



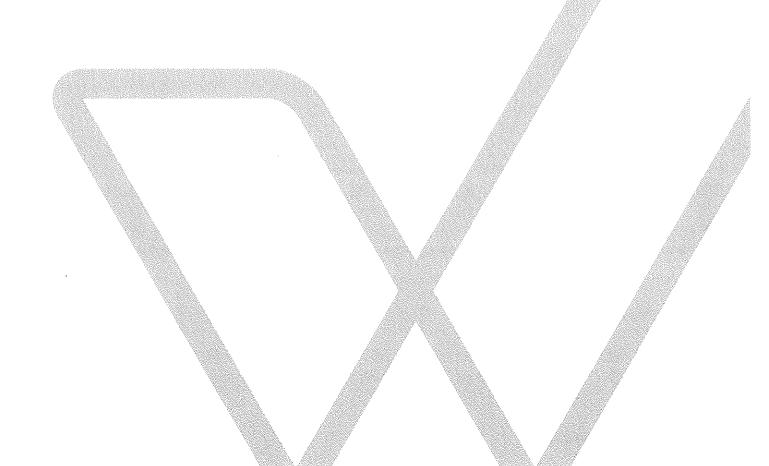
# Public report

2017.18

Submitted by

Legal Name:

Regional Express Holdings Ltd





Reporting structure



# Organisation and contact details

Submitting organisation details Legal name Regional Express Holdings Ltd 18099547270 ABN I Transport, Postal and Warehousing ANZSIC 4900 Air and Space Transport Business/trading name/s ASX code (if applicable) REX Postal address 81-83 Baxter Rd MASCOT NSW 2020 **AUSTRALIA** Organisation phone number (02) 9023 3500

Regional Express Holdings Ltd

this report

Ultimate parent





# All organisations covered by this report

Legal name	Business/trading name/s
Regional Express Holdings Ltd	
Regional Express Pty Ltd	
Pel - Air Aviation Pty Ltd	
Air Link Pty Limited	
Australian Airline Pilot Academy Pty Ltd	AAPA



# Workplace profile

# Manager

Manager occupational categories	Reporting level to CEO	Employment status		18818	No. of employees	
		Full-time permanent	٥ ــــ	3	i otal employees	pioyees
		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	0	0	
		Full-time contract	0	0	0	
	-	Part-time permanent	0	1		
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	0	4	7	All participations and the second sec
		Full-time contract	0	0	0	
Key management personnel	77	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	0	1	1	
		Full-time contract	0	0	0	
	-2	Part-time permanent	0	0	0	
		Part-time contract	O	0	0	
		Casual	0	0	0	
		Full-time permanent	0	2	2	
		Full-time contract	0	0	0	
	1	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
Other averaging (Concert management)		Casual	0	0	0	
Cilier executives/Octivial Hallagers		Full-time permanent	0	1	<b>L</b>	
		Full-time contract	0	0	0	
	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	00	
		Casual	0	0	0	

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				No.	No. of employees
Manager occupational categories	Reporting level to UEO	Employment status	F	M	Total employees
		Full-time permanent	0	1	L.
		Full-time contract	0	0	0
	7	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers		Full-time permanent	2	2	4
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	•	Full-time permanent	2	0	2
		Full-time contract	0	0	0
	7	Part-time permanent	0	0	0
		Part-time contract	0	0	. 0
		Casual	0	0	0
		Full-time permanent	3	7	10
		Full-time contract	0	0	0 - 2
	7	Part-time permanent	3	0	
		Part-time contract	0	0	. 0
		Casual	0	0	0
Otner managers		Full-time permanent	2	6	11
		Full-time contract	0	0	0
	۴-	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
<b>J</b>	- All All All All All All All All All Al	Full-time permanent	0	1	1
		Full-time contract	0	0	0
	4-	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			12	32	44



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# Workplace profile

# Non-manager

		No. of employees (excluding	es (excluding graduates and apprentices)	No. of graduates	(if applicable)	No. of apprenti	No. of graduates (if applicable)   No. of apprentices (if applicable)	
Inori-manager occupational categories	ciripioyment status	F	W	F	M	E E	M	loral employees
	Full-time permanent	36	305	0	0	0	0	344
	Full-time contract	0	1	0	0	0	0	1
Professionals	Part-time permanent	8	8	0	0	0	0	11
	Part-time contract	0	0	0	0	0	0	0
The state of the s	Casual	1	3	0	0	0	0	4
	Full-time permanent	5	125	0	0	0	16	146
	Full-time contract	0	1	0	0	0	0	1
Technicians and trade	Part-time permanent	0	1	0	0	0	0	4.00
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	4	0	0	0	0	
	Full-time permanent	123	8	0	0	0	0	131
	Full-time contract	16	0	0	0	0	0	16
Community and personal service	Part-time permanent	15	0	0	0	0	0	15
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	<b>i</b> 0	0	0	0	0	0
	Full-time permanent	50	31	0	0	0	0	81
	Full-time contract	3	1	0	0	0	0	4
Clerical and administrative	Part-time permanent	25	16	0	0	0	0	73
	Part-time contract	2	0	0	0	0	0	2
	Casual	5	4	0	0	0	0	6
	Full-time permanent	8	3	0	0	0	0	11
	Full-time contract	3	1	0	0	0	0	4
Sales	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	1	1	0	0	0	0	2
	Casual	0	0	0	0	0	0	0
	Full-time permanent	2	90	0	0	0	0	52
	Full-fime contract	0	0	0	0	0	0	. 0
Machinery operators and drivers	Part-time permanent	0	46	0	0	0	0	46
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	9	0	0	0	0	9



			CONTRACTOR AND THE	And Artistical Proceedings of Commencer Commen	SANTAN TOTAL DESIGNATION	THE CONTRACT OF STREET		
Alternative Contractions of the Contraction of the	Towns to second and all the	No. or employees (excluding	graduates and apprentices)	No. or graduates (	ii applicable)	No≗o⊩apprenuc	es (II applicable)	Total opplished
Norr-manager occupational categories   Employment status	Cripioymeni status	L. Carlos	M	B B B B B B B B B B B B B B B B B B B	M	F	M	i otal emproyees
	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	Ô	0	0	0	0	0	0
Grand total: all non-managers		341	610	0	0	0	16	296





# Reporting questionnaire

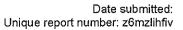
# Gender equality indicator 1: Gender composition of workforce

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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

Recruitment
<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
Retention
<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
Performance management processes
<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>







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





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 Mana		Non-ma	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	3	10	48
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	О	1	0	0
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)	1	5
Number of appointments made to NON-MANAGER roles (including promotions)	59	141

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

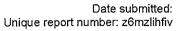
	Mana		Non-ma	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	2	21	133
Permanent/ongoing part-time employees	0	0	9	18
Fixed-term contract full-time employees	0	0	5	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	2	1

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

# 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.

2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.

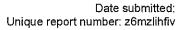






2.1	Please answer the following questions relating to each governing body covered in this report.
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.
	If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.
2.1a.1	Organisation name?
	Regional Express Holdings Ltd
2.1b.1	How many Chairs on this governing body?
	Number 0 Female Male
2.1c.1	How many other members are on this governing body (excluding the Chair/s)?
	Number   Female   Male   Male   6
2.1d.1	Has a target been set to increase the representation of women on this governing body?
	<ul> <li>Yes</li> <li>No (you may specify why a target has not been set)</li> <li>☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body/board appointments (provide details why):</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>Board members are assessed as per the Board Charter. Appointment is based on merit, skills, experience and knowledge to perform the role.</li> </ul>
2.1g.1	Are you reporting on any other organisations in this report?
	☐ Yes ☑ No
2.2	Do you have a formal selection policy and/or formal selection strategy for governing body members for ALI organisations covered in this report?
	<ul> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal selection policy or formal selection strategy is in place)</li> <li>☐ In place for some governing bodies</li> </ul>
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	<ul> <li>□ Do not have control over governing body appointments (provide details why)</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>

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)?







	Yes
X	No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

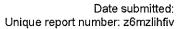
# Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do yo	Do you have a formal policy and/or formal strategy on remuneration generally?			
	∏ Ye	s (select all applicable answers)  Policy Strategy			
	⊠ No	☐ 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):			
1.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?			
	☐ Ye	s - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years			
		☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):			
	⊠ No	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 for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or			
	-	cations)  Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and ther			
		m for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)			
	40000	⊠ Non-award employees paid market rate □ Not a priority			
		Other (provide details):			
	4.2	If 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







supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

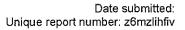
5.		A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.				
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?				
	time of indications of the control o	Is (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)  We offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please 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)  We offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental 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 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)  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:				
		2				
5a.	carer	If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.				
	eligibl	nployee groups except the Flight Attendants need a minimum of 12 months service at time of birth to be le for "Employer Funded" Primary Carer Parental Leave. up to 6 weeks paid parental leave.				
	Flight Attendants as part of their Enterprise Agreement: 3 months permanent service = 2 weeks paid parental leave 3-6 months permanent service = 4 weeks paid parental leave 9 months + permanent service = 6 weeks paid parental leave.					
		Pilots are able to access some of their personal leave in addition to the paid parental leave for secondary carer's leave.				
	Comp	term casual employees who would have a reasonable expectation of continuing employment by the bany on a regular and systematic basis with at least 12 months continuous service are also entitled to tall leave.				

What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY

In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

CARERS?

5.2







	☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	<ul> <li>Yes</li> <li>No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)</li> <li>No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY</li> <li>No (you may specify why employer funded paid parental leave for secondary carers is not paid)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Government scheme is sufficient</li> <li>Not a priority</li> <li>Other (provide details):</li> <li>Pilots can access up to 5 personal days leave for secondary carer's leave.</li> </ul>
7.	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.
	Primary carer's leave         Secondary carer's leave           Female         Male         Female         Male           Managers         0         0         1
	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.
	Daluman annula lanun
	Primary carer's leave Secondary carer's leave  Female Male Female Male
	Non-managers 32 1 0 15
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
	iwanayers   0

How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

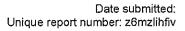
Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.

8.1

Date submitted: Unique report number: z6mzlihfiv

Australian Government	 Workplace Gender Equality Agency	
Australian Government	 Gender Equality Agency	

	<ul> <li>'Ceased employment' means anyone who has exited the organisation for whatever reason, includ resignations, redundancies and dismissals.</li> </ul>		
	Non-managers Female Male 1		
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?		
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Don't offer flexible arrangements</li> <li>Not a priority</li> <li>Other (provide details):</li> <li>Follow Fair Work Provisions.</li> </ul>		
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?		
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>☑ Other (provide details):</li> <li>□ Informal policy on flexible work arrangements exists, including working from home, compressed work weeks, job share and part time hours. The company has an internal process for standing roster requests and shift swaps to assist with family commitments.</li> </ul>		
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?		
	☐ Yes ☐ 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):		
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?		
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreements</li> <li>Not aware of the need</li> <li>Not a priority</li> <li>Other (please provide details):</li> <li>Company has an informal policy of assisting during these circumstances and offer support based on situation and what is needed at the time.</li> </ul>		







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)				
	☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning				
	<ul> <li>Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> </ul>				
	<ul> <li>☒ Access to unpaid leave</li> <li>☒ Confidentiality of matters disclosed</li> </ul>				
	☐ Referral of employees to appropriate domestic violence support services for expert advice ☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence				
	<ul> <li>☐ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> </ul>				
	☐ Emergency accommodation assistance ☐ Access to medical services (e.g. doctor or nurse)				
	☐ Other (provide details): ☐ No (you may specify why no other support mechanisms are in place) ☐ Currently under development, please enter date this is due to be completed				
	☐ Insufficient resources/expertise ☐ Not aware of the need				
	☐ Not a priority ☐ Other (provide details):				
	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				
	• time-in-lieu				
	• telecommuting				
	part-time work				
	• job sharing				
	carer's leave				
	purchased leave				

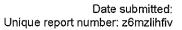
Which options from the list below are available? Please tick the related checkboxes.

• Unticked checkboxes mean this option is NOT available to your employees. 14.1

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

unpaid 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.

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work		⊠		×
Compressed working weeks	×	Ø		×
Time-in-lieu		$\boxtimes$		×
Telecommuting				
Part-time work	×		$\boxtimes$	
Job sharing	×			
Carer's leave	×		$\boxtimes$	
Purchased leave				
Unpaid leave	Ø			

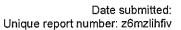






		<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>Company allows employees to go to negative 2 weeks annual leave in lieu of purchased leave.</li> </ul>
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
Ge	nder	equality indicator 5: Consultation with employees on issues
COI	nceri	ning gender equality in the workplace
		equality indicator seeks information on what consultation occurs between employers and employees on issues ender equality in the workplace.
5.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Ye □ No	s (you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.1	How did you consult with employees on issues concerning gender equality in your workplace?
		□ Survey □ Consultative committee or group □ Focus groups □ Exit interviews □ Performance discussions □ Other (provide details):
	15.2	Who did you consult?
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

14.3 You may specify why any of the above options are NOT available to your employees.







# Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training 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?
		s (select all applicable answers)  Policy 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?
		<ul> <li>✓ Yes</li> <li>☐ No (you may specify why a grievance process is not included)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		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):  As changes occur  (you 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:

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

Based upon your workplace profile and reporting questionnaire responses:

## Gender composition of workforce

1. the gender composition of your workforce overall is 34.9% females and 65.1% males.

### **Promotions**

- 2. 17.5% of employees awarded promotions were women and 82.5% were men
  - i. 20.0% of all manager promotions were awarded to women
  - ii. 17.2% of all non-manager promotions were awarded to women.
- 3. 15.4% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

### Resignations

- 4. 20.5% of employees who resigned were women and 79.5% were men
  - i. 50.0% of all managers who resigned were women
  - ii. 19.9% of all non-managers who resigned were women.
- 5. 15.4% of your workforce was part-time and 14.4% of resignations were part-time employees.

## Employees who ceased employment before returning to work from parental leave

- i. 6.2% of all women who utilised parental leave ceased employment before returning to work
- ii. 5.9% 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
- 66.7% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access

List of employee organisations:

Australian Federation of Pilots (AFAP)
Flight Attendants Association of Australia (FAAA)
Australian Licenced Aircraft Engineers Association (ALAEA)
Altus
United Services Union (USU)
Transport Workers Union (TWU)

CEO sign off confirmation  NEVILLE HOWELL  Name of CEO of Equivalents	Confirmation CEO has signed the report:
CEO signature:	© 4.06.18  Date:





Date submitted: Unique report number: z6mzlihfiv

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