



Date Created: 08-05-2023



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Gender Equality Reporting

Submitted By:

Envar Engineers And Contractors Pty Ltd 35009407630

Ng-Serv Pty Ltd 36600858375

Spotless Services Australia Limited 19005309320

A.E. Smith & Son Proprietary Limited 54004274793

A.E. Smith Service Pty Ltd 43116882154

A.E. Smith Service (Seq) Pty Ltd 40093733156

A E Smith & Son (Nq) Pty Ltd 41095718924

A E Smith & Son (Seq) Pty Ltd 77095762815

Berkeley Challenge Pty Limited 16000464755

Spotless Management Services Pty Ltd 30099129790

Spotless Facility Services Pty Ltd 83072293880

Ssl Asset Services (Management) Pty Ltd 88089388170

Ae Smith Building Technologies Pty Ltd 24105240284

Cleandomain Proprietary Limited 79112283977

Cleanevent Australia Pty. Ltd. 99091953089

Envar Service Pty Ltd 49008924187

Airparts Fabrication Unit Trust 83321075589

#Workplace Overview

Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

Recruitment: Yes

Policy; Strategy

Retention: Yes

Policy;Strategy

Performance management processes: Yes

Policy; Strategy

Promotions: Yes.

Policy; Strategy

Talent identification/identification of high potentials: YesPolicy; Strategy

Succession planning: Yes

Policy; Strategy

Training and development: Yes

Policy; Strategy

Key performance indicators for managers relating to gender equality: No

2. **Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**

YesPolicy; Strategy

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

Governing Bodies

Organisation: Airparts Fabrication Unit Trust

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Envar Service Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Cleanevent Australia Pty. Ltd.

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Cleandomain Proprietary Limited

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Ae Smith Building Technologies Pty Ltd

1. Name of the governing body: Downer EDI Ltd Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Ssl Asset Services (Management) Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	3	4	0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Spotless Facility Services Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	3	4	0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Spotless Management Services Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Berkeley Challenge Pty Limited

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: A E Smith & Son (Seq) Pty Ltd

1. Name of the governing body: Downer EDI Ltd Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: A E Smith & Son (Nq) Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	3	4	0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: A.E. Smith Service (Seq) Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
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Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: A.E. Smith Service Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
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Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: A.E. Smith & Son Proprietary Limited

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Spotless Services Australia Limited

1. Name of the governing body: Downer EDI Ltd Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Ng-Serv Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
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Member	Female (F)	Male (M)	Non-Binary
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4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 30

6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

Organisation: Envar Engineers And Contractors Pty Ltd

1.Name of the governing body: Downer EDI Ltd Board of Directors

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
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6.2 Year of target to be reached: 2023-06-30

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value:

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

#Action on gender equality

Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?

Yes

Policy; Strategy

1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

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 reviews)

2. What was the snapshot date used for your Workplace Profile?

2022-12-31

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equality

1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes

1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

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

Yes

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive

1.3 What type of gender remuneration gap analysis has been undertaken?

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee Consultation

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

Yes

- 1.1 How did you consult employees?

Exit interviews; Survey

- 1.2 Who did you consult?

ALL staff

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

No

5. 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

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

Yes

Policy

1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

No

The organisation's approach to flexibility is integrated into client conversations

No

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

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

No

Date Created: 08-05-2023

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Leaders are held accountable for improving workplace flexibility

No

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Targets have been set for men's engagement in flexible work

No

Team-based training is provided throughout the organisation

No

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available

Unpaid leave: Yes

SAME options for women and men
Formal options are available

3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

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

#Employee Support

Paid Parental leave

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

Yes, we offer employer funded parental leave using the primary/secondary carer definition

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

Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

Yes

Policy

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

2.1. Employer subsidised childcare

No

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

2.5. Coaching for employees on returning to work from parental leave

No

2.6. Targeted communication mechanisms (e.g. intranet/forums)

Yes

Available at SOME worksites

2.7. Internal support networks for parents

No

2.8. Information packs for new parents and/or those with elder care responsibilities

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

2.14. Other details: No

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

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

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

All Non-Managers

Yes

Voluntary question: All Non-Managers

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

Family or domestic violence

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

Yes

Policy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing

family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

No

Training of key personnel

No

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

No

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of Days:

10

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of days:

10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Other

Provide Details:General leave without pay available on a case by case basis.

Access to unpaid leave

Yes

Is the leave period unlimited?

No

Number of days:

Provide Details: No

- 2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below**