



Important



OFFICIAL

CERTIFICATE OF COMPLIANCE WITH THE WORKPLACE GENDER EQUALITY ACT 2012

I am pleased to advise that the following organisations, as listed below, are **compliant** with the Workplace Gender Equality Act 2012 (the Act) for the 2024-25 Gender Equality Reporting program:

- Servcorp Mount Street Pty Ltd (ABN: 69102643621)
- Servcorp Administration Pty Ltd (ABN: 65102643667)
- Servcorp Gateway Pty Ltd (ABN: 88102643701)
- Servcorp Melbourne 27 Pty Ltd (ABN: 82102643738)
- Servcorp Sydney Virtual Pty Ltd (ABN: 61102643649)
- Servcorp Mlc Centre Pty Ltd (ABN: 86102643756)
- Servcorp Brisbane Pty Ltd (ABN: 67102643612)
- Servcorp Sydney 22 Pty Ltd (ABN: 79141477134)
- Servcorp Southbank Pty Ltd (ABN: 99145378632)
- Servcorp Perth Pty Ltd (ABN: 94106341815)
- Servcorp Sa 30 Pty Ltd (ABN: 64130565178)
- Servcorp Norwest Pty Ltd (ABN: 67127239785)
- Servcorp William Street Pty Ltd (ABN: 80102643729)
- Servcorp (North Ryde) Pty Ltd (ABN: 87092669022)
- Servcorp It Pty Ltd (ABN: 67102643676)
- Servcorp Brisbane 400 Pty Ltd (ABN: 25145072055)
- Servcorp Communications Pty Ltd (ABN: 69102643685)
- Servcorp Market Street Pty Ltd (ABN: 85118781409)
- Servcorp Barangaroo Pty Ltd (ABN: 71102643694)
- Servcorp Hobart Pty Ltd (ABN: 48143254577)
- Servcorp Chifley 29 Pty Ltd (ABN: 88102643765)
- Servcorp Parramatta Pty Ltd (ABN: 61123707273)
- Servcorp Melbourne Virtual Pty Ltd (ABN: 63102643658)
- Servcorp Melbourne 19 Pty Ltd (ABN: 40103547968)
- Servcorp Nishi Canberra Pty Ltd (ABN: 93666430119)
- Servcorp Realm Pty Ltd (ABN: 43666428744)
- Servcorp Western Australia Pty Ltd (ABN: 20128615716)

This certificate forms your **notice of compliance with the Act** until replaced with a new certificate of compliance for the next reporting program..

Kind regards

Mary Wooldridge

Employer Public Report

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Submitted By:

Servcorp Mount Street Pty Ltd 69102643621; Servcorp Administration Pty Ltd 65102643667; Servcorp Gateway Pty Ltd 88102643701; Servcorp Melbourne 27 Pty Ltd 82102643738; Servcorp Sydney Virtual Pty Ltd 61102643649; Servcorp Mlc Centre Pty Ltd 86102643756; Servcorp Brisbane Pty Ltd 67102643612; Servcorp Sydney 22 Pty Ltd 79141477134; Servcorp Southbank Pty Ltd 99145378632; Servcorp Perth Pty Ltd 94106341815; Servcorp Sa 30 Pty Ltd 64130565178; Servcorp Norwest Pty Ltd 67127239785; Servcorp William Street Pty Ltd 80102643729; Servcorp (North Ryde) Pty Ltd 87092669022; Servcorp It Pty Ltd 67102643676; Servcorp Brisbane 400 Pty Ltd 25145072055; Servcorp Communications Pty Ltd 69102643685; Servcorp Market Street Pty Ltd 85118781409; Servcorp Barangaroo Pty Ltd 71102643694; Servcorp Hobart Pty Ltd 48143254577; Servcorp Chifley 29 Pty Ltd 88102643765; Servcorp Parramatta Pty Ltd 61123707273; Servcorp Limited 97089222506; Servcorp Melbourne Virtual Pty Ltd 63102643658; Servcorp Melbourne 19 Pty Ltd 40103547968; Servcorp Nishi Canberra Pty Ltd 93666430119; Servcorp Realm Pty Ltd 43666428744; Servcorp Western Australia Pty Ltd 20128615716



Public Reports

WGEA publishes the Public Report, except personal information in whole, or part on the Data Explorer and uses its contents in whole or part for other purposes in electronic or other formats.

Two documents make up your Public Report and can be generated and downloaded after preparing your submission for lodgement:

- Public Report – Questionnaire
- Public Report – Employee Data Tables

The Public Report must be:

- Given to your CEO or equivalent for review, approval and sign off before lodgement.
- Shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012 (the Act)*.

Report contacts will be asked to declare in the Portal that all relevant CEO or equivalents have signed the public report.

Detailed information on the requirements to share the public report with your employees, members or shareholders can be found within the online Reporting Guide on [Notification and Access requirements](#).

Gender Equality Standards

If there is a single entity employing 500 or more employees, they must have a policy or strategy in place against each of the six Gender Equality Indicators. More information can be found within the online reporting guide on [Gender Equality Standards](#).



Workplace Overview

Policies & Strategies

Employer policies or strategies on workplace gender equality and the composition of the workforce can be powerful levers for making progress and change. Policies or strategies are most effective when backed up by evidence-informed action plans to address areas of imbalance and inequality. Similarly, targets are achievable, time-framed goals that create mechanisms for accountability and are effective when combined with dedicated actions to help achieve them.

1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

No

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

No

1.3 Does your organisation have any targets to address gender equality in your workplace?

No

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



Workplace Overview

Governing Bodies

Gender balance on governing bodies or Boards is good for business. It contributes to workplace gender equality outcomes and improved company performance more broadly. Measures to support gender balance in the governing body include analysing the gender representation of chairs and other members, considering gender in the selection of Board members, and taking action to drive change through term limits, gender equality targets and policies.

1.5 Identify your organisation/s' governing body or bodies.

Organisation: Servcorp Mount Street Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No



.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Administration Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No



.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Gateway Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |



.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Melbourne 27 Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair



position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

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F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Sydney Virtual Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited



C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Mlc Centre Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?



No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No



Organisation: Servcorp Brisbane Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this



organisation's governing body?

No

Organisation: Servcorp Sydney 22 Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No



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H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Southbank Pty Ltd

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A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

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B. What is the name of your governing body?

Servcorp Limited

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C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No



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G. Has a target been set on the representation of women on this governing body?

No

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H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Perth Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

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B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No



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F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

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G. Has a target been set on the representation of women on this governing body?

No

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H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Sa 30 Pty Ltd

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A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |



.....
E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....
F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

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G. Has a target been set on the representation of women on this governing body?

No

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H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Norwest Pty Ltd

.....
A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

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B. What is the name of your governing body?

Servcorp Limited

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C. What type of governing body does this organisation have?

Board of Directors

.....
D. How many members are in the governing body and who holds the predominant Chair



position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

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F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

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G. Has a target been set on the representation of women on this governing body?

No

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H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp William Street Pty Ltd

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A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited



C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp (North Ryde) Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?



No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No



Organisation: Servcorp It Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this



organisation's governing body?

No

Organisation: Servcorp Brisbane 400 Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No



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H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Communications Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

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B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No



.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Market Street Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No



.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Barangaroo Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |



.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Hobart Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair



position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Chifley 29 Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited



C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Parramatta Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?



No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No



Organisation: Servcorp Limited

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this



organisation's governing body?

No

Organisation: Servcorp Melbourne Virtual Pty Ltd

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

B. What is the name of your governing body?

Servcorp Limited

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

G. Has a target been set on the representation of women on this governing body?

No



.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Melbourne 19 Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No



.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Nishi Canberra Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No



.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Realm Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |



.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Organisation: Servcorp Western Australia Pty Ltd

.....

A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

.....

B. What is the name of your governing body?

Servcorp Limited

.....

C. What type of governing body does this organisation have?

Board of Directors

.....

D. How many members are in the governing body and who holds the predominant Chair



position?

| | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair | 0 | 1 |
| Members (excluding chairs) | 1 | 1 |

.....

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

.....

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

No

.....

G. Has a target been set on the representation of women on this governing body?

No

.....

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

.....

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



Action on Gender Equality

Gender Pay Gaps

The gender pay gap is the difference in average or median earnings between women and men. It is a measure of how we value the contribution of women and men in the workforce. The gender pay gap is not to be confused with women and men being paid the same for the same, or comparable, job – this is equal pay. Equal pay for equal work is a legal requirement in Australia. However, illegal instances of unequal pay can still be one of the many drivers of the gender pay gap. Closing the gender pay gap is important for Australia's economic future and reflects our aspiration to be an equal and fair society for all.

2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

No

2.2 Have you conducted analysis to determine if there are remuneration gaps between women and men?

Yes

2.2a What type of gender remuneration gap analysis has been undertaken?

Like-for-like pay gaps analysis which compares the same or similar roles of equal or comparable value to identify unequal pay

2.2b When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

2.2c Did you take any actions as a result of your gender remuneration gap analysis?

No

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.



2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.



Action on Gender Equality

Employee Consultation

Engaging employees through consultation on gender equality issues helps employers to understand the employee experience and to take meaningful action. Employers can use the information they learn through the consultation process to generate solutions that are practical and relevant to their organisation.

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

No

2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

No

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



Flexible Work

Flexible Working Arrangements

A flexible working arrangement is an agreement between an employer and an employee to change the standard working arrangement, often through a change to the hours, pattern or location of work. Flexible work is a key enabler of gender equality, helps accommodate an employee's commitments out of work and has become increasingly important for employers in attracting and retaining diverse and talented employees.

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

No

3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?

| Flexible working option | MANAGERS | NON-MANAGERS |
|--|----------|--------------|
| Flexible hours of work (start and finish times) | Yes | Yes |
| Compressed working weeks | Yes | Yes |
| Time-in-lieu | Yes | Yes |
| Hybrid working (regular days worked from home and in office) | Yes | Yes |
| Working fully remote (no regular days worked in office) | No | No |
| Reduced hours or part-time work | Yes | Yes |
| Job sharing arrangements | Yes | Yes |
| Purchased leave | No | No |
| Unpaid leave | Yes | Yes |
| Flexible scheduling, rostering or switching of shifts | No | No |

3.3 If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

As a client facing service organisation, flexible working arrangements need to be assessed on a case by case basis.



Employee Support for Parents and Carers

Paid Parental Leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Some employers offer universally available parental leave policies, offering equal parental leave for all parents, others offer with a distinction between 'primary' and 'secondary' carers. It's important that it's a policy that's available to all parents, irrespective of gender, recognising the equally important role of all parents in caregiving. Gender equal policies help to de-gender the ideal worker and carer norms, which pervade the workplace and reduce opportunities for women to remain in, or re-enter the workforce.

4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

No

4.2 Do you pay superannuation contributions to your employees while they are on parental leave?

No

4.3 If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.



Employee Support for Parents and Carers

Support for Carers

Employers can contribute to workplace gender equality by providing support for employees with caring responsibilities. A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. Employer support for employees with caring responsibilities allows them to better accommodate their out-of-work responsibilities.

4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

No

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

| Support mechanism | Answer |
|--|--------|
| Breastfeeding facilities | No |
| Information packs for those with family and/or caring responsibilities | No |
| Referral services to support employees with family and/ or caring responsibilities | No |
| Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks | No |
| Internal support networks for parents and/or carers | No |
| Targeted communication mechanisms (e.g. intranet forums) | No |
| Return to work bonus (only select if this bonus is not the balance of paid parental leave) | No |
| Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres) | No |
| Referral services for care facilities (could include for childcare, eldercare and/or adult day centres) | No |



| Support mechanism | Answer |
|---|--------|
| On-site childcare | No |
| Employer subsidised childcare | No |
| Parenting workshop | No |
| Keep-in-touch programs for carers on extended leave and/or parental leave | No |
| Access to counselling and external support for carers (e.g. EAP) | No |

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



Harm Prevention

Sexual harassment, harassment on the ground of sex or discrimination

Workplace sexual harassment and sex discrimination is a gender equality issue that predominantly impacts women. To increase women's workforce participation and well-being, it is essential employers take action to prioritise and protect all employees from sexual harassment, harassment on the ground of sex or discrimination and ensure that every employee feels safe in the workplace.

5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?

Yes

Policy

5.1a Do the formal policies and/or formal strategies include any of the following?

A grievance process; Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour; The legal responsibilities of the employer to eliminate, so far as possible, sexual harassment and how it is demonstrated in the organisation; Leadership accountabilities and responsibilities for prevention and response to sexual harassment ; Disclosure options (internal and external) and process to investigate and manage any sexual harassment; Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Protection from adverse action based on disclosure of sexual harassment and discrimination; The frequency and nature of reporting to the governing body and management on sexual harassment; Manager and non-manager training on respectful workplace conduct and sexual harassment

5.1b If Yes, have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

| Answer | |
|----------------------------|-----|
| By the Governing Body | Yes |
| By the CEO (or equivalent) | Yes |

5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

Yes

| Cohort | At induction | At promotion | Annually | Multiple times per year |
|--------------|--------------|--------------|----------|-------------------------|
| All managers | Yes | No | No | No |



| | | | | |
|--------------------|-----|----|----|----|
| All non-managers | Yes | No | No | No |
| The Governing Body | Yes | | No | No |

5.2a Does the training program delivered to the above groups include any of the following?

The respectful workplace conduct and behaviours expected of workers and leaders; Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact; Options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring; The diverse experiences of sexual harassment and the needs of different people, including women, LGBTIQ+ workers, culturally diverse workers and workers with a disability.; Responding to employees who engage in harassment or associated behaviours

5.3 Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

Members of the governing body

Yes

;Annually

Chief Executive Officer or equivalent

Yes

;Ahead of big events (e.g. functions, conferences) or at internal launches (e.g. at the launch of a new strategy);Annually

5.4 Do you have a risk management process in place to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination?

Yes

5.4a Does your risk management process include any of the following?

Identification and assessment of the specific workplace and industry risks of sexual harassment; Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable; Regular review of the effectiveness of control measures to eliminate or minimise the risks of sexual harassment; Reporting to leadership on workplace sexual harassment risks,



prevention and response, incident management effectiveness and outcomes, trend analysis and actions

5.4b What actions/responses have been put in place as part of your workplace sexual harassment risk management process?

Make workplace adjustments; Change or develop new control measures; Train people managers in prevention of sexual harassment

5.5 What supports are available to support employees involved in and affected by sexual harassment?

Confidential external counselling (E.g. EAP); Reasonable adjustments to work conditions

5.6 What options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

Process for disclosure to human resources or other designated responding staff

5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

Yes

Number of formal disclosures or complaints made in a year; Outcomes of investigations

5.8 Does your organisation report on sexual harassment to the governing body and management (CEO, KMP) and how frequently?

Governing body

Yes

At every meeting

CEO or equivalent

Yes

Multiple times per year

Key Management Personnel

Yes



Multiple times per year

5.8a Do your reports on sexual harassment to governing body and CEO include any of the following?

Prevalence of workplace sexual harassment; Nature of workplace sexual harassment; Organisational action to prevent and respond to sexual harassment; Outcome of reports of sexual harassment; Consequences for perpetrators of sexual harassment

5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.



Harm Prevention

Family or Domestic Violence

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

No

5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

| Type of support (select all that apply) | |
|---|-----|
| Protection from any adverse action or discrimination based on the disclosure of domestic violence | Yes |
| Confidentiality of matters disclosed | Yes |
| Training of key personnel | No |
| Flexible working arrangements | Yes |
| Workplace safety planning | no |
| Employee assistance program (including access to psychologist, chaplain or counsellor) | Yes |
| Referral of employees to appropriate domestic violence support services for expert advice | Yes |
| Provision of financial support (e.g. advance bonus payment or advanced pay) | No |
| A domestic violence clause is in an enterprise agreement or workplace agreement | No |
| Access to medical services (e.g. doctor or nurse) | No |
| Offer change of office location | Yes |
| Emergency accommodation assistance | No |

5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

Access to paid domestic violence leave?

Yes

Is it unlimited?

No

Do you offer paid family and domestic violence leave by negotiation or as needed?

Yes

How many days of paid domestic violence leave?

10



Access to unpaid domestic violence leave?

Yes

Is it unlimited?

Yes

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

The company would provide any necessary support, including financial assistance and additional leave, to an employee who we were aware was experiencing family or domestic violence.

