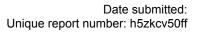
1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

In October 2016 BHP announced an aspirational goal to achieve gender balance globally by 2025. The global Inclusion & Diversity Council, chaired by the CEO, has identified the following four strategic priorities to enable the goal:

- Embedding flexibility in the way we work;
- Enabling our supply chain partners to support our commitment to inclusion and diversity;
- Uncovering and taking steps to mitigate potential bias in our behaviours, systems, policies and processes;
- Ensuring our brand and industry are attractive to a diverse range of people.

Gender equality indicator 2: Gender composition of governing bodies

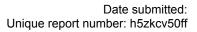
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant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







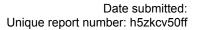
| | of directors, trustees, committee of ma ion relates to the highest governing boo | | |
|---------------|---|---|--|
| 2.1 | Please answer the following questions | relating to each governing body cove | ered in this report. |
| | Note: If this report covers more than o organisation before proceeding to que | | will be repeated for each |
| | If your organisation's governing body organisation's name BUT the numerical | is the same as your parent entity's, yo | |
| 2.1a.1 | Organisation name? | | |
| | BHP Billiton Limited | | |
| 2.1b.1 | How many Chairs on this governing be | ody? | |
| | | Female | Male |
| | Number | 0 | 1 |
| 2.1d.1 | Has a target been set to increase the re ☐ Yes | | ning body? |
| | ☐ Currently under development, ☐ Insufficient resources/expertise ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): Part of the Board's role is to offinancial year and to assess a BHP has an aspiration to achi | nder balance (e.g. 40% women/40% mer please enter date this is due to be comperating body/board appointments (provide onsider and approve measurable objection and both the objectives and our progreve gender balance across our workforce | details why): ves for workforce diversity or the service of the s |
| | iii and context, Beard diversity | r, in terms of gender, background and ex | perience, remains a focus. |
| 2.1g.1 | Are you reporting on any other organis | | perience, remains a focus. |
| 2.1g.1 | | | perience, remains a focus. |
| 2.1g.1 2.2 | Are you reporting on any other organis | sations in this report? | |







| | | ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body appointments (provide details why) ☐ Not a priority ☐ Other (provide details): |
|-----|---------------------|---|
| | 2.3 | Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)? |
| | | ⊠ No |
| | 2.5 | If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below. |
| Ger | nder | equality indicator 3: Equal remuneration between women and men |
| | remune r equalit | ration between women and men is a key component of improving women's economic security and progressing y. |
| 3. | Do you | u have a formal policy and/or formal strategy on remuneration generally? |
| | ⊠ Yes | s (select all applicable answers) |
| | □No | ☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details): |
| | 3.1 | Are specific gender pay equity objectives included in your formal policy and/or formal strategy? |
| | | ✓ Yes (provide details in question 3.2 below) ☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) ☐ Currently under development, please enter date this is due to be completed ☐ Salaries set by awards/industrial or workplace agreements ☐ Insufficient resources/expertise ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details): |
| | 3.2 | Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)? |
| | | ☑ To achieve gender pay equity ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands ☑ To ensure managers are held accountable for pay equity outcomes ☑ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details): |







| 4. | Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e |
|----|---|
| | conducted a gender pay gap analysis)? |

| Within last 12 months |
|--|
| ☐ Within last 1-2 years |
| ☐ More than 2 years ago but less than 4 years ago |
| Other (provide details): |
| No (you may specify why you have not analysed your payroll for gender remuneration gaps) |
| Currently under development, please enter date this is due to be completed |
| ☐ Insufficient resources/expertise |
| Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no |
| room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or |
| qualifications) |
| Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there |
| IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance |
| assessments) |
| ☐ Non-award employees paid market rate |
| ☐ Not a priority |
| ☐ Other (provide details): |
| Cuter (provide details). |
| |

4.01 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).

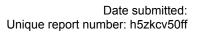
BHP has an embedded annual process to identify and rectify any gaps in like-for-like roles. Within this process, the gender pay gap used in BHP's internal process of ensuring pay equity is the difference between a male's and female's average full-time equivalent salary, or remuneration, for like roles. The purpose of our internal annual gender pay process to identify any pay gaps on this basis, and their causes, in order to address identified pay equity issues. The following principles are applied:

- There should be no unjustifiable disparity in remuneration between males and females where attributes,
- relevant experiences, qualifications, performance and role are similar;

 Broad "average" based outcome analysis may identify areas to address first, but individual analysis must be conducted so any discrepancies are captured and addressed; and
- Compa ratio data (i.e. actual salaries compared to relevant market benchmarks) are utilised to ensure a comparable analysis is completed with the correct peer market grouping. In addition to WGEA, BHP report externally on gender pay analysis to the Gender Pay Reporting body in the US and the Gender Pay Gap Regulations body in the UK.

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

| ☐ Created a pay equity strategy or action plan |
|--|
| ☐ Identified cause/s of the gaps |
| Reviewed remuneration decision-making processes |
| |
| Analysed commencement salaries by gender to ensure there are no pay gaps |
| Analysed performance ratings to ensure there is no gender bias (including unconscious bias) |
| Analysed performance pay to ensure there is no gender bias (including unconscious bias) |
| ☐ Trained people-managers in addressing gender bias (including unconscious bias) |
| ⊠ Set targets to reduce any like-for-like gaps |
| ☑ Set targets to reduce any organisation-wide gaps |
| ☑ Reported pay equity metrics (including gender pay gaps) to the governing body |
| ☒ Reported pay equity metrics (including gender pay gaps) to the executive |
| Reported pay equity metrics (including gender pay gaps) to all employees |
| Reported pay equity metrics (including gender pay gaps) externally |
| ☐ Corrected like-for-like gaps |
| Conducted a gender-based job evaluation process |
| ☐ Implemented other changes (provide details): |
| / |
| No (you may specify why no actions were taken resulting from your remuneration gap analysis) |
| ☐ No unexplainable or unjustifiable gaps identified |
| Currently under development, please enter date this is due to be completed |
| ☐ Insufficient resources/expertise |
| ☐ Salaries set by awards/industrial or workplace agreements |
| ☐ Non-award employees are paid market rate |





4.2



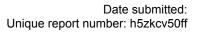
| ☐ Unable to address cause/s of gaps (provide details why): ☐ Not a priority ☐ Other (provide details): |
|--|
| f your organisation would like to provide additional information relating to gender equality indicator 3, please do so below: |

Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements al

| 5. | A "DI | RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having |
|----|--|--|
| J. | | er responsibility for the day-to-day care of a child. |
| | | ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers? |
| | time of indications of time of paid paid paid paid paid paid paid paid | ss. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) When we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please to the how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme by paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) When offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded of arental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) On to available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details): |
| | 5.1 | How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees: |
| | | 18 |

arrangements you may have in place, please do so below.







| | 5.2 | What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? |
|-----|-------|--|
| | | In your calculation, you MUST INCLUDE CASUALS when working out the proportion. |
| | | □ <10% |
| 6. | | CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the cy carer. |
| | | u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers? |
| | ☐ No, | we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details): |
| | 6.1 | How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees: |
| | | 10 |
| 6a. | | organisation would like to provide additional information on your paid parental leave for SECONDARY RS e.g. eligibility period, other arrangements you may have in place etc, please do so below. |
| | 6.2 | What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10% |

How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

7.





| | Primary carer's leave | | Secondary carer's leave | |
|----------|-----------------------|------|-------------------------|------|
| | Female | Male | Female | Male |
| Managers | 11 | 1 | 0 | 4 |

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

| | Primary carer's leave | | Secondary carer's leave | |
|--------------|-----------------------|------|-------------------------|------|
| | Female | Male | Female | Male |
| Non-managers | 62 | 11 | 0 | 61 |

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

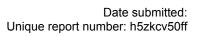
| | Female | Male |
|----------|--------|------|
| Managers | 0 | 0 |

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

| | Female | Male |
|--------------|--------|------|
| Non-managers | 2 | 0 |

| q | Do you have a fo | rmal policy and/or t | ormal strategy on f | flevible working | arrangements? |
|---|------------------|----------------------|---------------------|------------------|---------------|

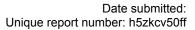
| ⊠ Yes | (select all applicable answers) ☐ Policy |
|-------|--|
| | ⊠ Strategy |
| □ No | (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Don't offer flexible arrangements Not a priority Other (provide details): |
| 9.1 | You may indicate which of the following are included in your flexible working arrangements strategy: |
| | A business case for flexibility has been established and endorsed at the leadership level |
| | Leaders are visible role models of flexible working |
| | Elexible working is promoted throughout the organisation |
| | Targets have been set for engagement in flexible work |
| | Targets have been set for men's engagement in flexible work |
| | ☐ Leaders are held accountable for improving workplace flexibility ☐ Manager training on flexible working is provided throughout the organisation |
| | ☐ Imanager training of nexible working is provided throughout the organisation |
| | ☐ Team-based training is provided throughout the organisation |
| | Employees are surveyed on whether they have sufficient flexibility |
| | |







| | | ☑ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement) ☑ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel ☑ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body |
|-----|-------|--|
| 10. | Do yo | ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities? |
| | ⊠ Ye | es (select all applicable answers) |
| | | ☐ Folicy ☐ Strategy |
| | ☐ No | you may specify why no formal policy or formal strategy is in place) |
| | | Currently under development, please enter date this is due to be completed |
| | | ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement |
| | | ☐ Not a priority |
| | | Other (provide details): |
| 11. | | ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities imployer-subsidised childcare, breastfeeding facilities)? |
| | ⊠ Ye | s s |
| | ☐ No | you may specify why non-leave based measures are not in place) |
| | | ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise |
| | | ☐ Not a priority |
| | | Other (provide details): |
| | 11.1 | Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites". |
| | | ☐ Employer subsidised childcare |
| | | Available at some worksites only |
| | | ☐ Available at all worksites ☐ On-site childcare |
| | | ☐ Available at some worksites only |
| | | ☐ Available at all worksites |
| | | ☐ Breastfeeding facilities |
| | | |
| | | ☐ Childcare referral services |
| | | Available at some worksites only |
| | | ☐ Available at all worksites ☑ Internal support networks for parents |
| | | Available at some worksites only |
| | | |
| | | Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave) |
| | | Available at some worksites only |
| | | ☐ Available at all worksites |
| | | ☐ Information packs to support new parents and/or those with elder care responsibilities |
| | | ☐ Available at some worksites only ☑ Available at all worksites |
| | | Referral services to support employees with family and/or caring responsibilities |
| | | Available at some worksites only |
| | | ☒ Available at all worksites ☒ Targeted communication mechanisms, for example intranet/ forums |
| | | ☐ Available at some worksites only |
| | | |
| | | Support in securing school holiday care |
| | | ☐ Available at some worksites only ☐ Available at all worksites |
| | | ☐ Available at all worksites ☐ Coaching for employees on returning to work from parental leave |
| | | |
| | | ☐ Available at all worksites |



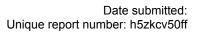




| | ☐ Parenting workshops targeting mothers ☐ Available at some worksites only ☐ Available at all worksites ☐ Parenting workshops targeting fathers ☐ Available at some worksites only ☐ Available at all worksites ☐ None of the above, please complete question 11.2 below |
|-----|--|
| 12. | Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence? |
| | Yes (select all applicable answers) |
| 13. | Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence? Yes (select all applicable answers) |
| 14. | Where any of the following options are available in your workplace, are those option/s available to both women AND men? • flexible hours of work • compressed working weeks |

- compressed working weeks
- time-in-lieu telecommuting
- part-time work job sharing carer's leave
- purchased leave

unpaid leave.
 Options may be offered both formally and/or informally.
 For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

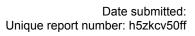






 \boxtimes Yes, the option/s in place are available to both women and men. \square No, some/all options are not available to both women AND men.

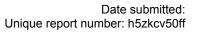
| | | Mar | nagers | Non-m | anagers |
|---|--|--|---|--|--------------------------------|
| | | Formal | Informal | Formal | Informal |
| | Flexible hours of work | | \boxtimes | \boxtimes | \boxtimes |
| | Compressed working weeks | | | | |
| | Time-in-lieu | | | | |
| | Telecommuting | | | \boxtimes | |
| | Part-time work | | | | |
| | Job sharing | | | | |
| | Carer's leave | | \boxtimes | \boxtimes | \boxtimes |
| | Purchased leave | | | | |
| | Unpaid leave | | | | |
| | Other (provide details): | | | | |
| 14.4 | please do so below: | | | | |
| Gende Oncer | | ensultation w the workplac | ith emplo e | yees on | issues |
| ende oncer nis gender ncerning | r equality indicator 5: Co rning gender equality in t | ensultation w the workplace at consultation occurs | ith emplo e between employ | yees on ers and employ | issues rees on issue |
| Gende Oncer his gender oncerning | r equality indicator 5: Co rning gender equality in t equality indicator seeks information on what gender equality in the workplace. | ensultation withe workplace at consultation occurs | ith emplo e between employ er equality in yo | yees on ers and employ ur workplace? | issues rees on issue |
| Gende Oncer his gender oncerning | r equality indicator 5: Corning gender equality in the equality in the equality in the workplace. The equality indicator seeks information on what equality in the workplace. The equality in the workplace on issues the equality in the workplace. The equality in the workplace on issues is equal to equal the equality in the workplace. The equality indicator seeks information on what equal to equal the equal the equal to equal the equal the equal to equal the equal the equal the equal the equal to equal the equa | ensultation withe workplace at consultation occurs es concerning genderulted with employees of | ith emplo e between employ er equality in yo on gender equali | yees on ers and employ ur workplace? | issues rees on issue |







| | | Under (provide details): |
|----------|-----------|--|
| | 15.2 | Who did you consult? |
| | | □ 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): All staff are consulted as part of the annual employee engagement survey. In addition, a selection of new employees are surveyed to understand how inclusive their experience has been. Focus groups are held at the local team level and Inclusion & Diversity committees are consulted on the issues and areas of opportunity. |
| | 15.3 | If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below. |
| | | |
| Gen | der | equality indicator 6: Sex-based harassment and discrimination |
| particip | oation. S | n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place. |
| 16. | Do yo | u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention? |
| | ⊠ Yes | s (select all applicable answers) |
| | □No | Strategy (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Included in award/industrial or workplace agreement □ Not a priority □ Other (provide details): |
| | 16.1 | Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? |
| | | Yes No (you may specify why a grievance process is not included) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority □ Other (provide details): |
| 17. | Do yo | u provide training for all managers on sex-based harassment and discrimination prevention? |
| | ⊠ Yes | s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units |







| | Other (provide details): |
|------|---|
| | Sex-based harassment and discrimination training is included in a broader set of training materials which |
| | provides learnings with insight into all forms of harassment and discrimination. Our publicly-available Code of |
| | Business Conduct covers harassment and discrimination related training is conducted with every employee on an |
| | annual basis. |
| ∐ No | (<u>yo</u> u may specify why this training is not provided) |
| | Currently under development, please enter date this is due to be completed |
| | Insufficient resources/expertise |
| | ☐ Not a priority |
| | Other (provide details): |
| | |
| | |
| 17.1 | If your organisation would like to provide additional information relating to gender equality indicator 6, |
| | please do so below: |
| | |
| | |

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)





Gender composition proportions in your workplace

Important notes:

- Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 25.7% females and 74.3% males.

Promotions

- 2. 29.3% of employees awarded promotions were women and 70.7% were men
 - i. 12.5% of all manager promotions were awarded to women
 - ii. 40.0% of all non-manager promotions were awarded to women.
- 3. 2.4% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 28.3% of employees who resigned were women and 71.7% were men
 - i. 35.7% of all managers who resigned were women
 - ii. 27.4% of all non-managers who resigned were women.
- 5. 2.4% of your workforce was part-time and 4.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 2.7% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations: Construction, Forestry, Mining and Energy Union - CMFEU Australian Manufacturing Workers Union - AMWU Communications Electrical & Plumbing Union - CEPU Transport Workers Union - TWU Australian Workers Union - AWU Professionals Australia (formally - Professional Engineers, Scientists and Managers Australia) - APESMA

CEO sign off confirmation

| Confirmation CEO has signed the report: |
|---|
| |
| Date: |
| |

