



Public report

2017-18

Submitted by

Legal Name:
Commonwealth Securities Limited





Organisation and contact details

Submitting organisation details	Legal name	Commonwealth Securities Limited					
	ABN	60067254399					
	ANZSIC	K Financial and Insurance Services					
		6411 Financial Asset Broking Services					
	Business/trading name/s						
	ASX code (if applicable)						
	Postal address	Tower 1, 201 Sussex Street					
		Sydney NSW 2000					
		AUSTRALIA					
	Organisation phone number	131519					
Reporting structure	Ultimate parent	Commonwealth Bank of Australia					
	Number of employees covered by this report	554					

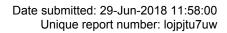




Workplace profile

Manager

Managan assumational astonoxica	Departing level to CEO	Franksiins ant status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	3	4		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	8	13	21		
	Full-time contract -2 Part-time permanent	Full-time contract	0	0	0		
		0	1	1			
		0	0				
		Casual	0	0	0		
		Full-time permanent	1	5	6		
		Full-time contract	0	0	0		
Senior Managers	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	0	1		
		Full-time contract	0	0	0		
	-4	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		
Other managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		







Manager equipational estageries	Deporting level to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	28	54	82	
		Full-time contract	1	0	1	
	-3	Part-time permanent	5	1	6	
	F	Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	1	2	3	
	[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			46	81	127	

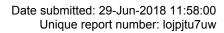




Workplace profile

Non-manager

Non manager equipational estagaries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	84	179	3	2	0	0	268
	Full-time contract	4	3	0	0	0	0	7
Professionals	Part-time permanent	18	2	0	0	0	0	20
	Part-time contract	1	0	0	0	0	0	1
	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
Technicians and trade	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
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	45	78	0	0	0	0	123
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	6	2	0	0	0	0	8
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	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







Non manager equipational estagerica	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	Total employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		158	264	3	2	0	0	427





Reporting questionnaire

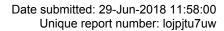
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

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

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





1.4

Promotions



	 ✓ Yes (select all applicable answers) ☐ Policy ☑ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.5	Talent identification/identification of high potentials
	 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) □ Policy ☑ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority
1.7	Training and development
	 Yes (select all applicable answers) □ Policy ☑ Strategy □ 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	0	0	14	30
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	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)	5	6
Number of appointments made to NON-MANAGER roles (including promotions)	115	162

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

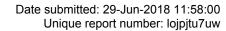
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	5	7	21	59
Permanent/ongoing part-time employees	0	0	3	0
Fixed-term contract full-time employees	0	0	2	4
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

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.

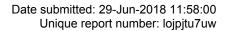
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, 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 que If your organisation's governing body organisation's name BUT the numerical	is the same as your parent entity's, yo			
2.1a.1	Organisation name?				
	Commonwealth Securities Ltd				
2.1b.1	How many Chairs on this governing bo	ody?			
		Female	Male		
	Number	0	1		
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?		
		Female	Male		
	Number	2	5		
2404	 Yes No (you may specify why a target has not been set) ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body/board appointments (provide details why): ☐ Not a priority ☐ Other (provide details): 				
2.1e.1	What is the percentage (%) target?				
	40				
2.1f.1	What year is the target to be reached?				
	2020				
2.1g.1	Are you reporting on any other organis	sations in this report?			
	☐ Yes ☑ No				
2.2	Do you have a formal selection policy for ALL organisations covered in this i	and/or formal selection strategy for goreport?	overning body members		
	☐ Insufficient resources/expertise	odies please enter date this is due to be compl	leted		







		☐ Other (provide details):
	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		□ res ⊠ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Gen	der	equality indicator 3: Equal remuneration between women and men
	emune equalit	ration between women and men is a key component of improving women's economic security and progressing y.
3.	Do you	a have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	(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 ☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate
		☐ Not a priority ☐ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) Currently under development, please enter date this is due to be completed Salaries set by awards/industrial or workplace agreements Insufficient resources/expertise Non-award employees paid market rate Not a priority Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		 ☑ To achieve gender pay equity ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☑ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details):
4.		rou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. cted a gender pay gap analysis)?
	⊠ Yes	- the most recent gender remuneration gap analysis was undertaken: ☑ Within last 12 months





room f qualifie	 Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): (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 there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) Non-award employees paid market rate Not a priority Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	 ✓ Yes – indicate what actions were taken (select all applicable answers) ✓ Created a pay equity strategy or action plan ✓ Identified cause/s of the gaps ✓ Reviewed remuneration decision-making processes ✓ Analysed commencement salaries by gender to ensure there are no pay gaps ✓ Analysed performance ratings to ensure there is no gender bias (including unconscious bias) ✓ Analysed performance pay to ensure there is no gender bias (including unconscious bias) ✓ Trained people-managers in addressing gender bias (including unconscious bias) ✓ Set targets to reduce any like-for-like gaps ✓ Set targets to reduce any organisation-wide gaps ✓ Reported pay equity metrics (including gender pay gaps) to the governing body ✓ Reported pay equity metrics (including gender pay gaps) to the executive ✓ Reported pay equity metrics (including gender pay gaps) to all employees ✓ Reported pay equity metrics (including gender pay gaps) externally ✓ Corrected like-for-like gaps ✓ Conducted a gender-based job evaluation process ✓ Implemented other changes (provide details): ✓ No (you may specify why no actions were taken resulting from your remuneration gap analysis) ✓ No unexplainable or unjustifiable gaps identified ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Salaries set by awards/industrial or workplace agreements ✓ Non-award employees are paid market rate ✓ Unable to address cause/s of gaps (provide details why): ✓ 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, identifigreater 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 ov	CPlease 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) we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY): □ 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	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:	
		12	
5a.	carers	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 lements you may have in place, please do so below.	
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10% 10-20% 21-30% 31-40% 41-50% 51-60% 61-70% 71-80% 81-90% 91-99% 100%	

A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

6.



6a.

7.



Do yo wome	ou provide EMI en, in addition	PLOYER FUNDED paid paid to any government fund	parental leave for ded parental leave	SECONDARY CARERS that scheme for secondary ca	at is available for men and rers?
☐ No	we offer paid we offer paid you may spec Currently t Insufficien	parental leave for SECON ify why employer funded under development, pleas t resources/expertise nt scheme is sufficient ity	NDARY CARERS to paid parental leave	hat is available to men ONL\hat is available to women O\hat is available to women O\hat e for secondary carers is not a due to be completed	NLY
6.1	How many da amounts of l to eligible en	eave are provided (e.g.	DED parental leav based on length o	ve is provided for SECOND of service) enter the MINIM	ARY CARERS? If different UM number of days provided
	20				
				tion on your paid parental have in place etc, please d	
6.2	CARERS?	-		o employer funded paid pa	rental leave for SECONDARY
	<10	20% 30% 40% 50% 60% 70% 80% 99%			
		ERS have taken parenta arental leave, regardles		reporting period (paid and menced.	l/or unpaid)? Include
		Primary carer	's leave	Secondary care	r's leave
		Female	Male	Female	Male
Manag	gers	4	1	0	4

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

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	6	3	1	8

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





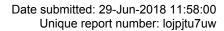
- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
- 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies 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	1	1

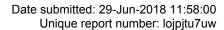
	Non-managers	1	1
Do y	ou have a formal policy and/or forma	l strategy on flexible working ar	rangements?
⊠ Ye	es (select all applicable answers) ☐ Policy		
	Strategy		
∐ No	o (you may specify why no formal policy ☐ Currently under development, plex ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements		mpleted
	Not a priority Other (provide details):		
9.1	You may indicate which of the follo	owing are included in your flexib	ole working arrangements strategy:
	☑ A business case for flexibility has	been established and endorsed at	the leadership level
	 ☑ Leaders are visible role models of ☑ Flexible working is promoted through 		
	☐ Targets have been set for engage	ment in flexible work	
	☐ Targets have been set for men's €☐ Leaders are held accountable for		
	☐ Leaders are field accountable for ☐ Manager training on flexible worki		nisation
		oughout the organisation	
	☐ Team-based training is provided t☐ Employees are surveyed on wheth		
	☐ The organisation's approach to fle	xibility is integrated into client con-	
	☐ The impact of flexibility is evaluate		
	Metrics on the use of, and/or the i		eported to key management personne eported to the governing body
Do y	ou have a formal policy and/or forma	l strategy to support employees	with family or caring responsibiliti
⊠ Ye	es (select all applicable answers)		
	□ Policy □ Strategy		
□ No	o (you may specify why no formal policy		
	Currently under development, ples	ase enter date this is due to be cor	mpleted
	☐ Insufficient resources/expertise☐ Included in award/industrial or wo	rkplace agreement	
	☐ Not a priority	h	
	Other (provide details):		







11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?				
	⊠ Ye □ No	y (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			
12.	Do yo	ou have a formal policy and/or formal strategy to support employees who are experiencing family or domestic nce?			
		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			







	☐ 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 (contained in an enterprise/workplace agreement) ☑ Access to paid 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 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 • 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.

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

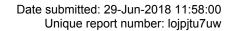
 Unticked checkboxes mean this option is NOT available to your employees.





	Mar	Managers		anagers
	Formal	Informal	Formal	Informal
Flexible hours of work		\boxtimes	\boxtimes	\boxtimes
Compressed working weeks		\boxtimes	\boxtimes	\boxtimes
Time-in-lieu		\boxtimes		
Telecommuting		\boxtimes		\boxtimes
Part-time work			\boxtimes	
Job sharing				
Carer's leave				
Purchased leave			\boxtimes	
Unpaid leave			\boxtimes	

	Purchased leave				
	Unpaid leave	\boxtimes			
14.3	You may specify why any of the above op	tions are NOT av	ailable to your	employees.	
	 ☐ Currently under development, please enter ☐ Insufficient resources/expertise ☐ Not a priority ☒ Other (provide details): Flexible work arrangements are available hours and remuneration and are negotiat job requirements. If agreement is reached 	to all employees	however some a	eir manager, wi	
14.4	If your organisation would like to provide please do so below:	additional inforr	nation relating to	o gender equa	lity indicator 4,
	er equality indicator 5: Cons rning gender equality in the		•	yees on i	ssues
		-			
	r equality indicator seeks information on what co gender equality in the workplace.	nsultation occurs	between employe	ers and employ	ees on issues
J					
5. Hav	re you consulted with employees on issues c	oncernina aende	er equality in vo	ur workplace?	
		g g			
⊠ <u>`</u> □	res No (you may specify why you have not consulted	with employees	on gender equalit	ry)	
	☐ Not needed (provide details why):☐ Insufficient resources/expertise			-,	
	☐ Not a priority				
	Other (provide details):				
15.	l How did you consult with employees on i	ssues concernin	g gender equali	ty in your worl	kplace?
	 Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details): 				
15.2	2 Who did you consult?				
	⊠ All staff				







		 Women only Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
partici	oation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	_	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?
		 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 37.4% females and 62.6% males.

Promotions

- 2. 31.8% of employees awarded promotions were women and 68.2% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 31.8% of all non-manager promotions were awarded to women.
- 3. 6.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 30.7% of employees who resigned were women and 69.3% were men
 - i. 41.7% of all managers who resigned were women
 - ii. 29.2% of all non-managers who resigned were women.
- 6.5% of your workforce was part-time and 3.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 9.1% of all women who utilised parental leave ceased employment before returning to work
- ii. 6.2% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 50.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access List of employee organisations: Financial Services Union (FSU) CEO sign off confirmation Name of CEO or equivalent: Matthew Comyn, CEO, Commonwealth Bank Group CEO signature: Date: