



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Compliance Program

Submitted by:

Westrac Pty Ltd (ABN:63009342572)

**Seven Group Holdings Limited
(ABN:46142003469)**

**Coates Hire Operations Pty Limited
(ABN:99074126971)**

Sgh Energy Pty Limited (ABN:64058818278)

Allightsykes Pty Ltd (ABN:35053434807)

**Sitech Solutions Pty Ltd
(ABN:36137343090)**

Sitech (Wa) Pty Ltd (ABN:58139286454)

**Network Investment Holdings Pty Limited
(ABN:50078448512)**

#Workplace overview

Policies and strategies

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

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Strategy Policy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	Strategy Policy

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

- Reduce the gender pay gap
- Increase the number of women in leadership positions
- Increase the number of women in male-dominated roles

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

The Group is committed to supporting open and inclusive workplaces that embrace and promote diversity and equal opportunity. SGH recognises a diverse workforce which is a fundamental element for providing diversity of thought and ideas to sustain our competitive advantage. Key accountabilities to support this agenda are outlined below:

SGH Board

Sets objectives and works to ensure that organisational behaviour is consistent with an inclusive workplace that embraces diversity.

SGH Executive Team

Sets objectives and demonstrates behaviour consistent with an inclusive workplace that embraces diversity.

Adheres to the minimum standards of behaviour outlined in the Policy.

Reports unacceptable behaviour and appropriately and promptly deals with any complaints made.

Managers and Supervisors

Demonstrate behaviour consistent with an inclusive workplace that embraces diversity and promote such a workplace by:

- Encouraging the sharing of diverse experiences and perspectives;

- Identifying and considering how particular diverse attributes can create value and assist employees to make such a contribution.

Fairly reviewing performance against set objectives at least once a year.

Adhere to the standards of behaviour outlined in the SGH Diversity Policy.

Report unacceptable behaviour and appropriately and promptly deal with any complaints made.

All Group businesses have defined diversity and inclusion objectives that continue to build on the foundation of previous strategies to ensure an open and inclusive workforce.

Diversity and Inclusion policies, specific work practices and guidelines underpin those objectives to ensure year on year improvement in gender diversity across the Group.

Flexible Work Practices

With the significant increase in the utilisation of flexible working practices over the last 2 years the Group businesses have continued to enhance options available to employees including adjustments to working hours, patterns of work and work locations, telecommuting and job sharing.

Both WesTrac and Coates are recognised and accredited as employers offering flexible practices on diversity focused job boards which has been a positive result for attracting diverse talent.

Gender

Over the past 12 months, progress has been made on increasing female participation in apprentice programs and trade roles, as well as the proportion of females in supervisory and management roles.

HR Analytics

The use of HR analytics continues to provide greater insights to mitigate any potential issues with respect to unconscious bias in our systems, policies and processes and behaviours. A key element is the continual review of recruitment, remuneration and turnover information to identify any potential areas of bias at all stages, from the review of job applications through to final hiring decisions and the provision of this information to our people leaders though regular reporting and dashboards provides immediate and ongoing feedback on progress against diversity targets.

Governing bodies

Westrac Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Seven Group Holdings Limited

1: Does this organisation have a governing	Yes(Provide further details on the governing
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body?	<i>body(ies) and its composition)</i>
1.1: What is the name of your governing body?	Seven Group Holdings
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	0
...Male	1
...Non-binary	0
...Members	
...Female	3
...Male	5
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy Strategy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	30.00%
10.7: What year is the target to be reached (select the last day of the target year)?	31-Dec-2025
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	Yes(<i>Select all that apply.</i>)
	Strategy
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Coates Hire Operations Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	

...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Sgh Energy Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Allightsykes Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	

...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Sitech Solutions Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Sitech (Wa) Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	

...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Network Investment Holdings Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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

The Board is mindful of and recognises the benefits of a Board comprising directors with a broad range of skills, experiences and perspectives to execute its responsibilities. The Board will continue to review its composition to ensure that it remains appropriate for the Company, including with regard to gender diversity, as it manages succession on the Board. In addition to female representation on the SGH Board, the Audit and Risk Committee continues to be chaired by Annabelle Chaplain and the Remuneration & Nomination Committee is chaired by Kate Farrar. The Board currently comprises 33% female representation.

#Action on gender equality

Gender pay gaps

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

Yes(*Select all that apply*)

...Yes

Policy
Strategy

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

Yes(*Select all that apply*)

...Yes

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 implement and/or maintain a transparent and rigorous performance assessment process
To be transparent about pay scales and/or salary bands

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

31-Mar-2022

3: Does your organisation publish its organisation-wide gender pay gap?

Yes(*Select all that apply.*)

...Yes

Shared internally with governing body members
Shared externally
Shared internally with employees
Shared internally with shareholders

...Other

Update on gender pay action is provided through the SHG Board report and Coates Annual report and the Executive team

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

No

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

SGH is committed to reducing the gender pay gap in the organisation across all levels through various activities including:

Ongoing review and analysis of the gender pay gap with active management of any identified pay gaps;

Benchmarking of gender pay gaps to WGEA data as well as industry specific market remuneration;

Setting and regular monitoring of targets for increasing female representation in leadership roles and people leader roles; and

Increasing the level of female representation in trades and skills based roles.

Employer action on pay equity

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)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

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

Within the last 12 months

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

Yes(*Select all that apply*)

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

.. Yes

Created a pay equity strategy or action plan
Identified cause/s of the gaps
Reviewed remuneration decision-making processes
Reported pay equity metrics (including gender pay gaps) to the governing body
Reported pay equity metrics (including gender pay gaps) to the executive
Corrected like-for-like gaps
Analysed commencement salaries by gender to ensure there are no pay gaps
Reported pay equity metrics (including gender pay gaps) to all employees
Implemented other changes (provide details):

...Implemented other changes (provide details):

Additional budgets identified to address pay equity as part of remuneration review process, targeted roles have a minimum salary to reduce any potential of gender bias

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 review of the organisation-wide gap in the difference between the average remuneration of all women and the average remuneration of men is conducted as part of the Annual Remuneration Review process.

Additionally, business units reviewed and addressed gender pay gaps in like-for-like roles, where the roles were at the same level and/or for jobs with the same titles.

2: 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?

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

Employee consultation

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

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Survey
Consultative committee or group
Exit interviews
Performance discussions

...Other (provide details)

Employee engagement survey

1.2: Who did you consult?

ALL staff

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

Yes(*Select all that apply.*)

...Yes

Strategy

3: On what date did your organisation share your previous year's public reports with employees?

25-Aug-2021

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders?

1-Aug-2021

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Yes

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

To ensure the necessary focus across the workforce, Diversity and Inclusion (D&I) Committees have been established across the operating businesses to focus on driving progress against the D&I strategy, as well as providing opportunities for employees to provide feedback and review and coordinating events and activities to support the strategy. In addition, senior leaders have completed a full day gender equality workshop to ensure alignment on D&I success measures.

#Flexible work

Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2022
...Other (provide details)	Due to operational nature of workforce, the submissions for flexibility upon request and monitored to ensure barriers are removed as appropriate.
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2022
...Other (provide details)	Due to operational nature of workforce, the submissions for flexibility are monitored to ensure barriers are removed as appropriate.
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>) Other (provide details)
...Currently under development	30-Jun-2022

...Other (provide details)	30-Jun-2023
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Other (provide details) Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2022
...Other (provide details)	Information on flexible working is provided at induction and is also readily available on company intranets.
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
...Other (provide details)	Yes
...Yes	Information on flexible working is provided at induction and is also readily available on company intranets

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

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available Formal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
	SAME options for women and men(<i>Select all that apply</i>)

...Yes	<i>that apply)</i>
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

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

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Yes

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: 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?

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
 Other(*Provide details*)

...Other

Encouraged to have meetings online when appropriate; training on parameters of flexibility and how to support staff to implement

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.

Flexible work practices are a key aspect of the Group's diversity strategy and enhanced flexible work practices across our business in FY20/FY21 were critical for the Group's ability to transition to remote working in the wake of the COVID-19 pandemic. With the significant increase in the utilisation of flexible working practices over the last 2 years the Group businesses have continued to enhance options available to employees including adjustments to working hours, patterns of work and work locations, telecommuting and job sharing.

Both WesTrac and Coates are recognised and accredited as employers offering flexible practices on diversity focused job boards which has been a positive result for attracting diverse talent. For employees, the flexible work practices instituted over the past 2 years have seen a significant increase in the number of employees entering into formal flexible working arrangements.

Over the past 12 months, progress has been made on increasing female participation in apprentice programs and trade roles, as well as the proportion of females in supervisory and management roles and the business continues to work on strategies to increase female workforce participation. Coates has also launched the Leadership, Excellence and Performance (LEAP) program to support the mentoring and development of female future leaders.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes (<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the gap between the employee's salary and the government's paid parental leave scheme
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	10
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.1.g: 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
1.1.g.1: How long is the qualifying period?	12
1.1.h: 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
1.1.h: 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?	Within 12 months

.. Yes	
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary
1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	1
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%
1.2.g: 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
1.2.g.1: How long is the qualifying period?	12
1.2.h: 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
1.2.h: 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?	Within 12 months
.. Yes	

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.

10 weeks paid parental leave is the minimum provided with higher levels in certain business units. Reviews of policies across the group are currently underway to harmonise the approach across SGH.

Support for carers

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

Yes (*Select all that apply*)

...Yes

Policy

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

...Employer subsidised childcare

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority
Not aware of the need

...Other (provide details)

...On-site childcare

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority
Not aware of the need

...Breastfeeding facilities

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

...Yes

Available at SOME worksites

...Childcare referral services

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority
Not aware of the need

...Internal support networks for parents

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority
Not aware of the need

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

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority
Not aware of the need

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

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

...Yes

Available at ALL worksites

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

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority

	Not aware of the need
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise Not a priority Not aware of the need
...Coaching for employees on returning to work from paid parental leave	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise Not a priority Not aware of the need
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise Not a priority Not aware of the need
...Other (provide details)	No

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

Parental leave toolkit (guidelines) available for team members, advising of all considerations when accessing parental leave, as well as support for all employees via the Employee Assistance Program including support for for carers in the workplace.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

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

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
	At induction

...Yes	Other (provide details)
...Other (provide details)	Policy awareness sessions
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Other (provide details)
...Other (provide details)	Policy awareness sessions

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

SGH has a Code of Conduct in place that details expectations for all employees with respect to their personal conduct and provision of a working environment that is free from discrimination and harassment and there are various avenues for employees to raise issues of sex-based harassment and discrimination in a confidential manner.

All directors, executives, managers and supervisors are required to report any unacceptable behaviour and appropriately and promptly deal with any complaints or issues.

Family or domestic violence

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
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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
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)

...Yes	No
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of unpaid domestic violence leave are provided?	5
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	31-Dec-2022
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No

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

The Employee Assistance Program provides support to employees as well as their families for any issues including for those individuals that may be experiencing family or domestic violence.

#Diversity and inclusion

Voluntary section

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

Yes (*Select all that is covered.*)

...Yes

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

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:

3: Do you currently collect data on any of the following dimensions of employees' identities?

Cultural and/or language and/or race/ethnicity background
Disability
Gender identity

Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	107	556	0	0	663
	Full-time contract	2	3	0	0	5
	Part-time permanent	8	5	0	0	13
	Casual	0	1	0	0	1
Professionals	Full-time permanent	157	593	0	0	750
	Full-time contract	8	9	0	0	18
	Part-time permanent	24	3	0	0	27
	Part-time contract	2	2	0	0	4
	Casual	1	6	0	0	7
Technicians And Trades Workers	Full-time permanent	33	2,218	0	10	2,261
	Full-time contract	1	38	40	221	300
	Part-time permanent	4	5	0	0	9
	Casual	3	38	0	0	41
Clerical And Administrative Workers	Full-time permanent	267	154	0	0	422
	Full-time contract	16	7	0	0	23
	Part-time permanent	54	2	0	0	56
	Part-time contract	6	1	0	0	7
	Casual	5	2	0	0	7
Sales Workers	Full-time permanent	229	484	0	0	713
	Full-time contract	4	1	0	0	5
	Part-time permanent	11	2	0	0	13
	Part-time contract	1	0	0	0	1
	Casual	1	3	0	0	4
Machinery Operators And Drivers	Full-time permanent	68	572	0	0	640
	Full-time contract	1	2	0	0	3
	Part-time permanent	11	5	0	0	16
	Casual	1	5	0	0	6
Labourers	Full-time permanent	9	149	0	0	158
	Full-time contract	0	1	0	0	1
	Part-time permanent	0	1	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: All Industries

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	1	4	5
HOB	-1	Full-time permanent	1	1	2
	-2	Full-time permanent	0	1	1
	-3	Full-time permanent	0	1	1
GM	-2	Full-time permanent	3	22	25
	-3	Full-time permanent	3	10	13
		Part-time permanent	0	1	1
	-4	Full-time permanent	0	3	3
SM	-2	Full-time permanent	0	4	4
		Part-time permanent	0	1	1
	-3	Full-time permanent	10	68	78
		Part-time permanent	1	0	1
	-4	Full-time permanent	0	5	5
OM	-2	Full-time permanent	1	0	1
	-3	Full-time permanent	14	39	53
		Part-time permanent	4	1	5
	-4	Full-time permanent	48	278	326
		Full-time contract	2	2	4
		Part-time permanent	3	2	5
	-5	Full-time permanent	21	110	131
		Full-time contract	0	1	1
		Casual	0	1	1
-6	Full-time permanent	5	9	14	

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	8	47	55
			Non-managers	101	273	374
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	3	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	6	0	6
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Non-managers	1	0	1
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	2
Managers				3	31	34
Non-managers				59	372	431
Fixed-Term Contract			CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	8	24	32
Part-time		Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	6	0	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
N/A		Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	1	2
			Managers	7	46	53
			Non-managers	275	845	1,122
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	3
			Non-managers	49	85	136
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	17	3	20
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	9	1	10
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	9	43	52

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	1	3	4
			Managers	18	86	104
			Non-managers	200	866	1,067
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	3	5
			Non-managers	17	21	38
	Part-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	0	1	1
			Non-managers	19	13	32
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	6	1	7
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	2	21	23
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	0	3
			Non-managers	43	20	63
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	28	0	28
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	11	11
			Non-managers	2	131	133
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	5	5
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	5	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X