





2015-16 public report form submitted by Service Stream Limited to the Workplace Gender Equality Agency

Organisation and contact details

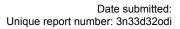
Organisation	Legal name	Service Stream Limited
registration	ABN	46072369870
	ANZSIC	3493 Telecommunication Goods
		Wholesaling
Organisation	Trading name/s	
details	ASX code (if	SSM
	relevant)	
	Postal address	PO Box 14570
		MELBOURNE VIC 8001
		Australia
	Organisation	(03) 9677 8888
	phone number	(00) 0000
Reporting	Ultimate parent	Service Stream Limited
structure	Number of	1,741
	employees covered	,
	in this report	
	submission	
	Other	Service Stream Solutions Pty Limited
	organisations	Service Stream Communications Pty Ltd
	reported on in this	Total Communications Infrastructure Pty
	report	Ltd
	. opo. t	Service Stream Holdings Pty Ltd
		Service Stream Infrastructure Services
		Pty Ltd
		AMRS (Aust) Pty Ltd
		AIVING (AUSI) FLY LIU





Workplace profile Manager

Manager ecounational actors:	Departing level to CEO	Employment status	No. of employe		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	2	2	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	1	9	10			
		Full-time contract	0	0	0			
Other executives/General managers	-1	Part-time permanent	0	0	0			
			0	0				
		Casual	0	0	0			
		Full-time permanent	5	32	37			
		Full-time contract	0	0	0			
Senior Managers	-2	Part-time permanent	1	0	1			
		Part-time contract	0	0	0 0 2 4 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 2 10 0 0 0 0 0 0 58 71 0 1 2 3 0 0			
		Casual	0	0	0			
		Full-time permanent	8	2	10			
		Full-time contract	1	0	1			
	-2	Part-time permanent	0	0	0			
			0	0				
		Casual	0	0	0			
		Full-time permanent	13	58	71			
		Full-time contract	1	0	1			
Other managers	-3	Part-time permanent	1	2	3			
- 		Part-time contract	0	0	0			
		Casual	0	0	0			
		Full-time permanent	3	19	22			
		Full-time contract	1	2	3			
	-4	Part-time permanent	0	0	0			
		Part-time contract	0	0	0			
		Casual	0	0	0			







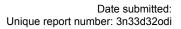
Manager equipational estegaries	Reporting level to CEO Employment status No. of employee			of employees	
Manager occupational categories	Reporting level to CEO Employment status		F	М	Total employees
Grand total: all managers	37	127	164		





Non-manager

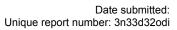
Non-manager occupational	Employment	No. of employees (excluding graduates and prentices)	No. of gr appli	aduates (if icable)	No. of ap	prentices (if icable)	Total
categories	status	F	M	F	М	F	М	employees
	Full-time permanent	41	145	2	8	0	0	196
	Full-time contract	2	11	0	0	0	0	13
Professionals	Part-time permanent	5	0	0	0	0	0	5
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	10	162	0	0	0	0	172
	Full-time contract	0	3	0	0	0	0	3
Technicians and trade	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	4	80	0	0	0	0	84
	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	153	165	0	0	0	0	318
	Full-time contract	9	8	0	0	0	0	17
Clerical and administrative	Part-time permanent	10	6	0	0	0	0	16
	Part-time contract	0	0	0	0	0	0	0
	Casual	142	609	0	0	0	0	751
	Full-time permanent	0	0	0	0	0	0	0
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0







Non-manager occupational categories	Employment status		excluding graduates and rentices)		aduates (if icable)		prentices (if icable)	Total employees
Categories		F	M	F	M	F	М	employees
	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
	Full-time permanent	0	1	0	0	0	0	1
	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		376	1,191	2	8	0	0	1,577



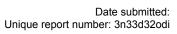




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

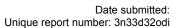
1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes? ☑ Yes (you can select policy and/or strategy options) ☑ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials? ☑ Yes (you can select policy and/or strategy options)







	 Standalone policy Policy is contained within another policy Standalone strategy
□No	Strategy is contained within another strategy
☐ No, o ☐ No, i ☐ No, o	currently under development nsufficient human resources staff don't have expertise not a priority
	Succession planning? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
	Training and development? (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
	Resignations? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
	Key performance indicators for managers relating to gender equality? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
	Gender equality overall? (you can select policy and/or strategy options)







☐ Standalone policy
☐ Policy is contained within another policy
Standalone strategy ■
☐ Strategy is contained within another strategy
No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

The organisation has launched a Talent & Succession Program, identifying future senior leaders for the Business.

71% of key talent identified are female.

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Manag	Managers		agers
	Female	Male	Female	Male
NUMBER of appointments made	10	48	172	495

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

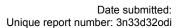
No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	5	27	18	32
Permanent/ongoing part-time employees	0	0	0	3
Fixed-term contract full-time employees	0	1	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	1	6	10

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

No cell should be left blank, please enter '0' (zero) where there is no data.







	Managers		Non-mar	nagers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	4	5	49	132	
Permanent/ongoing part-time employees	0	0	9	2	
Fixed-term contract full-time employees	0	1	2	12	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	57	172	

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

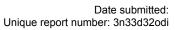
If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached
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		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	Service Stream Ltd	0	1	2	2	0	
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							







27						
28						
29						
30						
2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below: ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development						

Governing bodies listed above, you may specify why below. Governing body/board has gender balance (e.g. 40% women/40% men/20% either) Currently under development Insufficient human resources staff Don't have expertise Do not have control over governing body/board appointments (provide details why):
☐ Not a priority ☐ Other (provide details):
2.3 Do you have a formal selection policy and/or formal selection strategy for governing body/board members for ALL organisations covered in this report? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, in place for some governing bodies/boards ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, do not have control over governing body/board appointments (provide details why):
No, don't have expertiseNo, not a priorityNo, other (provide details):

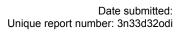
2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				



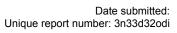




	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy and/or forma strategy? Yes (provide details in questions 3.2 and/or 3.3 below) No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, not a priority No, other (provide details):
3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected): 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 (Please provide details in question 3.3 below)

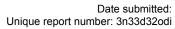






3.3 Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives:

Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):
4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below:
4.1 Were any actions taken as a result of your gender remuneration gap analysis? Yes - please indicate what actions were taken (more than one option can be selected): 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/board 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 No unexplainable or unjustifiable gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate







No, unable to address cause/s of gaps (provide details why):
No, not a priorityNo, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? Yes. (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 time over which it is paid. For example, full pay for 12
weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient
No, don't know how to implement No, not a priority No, other (provide details):
5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.
Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:
5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)?
5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?
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. For example, if ALL employees have access to employer funded paid





parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

You may enter a number that represents the actual percentage of employees, or round the number to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	10
	es staff icient

How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

No cell should be left blank, please enter '0' (zero) where there is no data.

	Primary carer's leave		Secondary carer's leave		
	Female	Male	Female	Male	
Managers	5	0	0	1	
Non-managers	7	0	0	2	

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

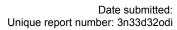
This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

No cell should be left blank, please enter '0' (zero) where there is no data.

	Female	Male
Managers	0	0
Non-managers	0	0

9	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	(you can select policy and/or strategy options)
	Standalone policy
	Policy is contained within another policy
	Standalone strategy
	Strategy is contained within another strategy
☐ No	

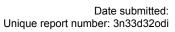






No, currently under development
No, insufficient human resources staff
□ No, don't have expertise
No, not a priority
No, other (provide details):
9.1 You may indicate which of the following are included in your flexible working
arrangements strategy:
☐ A business case for flexibility has been established and endorsed at the leadership level
Leaders are visible role models of flexible working
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
The organisation's approach to flexibility is integrated into client conversations
The impact of flexibility is evaluated (eg reduced absenteeism, increased employee
engagement)
Metrics on the use of, and/or the impact of, flexibility measures are reported to key
management personnel
Metrics on the use of, and/or the impact of, flexibility measures are reported to the
governing body/board
3 - 3 3
Do you have a formal policy and/or formal strategy to support employees with family
Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☑ Yes (you can select policy and/or strategy options)
10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☑ Yes (you can select policy and/or strategy options) ☐ Standalone policy
10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☑ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☑ Policy is contained within another policy
10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☑ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☑ Policy is contained within another policy ☐ Standalone strategy
10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☑ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☑ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☑ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
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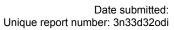
11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):







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 all worksites	
Childcare referral services	
Available at some worksites only	
Available at all worksites	
Internal support networks for parents	
☐ 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 some worksites	
☐ Available at all worksites ☐ Information packs to support new parents and/or those with elder care responsibilities	
Available at some worksites only	
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	
X Available at all worksites	
Support in securing school holiday care	
Available at some worksites only	
□ Coaching for employees on returning to work from parental leave	
Available at some worksites only	
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	
44.0 Diagon provide details of any other new leave based management that are in place of	
11.2 Please provide details of any other non-leave based measures that are in place a	HO
whether they are available at all worksites.	
12 Do you have a formal policy and/or formal strategy to support employees who are	2
experiencing family or domestic violence?	•
Standalone policy	
☑ Policy is contained within another policy	
☐ Standalone strategy	
Strategy is contained within another strategy	
□ No	
No, currently under development	
No, insufficient human resources staff	
No, included in workplace agreement	
No, not aware of the need	
No, don't have expertise	
☐ No, not a priority	



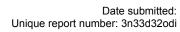




☐ No, other (please provide details):
13 Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence? ☐ Yes - please indicate the type of measures in place (more than one option can be
selected): Employee assistance program (including 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 Provide 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 No, currently under development No, insufficient human resources staff No, not aware of the need No, don't have expertise No, not a priority No, other (provide details):

Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers				Non-managers				
	Fer	male	Male		Female		Male		
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal	
Flexible hours of work									
Compressed working weeks						\boxtimes			
Time-in-lieu									
Telecommuting									
Part-time work	\boxtimes						\boxtimes		
Job sharing									
Carer's leave									

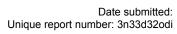






	Managers				Non-managers			
	Fer	male	Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Purchased								
leave								
Unpaid leave								

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:
14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):
14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
Have you consulted with employees on issues concerning gender equality in your workplace? ☐ Yes ☐ No ☐ No, not needed (provide details why):
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):
15.2 Please indicate what categories of employees you consulted. ☐ All staff ☐ Women only ☐ Men only ☐ Human resources managers ☐ Management ☐ Employee representative group(s) ☐ Diversity committee or equivalent

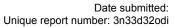






☐ Women and men who have resigned while on parental leave☐ Other (provide details):
15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☐ At induction ☐ At least annually ☑ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:







Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any 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.
- 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 23.8% females and 76.2% males.

Promotions

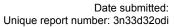
- 2. 0.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 1.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 0.0% of employees who resigned were women and 0.0% were men
 - i. 0.0% of all managers who resigned were women
 - i. 0.0% of all non-managers who resigned were women.
- 5. 1.5% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- N/A women who utilised parental leave and ceased employment before returning to work
- ii. N/A men who utilised parental leave and ceased employment before returning to work
- N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.







Notification and access

Service Stream Solutions Pty Ltd Service Stream Communications Pty Ltd Service Stream Holdings Pty Ltd List of employee organisations

Service Stream Infrastructure Services Pty Ltd AMRS (Aust) Pty Ltd

CEO sign off confirmation

Name of CEO or equivalent	Leigh Mackender
Confirmation CEO has signed the report	Yes
CEO Signature:	Date: