2020 - 21 Compliance Program

Submitted by:

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#Workplace overview

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

…Recruitment	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Retention	Yes(*Select all that apply*)
…Yes	Strategy
…Performance management processes	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Promotions	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Talent identification/identification of high potentials	Yes(*Select all that apply*)
…Yes	Strategy
…Succession planning	Yes(*Select all that apply*)
…Yes	Strategy
…Training and development	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Key performance indicators for managers relating to gender equality	Yes(*Select all that apply*)
…Yes	Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)	
…Yes	Policy Strategy

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

At Southern Cross Austereo we encourage employees to see work as just one part of their balanced lifestyles. As part of our Employee value proposition strategy, we recognise the importance of gender equality and support numerous strategies and policies across our business. SCA implements a formal Diversity and Inclusion Policy, whilst also proactively advocating our own gender equality initiatives.

At SCA we are proud to champion our Women and Leadership Australia program (WLA). WLA is a national initiative dedicated to supporting a higher representation of female leadership throughout the Australian workforce. The program challenges existing leaders to prepare them to take on a more complex role. This year we have eleven participants progressing through the program. In 2020, SCA has been successful in achieving an increase to 50% + of women in middle management positions with the aim to continue this momentum into coming years to see development and progression pathways for women into senior/executive leadership positions.

The People & Culture team assists and guides activities in achieving SCA's gender equality and diversity and inclusion objectives. In January 2019 the Executive Leadership Recruitment Framework was implemented by the People and Culture team to address the imbalance of females are the Executive Leadership Level, whilst also supporting Diversity and Inclusion at the leadership level of our business, with a focus on gender inclusion.

Gender equality and diversity and inclusion continues to remain a priority SCA, any feedback from our exit interviews, engagement surveys or remuneration focus groups are incorporated into our overall Diversity & Inclusion strategy and policies as appropriate.

Governing bodies

Southern Cross Austereo Services Pty Ltd

1: Does this organisation have a governing body?	Yes(*Provide further details on the governing body(ies) and its composition*)
1.1: What is the name of your governing body?	Southern Cross Austereo
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female (F)	0
…Male (M)	1
…Gender X	0
…Members	
…Female (F)	3
…Male (M)	3
…Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this	Yes(*Select all that apply*)

organisation's governing body members?	
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(*Provide further details on your target*)
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	30-Jun-2022

Southern Cross Media Group Limited

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(*The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.*)
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

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

#Action on gender equality

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

Yes(*Select all that apply*)	
…Yes	Policy Strategy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	Yes(*Select all that apply*)
…Yes	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: Did your organisation receive JobKeeper payments?

Yes	
2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments: .. April 2020	Yes
…May 2020	Yes
…June 2020	Yes
…July 2020	Yes
…August 2020	Yes
…September 2020	Yes
…October 2020	Yes
…November 2020	Yes
…December 2020	Yes
…January 2021	No
…February 2021	No
…March 2021	No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

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 equity

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(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)	
1.1: When was the most recent gender remuneration gap analysis undertaken?	Within the last 1-2 years
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Yes(*Select all that apply*)
1.2: Did you take any actions as a result of your gender remuneration gap analysis? .. Yes	Identified cause/s of the gaps Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Implemented other changes (provide details):
…Implemented other changes (provide details):	Address pay gaps via annual pay reviews
1.3: 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)	As noted in question 1.1, the last gender remuneration gap analysis was conducted in 2019 organisation wide and included the evaluation and ranking of almost 300 unique positions. This gap analysis assisted and ensured the following: · Enabled the identification of the causal factors of any existing gaps · The reporting of these pay equity metrics to the Board and the Executive team for review and consideration · The implementation of the necessary changes and adjustments to employee salaries as part of the annual pay review process, ensuring that any identified gaps were rectified accordingly

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

Our company policy is to ensure that no gender bias occurs at any point, this includes both in the process of selecting and hiring new employees and in the annual remuneration process itself. Pay equity and ensuring this is observed and practiced accordingly holds high importance at SCA, with our processes ensuring that fairness, equity and consistency are applied in all regards and circumstances. Each year throughout our annual remuneration review process we apply checks at all levels to ensure we're able to bridge gaps between gender where appropriate and remove gender bias from decision making.

We endeavour to conduct a gender pay equity analysis every 2-3 years to ensure that we continue to both identify and mitigate any pay equity discrepancies proactively, if and as required.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?	Consultative committee or group
	Other (provide details)
…Other (provide details)	Via policy and training
1.2: Who did you consult?	ALL staff

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

Southern Cross Austereo recognises that its business performance and productivity and shareholder return is enhanced by a diverse workforce, senior management team and Board. SCA is committed to its people and to workplace diversity, we value a diverse workforce where all employees are treated with respect and fairness and have equal access opportunities available to them. As part of this commitment to diversity, SCA has developed this Diversity Policy.

For the purposes of this Policy, diversity includes gender, age, ethnicity, cultural background, impairment or disability, sexual orientation and religion. In line with its commitment, SCA seeks to provide a workplace where:

- *Everyone is valued and respected for their distinctive skills, experiences and perspectives.*
- *Structures, policies and procedures are in place to assist employees balance their work, family and other responsibilities effectively.*
- *Decision making processes in recruitment take account of diversity.*
- *Employees have access to opportunities based on merit.*
- *The culture is free from discrimination, harassment and bullying.*
- *Employment decisions are transparent, equitable and procedurally fairness*

Our Diversity and Inclusion policy is made available on our company intranet, employees are welcome to provide feedback and suggestions on the policy.

Capturing employee diversity data

We have incorporated a 'Diversity' field into our Employee Self Service system and have encouraged our existing workforce to complete the diversity field. This field captures a range of diversity indicators including cultural origin, parental & carer status, industry experience, languages spoken at home, country born in and highest level of qualification completed. The implementation of the diversity field was in response to staff feedback outlining a genuine need to understand the makeup of our workforce. The data collected from this Is confidential and is used to educate the People and Culture team further on diversity initiatives.

We continue to use Pageup as our Applicant Tracking System – though our system we are able to track the diversity data from applicants who apply for a role with SCA. The insights obtained through this support us in better targeting our recruitment strategies to encourage and attract a diverse pool of applicants.

Training

- We facilitate monthly webinars with new starters to our business, during the webinar we discuss SCA's commitment to diversity and importance of a diverse workforce, new starters are educated on the benefits of diversity and are encouraged to participate in discussion on the topic.
- As part of our recruitment strategy we provide our hiring managers with training to support them in ensuring they are aware of unconscious bias and considering the benefits of a diverse (cognitive and identity workforce).

#Employee work/life balance

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

Yes(*Select all that apply*)	
…Yes	Policy Strategy
…A business case for flexibility has been established and endorsed at the leadership level	Yes
…Leaders are visible role models of flexible working	Yes
…Flexible working is promoted throughout the organisation	Yes
…Targets have been set for engagement in flexible work	No(*Select all that apply*)
…No	Not aware of the need
…Targets have been set for men's engagement in flexible work	No(*Select all that apply*)
…No	Not aware of the need
…Leaders are held accountable for improving workplace flexibility	Yes
…Manager training on flexible working is provided throughout the organisation	Yes
…Employee training is provided throughout the organisation	Yes
…Team-based training is provided throughout the organisation	Yes
…Employees are surveyed on whether they have sufficient flexibility	Yes
…The organisation's approach to flexibility is integrated into client conversations	No(*Select all that apply*)
…No	Not aware of the need
…The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
…Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes

…Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
…Other (provide details)	No

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

…Flexible hours of work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Compressed working weeks	No(*You may specify why the above option is not available to your employees.*)
…No	Insufficient resources/expertise
…Time-in-lieu	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Informal options are available
…Telecommuting (e.g. working from home)	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Part-time work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Job sharing	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Carer's leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Purchased leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Unpaid leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…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

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

No

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

COVID Response and flexible working

In anticipation of moving most of our workforce to a remote working model, in March the People and Culture facilitated 'Leading Remote Teams' management essentials training. The training sessions were delivered to all employees with people management responsibilities nationally, in total 15 training sessions were conducted over the course of one week.

The purpose of the training was to ensure that our managers were prepared and supported to effectively lead their remote teams and ensure employee productivity and motivation throughout the transition to a remote working model.

The training provided managers with practical tips on; setting expectations, maintaining team engagement, effective and open communication, utilising technology to enable social interaction, and guidance on how to support the wellbeing of their staff during a period of change.

SCA YourWay – Our Flexibility Program

In September 2020 SCA implemented **SCA YourWay** a refreshed and industry leading approach to workplace flexibility, the program aims to support diversity and inclusion and balance the health and wellbeing of our people with productive work. As part of the roll out of our Flexible working program we provided training to managers and employees to support them in working effectively and cohesively within a flexible environment.

The SCA YourWay framework offers flexible work options for all permanent employees at SCA, flexible work is defined as any type of working arrangement that it outside of the employee's normal hours and/or primary location of work. The following arrangements are offered through our flexibility program:

- **Flex hours -** Allowing an employee to choose, within given limits, when to begin and end their workday (without increasing or decreasing their contracted hours) which differs from standard office hours.

- **Micro-flex -** Taking short breaks during the day to achieve something outside work, by compensating for this time across the day or week.
- **Team flex -** Working as a team to come up with the best plan that meets team goals and individual goals.
- **Remote working -** Where an employee carries out their usual work at home or another chosen location (please refer to the working from home checklist).
- **Purchased leave -** Utilising the additional leave policy to buy up to 10 additional days of annual leave.
- **Job-sharing -**Where a full-time position is divided into two part time roles and duties and responsibilities are shared in some way.
- **Part-time working**: - When an employee reduces their contracted hours to work e.g. Monday – Wednesday. This has salary, superannuation and leave implications.
- **Transition to retirement -** A reduction in the hours worked but involves the same or very nearly the same level of job responsibilities, to help support an employee as they move towards retirement.
- *Please refer to additional Transition to Retirement policy*
- **Informal flexibility -** A change or adjustment to working arrangements to occur over a short period of time

Alongside this we also ensure we fulfil our legislative requirements under Fairwork regarding formal flexible working requests. The People and Culture team continue to provide managers with support and guidance on how to respond and manage formal flexible working requests.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)	
1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	4
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	71-80%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	1
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	70-80%

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

As of 1 July 2017, all part-time and full-time employees of SCA with at least 12 months' continuous service are entitled to employer funded paid parental leave, in addition to the government's paid parental leave scheme.

Under the SCA Paid Parental Leave scheme, both primary and secondary carers will receive paid leave. Entitlements will be based on length of service at the time of taking leave.

Primary Carers:

- 1-3 years' service: 4 weeks paid leave at full pay or 8 weeks at half pay
- 3+ years' service: 6 weeks paid leave at full pay or 12 weeks at half pay

Secondary

- 1 + year service: 1-week paid leave at full pay or 2 weeks at half pay.

We continue to provide flexible work arrangements to new parents returning to work to help them balance their family commitments with their career.

Support for carers

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

Yes(*Select all that apply*)	
…Yes	Policy

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

…Employer subsidised childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…On-site childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise

…Breastfeeding facilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…Childcare referral services	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Internal support networks for parents	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Information packs for new parents and/or those with elder care responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Referral services to support employees with family and/or caring responsibilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…Targeted communication mechanisms (e.g. intranet/forums)	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…Support in securing school holiday care	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Coaching for employees on returning to work from parental leave	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Parenting workshops targeting mothers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Parenting workshops targeting fathers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Other (provide details)	No

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

At SCA we understand that our people have different commitments, priorities, and interests in both their personal and working lives and we acknowledge the need to work flexibly to better integrate both aspects of work and life.

In 2020 we introduced SCA YourWay, a framework providing guidance for how we operate as a flexible organisation - focused on work outcomes rather than where or when we are working. SCA YourWay gives employees the tools to implement efficient work practices that are conducive to flexible working, while continuing to deliver business outcomes. There are several flexible working options which can be considered, as everyone's needs are different for example regularly working from home a day or two per week to assist with carer duties and/or adjusting start and finish times that align with appointments or school drop off and pick up.

At SCA we continue to modernise how we can support carers in our business, in some of our Metro offices such as Sydney we offer private breastfeeding facilities for mothers. We ensure Referral services to support employees with family and/or caring responsibilities are readily available to all employees. Our Policy for supporting employees with family or caring responsibilities is housed on our intranet for easy access.

In association with out own policies and innovative strategies, we continue to fulfil our legislative requirements as stipulated by FairWork.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)	
…Yes	Policy
1.1: Do you provide a grievance process in any sex-based harasssment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

…All managers	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At least annually At induction
…All employees	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At induction At least annually

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

All Southern Cross Austereo employees receive a comprehensive induction which include interactive online videos and multiple-choice question/quizzes on topics including but not limited to: EEO, discrimination, bullying and harassment. Southern Cross Austereo

employees are also informed about their obligations and Southern Cross Austereo's expectations under these important policies throughout these videos.

Southern Cross Austereo's dedicated People & Culture Team provide annual training for all people managers on a variety of topics including their obligation in preventing discrimination, harassment, and bulling in the workplace. This training will soon be reinforced by Southern Cross Austereo's new roll out of '*Workplace Harassment Training'* which will be externally facilitated by a dedicated professional in the field of workplace harassment, bullying and discrimination. In addition to our manager trainings, the People & Culture team take part in annual harassment and bullying investigation training facilitated by our employment lawyers.

Southern Cross Austero is dedicated to ensuring that we continually educate our employees and management teams on the important role they each play in maintaining a safe and inclusive working environment.

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(*Select all that apply*)	
…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?

…Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
…Training of key personnel	Yes
…A domestic violence clause is in an enterprise agreement or workplace agreement	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Workplace safety planning	Yes
…Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Currently under development	

…Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
…Access to unpaid leave	Yes
…Confidentiality of matters disclosed	Yes
…Referral of employees to appropriate domestic violence support services for expert advice	Yes
…Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
…Flexible working arrangements	Yes
…Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
…Offer change of office location	Yes
…Emergency accommodation assistance	Yes
…Access to medical services (e.g. doctor or nurse)	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Other (provide details)	No(*Select all that apply*)

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

At SCA we have a policy and strategy dedicated to family and domestic violence to ensure we can best support employees both experiencing or being impacted by such situations or circumstances.

Our policy and strategy ensure and clearly outline the provisions which we have put in place in this regard, including:

1.   Additional support mechanisms:

·   Our Employee Assistance Program available through our third-party provider

·   Providing periodic training to our team members and managers to educate and best equip them in managing such situations

·   Workplace safety planning – undertaken by our WHS Committee and management to ensure safety is a priority and the appropriate safety provisions and policies are in place at all times to support our employees

2. Access to Domestic Violence leave as unpaid leave (up to 10 days) – available to all employees (including casual and part time) to enable sufficient recovery time, the opportunity to attend court hearings, medical or other appointments, seek external counselling support etc.

3. Confidentiality – ensuring the required privacy and sensitivity is applied in all situations

4. Referral to expert advice – in consultation and collaboration with our EAP (Employee Assistance Program) provider, we would seek out additional experts/specialists and/or appropriate Clinicians to provide further support as required.

Additionally, we would seek the support and expert advice of our internal Legal team and external Legal partner should any specific advice or support on legal matters be required in any respect.

5. Protection from adverse action / discrimination – we have dedicated policies including a *Harassment Policy, Workplace Bullying Policy* and *Discrimination and Equal Opportunity Policy* (in addition to our **Domestic and Family Violence Policy**) to ensure our employees are protected and supported in both mentioned regards, and beyond

6. Flex working – our Flexible Working provisions are designed to enable employees time away from work in such circumstances (and others) to attend to these matters in a way that is supportive of their needs. Employees may access flexible working arrangements such as:

- Hours of work (i.e. changes to start and finish times, part time hours etc.)

- Patterns of work (i.e. split shifts or job-sharing)

- Locations of work (i.e. working from home)

- Short or long-term relocation to another office location

7. Provision of financial support – through an agreement between SCA and the employee if short term financial support was required

8. Change of office location – this would form part of a flexible working arrangement and agreement to further support the employee as needed. We have multiple locations around Australia and offer flexibility in this regard if requested/required

9. Emergency accommodation assistance – providing support to the employee with the arrangement of alternative, short-term accommodation if requested or if individual circumstances required

Additionally, we ensure that this policy (and all of our policies) are reviewed on a regular basis (annually or once every two years) to ensure currency, validity, and applicability.

Workplace Profile Table

Industry: Broadcasting (except Internet)

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Professionals	Full-time permanent	741	682	0	0	1,423
	Part-time permanent	125	19	0	0	144
	Casual	182	220	0	0	402

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Broadcasting (except Internet)

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	1	5	6
HOB	-2	Full-time permanent	6	17	23
GM	-2	Full-time permanent	8	7	15
		Part-time permanent	1	0	1
OM	-3	Full-time permanent	116	128	244
		Part-time permanent	17	1	18

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Broadcasting (except Internet)

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	4	3	7
			Managers	27	9	36
			Non-managers	151	100	251
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	3	6
	Part-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	6	0	6
			Non-managers	43	11	54
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	2	2
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
			Managers	8	5	13
			Non-managers	118	72	190
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	3
			Non-managers	3	1	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	6	0	6
			Non-managers	38	10	48
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	1	2
			Managers	11	3	14
			Non-managers	76	56	132
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	4	0	4
			Non-managers	6	0	6
	Part-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	0	0	0
			Non-managers	11	2	13
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	36	38	74

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Broadcasting (except Internet)

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	3	2	5
			Managers	12	8	20
			Non-managers	104	85	189
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	12	1	13
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	53	49	102
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	12	0	12
			Non-managers	34	0	34
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	5	0	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
			Managers	0	6	6
			Non-managers	1	12	13
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Broadcasting (except Internet)

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	6	0	6
			Non-managers	7	0	7
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X