



Public report

2019-20

Submitted by

Legal Name:

Mercy Education Limited







Organisation and contact details

Submitting organisation details	Legal name	Mercy Education Limited
	ABN	69154531870
	ANZSIC	P Education and Training
		8023 Combined Primary and Secondary Education
	Business/trading name/s	Academy of Mary Immaculate
		Catherine McAuley College Bendigo
		Mercedes College
		Mount Lilydale Mercy College
		Our Lady of Mercy College
		Sacred Heart College, Geelong
		Sacred Heart College, Kyneton
		Santa Maria College
		St Aloysius College, Adelaide
		St Aloysius College, North Melbourne
		St Brigid's College
		St Joseph's College, Mildura
	ASX code (if applicable)	
	Postal address	720 Heidelberg Road
		ALPHINGTON VIC 3078
		AUSTRALIA
	Organisation phone number	0394906600
Reporting structure	Number of employees covered by this report	1,647





Workplace profile

Manager

Manager occupational categories	Reporting level to CEO Employment status			No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees		
		Full-time permanent	8	4	12		
		Full-time contract	1	0	1		
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	17	22	39		
		Full-time contract	1	2	3		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-2	Full-time permanent	13	10	23		
		Full-time contract	0	0	0		
Senior Managers		Part-time permanent	1	1	2		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	101	60	161		
		Full-time contract	6	1	7		
Other managers	-3	Part-time permanent	15	3	18		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers	Grand total: all managers						

Public report | www.wgea.gov.au



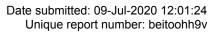


Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduates (if applicable)		No. of apprentic	Total employees	
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	294	163	0	0	0	0	457
	Full-time contract	63	16	8	2	0	0	89
Professionals	Part-time permanent	277	30	0	0	0	0	307
	Part-time contract	60	5	3	0	0	0	68
	Casual	4	0	0	0	0	0	4
	Full-time permanent	17	37	0	0	0	0	54
	Full-time contract	0	4	0	0	0	0	4
Technicians and trade	Part-time permanent	14	7	0	0	0	0	21
	Part-time contract	4	1	0	0	0	0	5
	Casual	0	0	0	0	0	0	0
	Full-time permanent	39	5	0	0	0	0	44
	Full-time contract	8	1	0	0	0	0	9
Community and personal service	Part-time permanent	55	3	0	0	0	0	58
	Part-time contract	20	0	0	0	0	0	20
	Casual	3	0	0	0	0	0	3
	Full-time permanent	84	2	0	0	0	0	86
	Full-time contract	3	0	0	0	0	0	3
Clerical and administrative	Part-time permanent	96	1	0	0	0	0	97
	Part-time contract	19	0	0	0	0	0	19
	Casual	0	0	0	0	0	0	0
	Full-time permanent	3	0	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	8	0	0	0	0	0	8
	Part-time contract	1	0	0	0	0	0	1
	Casual	1	0	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
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

Public report | www.wgea.gov.au







Non manager equipational estageries	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	rotal employees
	Full-time permanent	6	12	0	0	0	0	18
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	2	0	0	0	0	2
	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		1,079	289	11	2	0	0	1,381

Public report | www.wgea.gov.au 5





Reporting questionnaire

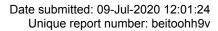
Gender equality indicator 1: Gender composition of workforce

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 2019 to 31 March 2020. (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
	 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
1.6	Succession planning
	 Yes (select all applicable answers)
1.7	Training and development
	 ✓ 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
1.8	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	22	4	2	1
Permanent/ongoing part-time employees	1	0	1	0
Fixed-term contract full-time employees	3	3	0	0
Fixed-term contract part-time employees	18	3	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	60	15
Number of appointments made to NON-MANAGER roles (including promotions)	189	55

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

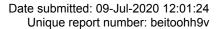
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	11	5	49	16
Permanent/ongoing part-time employees	0	0	24	3
Fixed-term contract full-time employees	1	0	7	5
Fixed-term contract part-time employees	0	0	8	2
Casual employees	0	0	0	0

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

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.

	Mercy Education Limited						
1b.1	What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?						
		Female		Male			
	Number	1	0				
c.1	How many other members are	on this governing body (exclud	ing the Chair/s)?				
		Female		Male			
	Number	6	3				
g.1	☐ Not a priority ☐ Other (provide details Board subcommittee Are you reporting on any othe ☐ Yes ☐ No	for succession planning and nomin	nations				
	_	-	strategy for gove	rning body members for			
	☐ Policy ☐ Strategy ☐ No (you may specify why no	wers) formal selection policy or formal se	election strategy is	in place)			
	☐ Insufficient resources/	opment, please enter date this is d /expertise ver governing body appointments (•				





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	ou have a formal policy and/or formal strategy on remuneration generally?
		es (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 Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ No room qualif IS roo	ss - 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): O (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 ications) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance issments) 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.		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having or responsibility for the day-to-day care of a child.
		u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND n addition to any government funded parental leave scheme for primary carers?
	time o	Se. (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 ver 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 e 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 ver 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) 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 scheme), regardless of the period of ver 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) not 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):
	5.1.1	How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		14
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary e.g., eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2.1	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY? In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		□ <10%

Please indicate whether your employer funded paid parental leave for primary carers covers:

5.3





		 ☑ Adoption ☐ Surrogacy ☑ Stillbirth
6.		ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ary carer.
		ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
		o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) on, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY to (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:
		5
6a.		r organisation would like to provide additional information on your paid parental leave for SECONDARY ERS 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% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☑ 91-99% ☐ 100%
	6.3	Please indicate whether your employer funded paid parental leave for secondary carers covers:
		☑ Adoption☐ Surrogacy☑ Stillbirth
7.		many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include oyees still on parental leave, regardless of when it commenced.

Primary carer's leave

0

Male

0

Female

6

Public report	l www.wgea.gov.au

Managers

Secondary carer's leave

0

Male

Female





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	31	0	0	0

- 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.

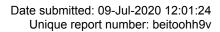
	Female	Male
Managers	0	0

- 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	5	0

⊠ Ye	es (select all applicable answers) ☐ Policy
□ 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
	☐ Don't offer flexible arrangements ☐ Not a priority
	Other (provide details):
J. 1	You may indicate which of the following are included in your flexible working arrangements strategy:
9.1	You may indicate which of the following are included in your flexible working arrangements strategy:
J. 1	☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working
J .1	☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible working is promoted throughout the organisation
J. 1	☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible 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
J. 1	☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible 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
J.1	 ☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible 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
J.1	 ☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible 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 ☐ Employee training is provided throughout the organisation ☐ Team-based training is provided throughout the organisation
J.1	 A business case for flexibility has been established and endorsed at the leadership level ∠ Leaders are visible role models of flexible working ☐ Flexible 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 ☐ Employee training is provided throughout the organisation ☐ Team-based training is provided throughout the organisation ☐ Employees are surveyed on whether they have sufficient flexibility
J.1	 ☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible 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 ☐ Employee training is provided throughout the organisation ☐ Team-based training is provided throughout the organisation

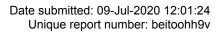
Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body







0.	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) Policy
	⊠ Na	Strategy
	⊠ NC	o (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):
1.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities
	(eg, e	employer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	
	□ мс	o (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
		☐ Available at some worksites only
		☐ Available at some worksites only
		☐ Available at all worksites
		☐ Available at some worksites only
		 ☒ Available at all worksites ☒ 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
		☐ Targeted communication mechanisms, for example intranet/ forums
		Available at some worksites only
		☐ Available at all worksites ☐ Support in securing school holiday care
		☐ Available at some worksites only
		Available at all worksites
		☐ Coaching for employees on returning to work from parental leave
		Available at some worksites only
		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) 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 Included in award/industrial or workplace agreements Not aware of the need Not a priority Other (please provide details):
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) Employee assistance program (including access to a psychologist, chaplain or counsellor) Training of key personnel A domestic violence clause is in an enterprise agreement or workplace agreement Workplace safety planning Access to paid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement) Access to unpaid leave Confidentiality of matters disclosed 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 Flexible working arrangements Provision of financial support (e.g. advance bonus payment or advanced pay) Offer change of office location 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 aware of the need Not apriority 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 • 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. 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.





14.1 Which opti	ons from	the list	below are	available?	Please tick	the related	checkboxes
-----------------	----------	----------	-----------	------------	-------------	-------------	------------

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

Managers		Non-m	anagers
Formal	Informal	Formal	Informal
	\boxtimes		
	\boxtimes		\boxtimes
\boxtimes		\boxtimes	
\boxtimes		\boxtimes	
			\boxtimes
\boxtimes		\boxtimes	
		\boxtimes	
		\boxtimes	
	Formal	Formal Informal	Formal Informal Formal Informal Formal

		Carer's leave				
		Purchased leave	\boxtimes		\boxtimes	
		Unpaid leave	\boxtimes		\boxtimes	
	14.3	You may specify why any of the above option Currently under development, please enter de Insufficient resources/expertise Not a priority Other (provide details): Most of our employees are teachers which resources.	ate this is due	to be completed		f students.
	14.4	If your organisation would like to provide add please do so below:	ditional inform	nation relating to	o gender equa	ility indicator 4,
nis gei	nder e	quality indicator seeks information on what consumender equality in the workplace.	-		ers and employ	ees on issues
5.	Have y	you consulted with employees on issues conc	erning gende	r equality in yoւ	ır workplace?	
	□ Yes ⊠ No	(you may specify why you have not consulted wit Not needed (provide details why): We operate in a highly regulated industrial er of our staff is female, and there is significant issues. □ Insufficient resources/expertise □ Not a priority □ Other (provide details):	nvironment wh	ich specifies pay	rates and cond	
	15.3	If your organisation would like to provide add please do so below.	ditional inform	nation relating to	o gender equa	lity indicator 5,

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.

6.	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?
		 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?
		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): (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 76.1% females and 23.9% males.

Promotions

- 2. 81.0% of employees awarded promotions were women and 19.0% were men
 - i. 81.5% of all manager promotions were awarded to women
 - ii. 75.0% of all non-manager promotions were awarded to women.
- 3. 38.0% of your workforce was part-time and 39.7% of promotions were awarded to part-time employees.

Resignations

- 4. 76.3% of employees who resigned were women and 23.7% were men
 - i. 70.6% of all managers who resigned were women
 - ii. 77.2% of all non-managers who resigned were women.
- 5. 38.0% of your workforce was part-time and 28.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 13.5% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A 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
- 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: Independent Education Union Australia CEO sign off confirmation Name of CEO or equivalent: Christopher Houlihan CEO signature: Date: O9 JULY 2020