



# Public report

2019-20

Submitted by

Legal Name: Linx Cargo Care Pty Ltd





# Organisation and contact details

Submitting organisation details	Legal name	Linx Cargo Care Pty Ltd				
	ABN	95123685183				
	ANZSIC	I Transport, Postal and Warehousing 4610 Road Freight Transport				
	Business/trading name/s					
	ASX code (if applicable)					
	Postal address	Level 13, 15 Blue St				
		North Sydney NSW 2060				
		AUSTRALIA				
	Organisation phone number	0428438000				
Reporting structure	Ultimate parent	BAPSH Pty Limited				
	Number of employees covered by this report	2,023				





# All organisations covered by this report

Legal name	Business/trading name/s
Linx Cargo Care Pty Ltd	
LINX Logistics Pty Ltd	
LINX Executive Services Pty Ltd	
Autocare Services Pty Ltd	
LINX Portlink Pty Limited	





# Workplace profile

### Manager

	D " 1 11 050			No	. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	0	1	1
CEO/Head of Business in Australia		Full-time contract	0	0	0
	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	5	6
		Full-time contract	0	0	0
	-1	Part-time permanent	1	0	1
		Part-time contract	0	0	0
Key management personnel		Casual	0	0	0
	-2	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-1	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	2	3
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0





Management and and and	Demonstrate level to OFO	Farming and adaptive		No	. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	5	11	16
		Full-time contract	1	0	1
	-2	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	5	5
		Full-time contract	0	0	0
Senior Managers	-3	Part-time permanent	0	0	0
enior Managers		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	11	12
		Full-time contract	0	0	0
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	4	5	9
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	4	15	19
		Full-time contract	1	0	1
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
Others		Casual	0	0	0
Other managers		Full-time permanent	5	26	31
		Full-time contract	0	0	0
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	17	18
		Full-time contract	0	0	0
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			30	104	134

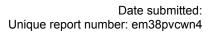




# Workplace profile

### Non-manager

Non-manager occupational categories	Employment status	No. of employees (exclude	ding graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total employees
inon-manager occupational categories	Employment status	F	M	F	M	F	M	Total employees
	Full-time permanent	31	47	0	0	0	0	78
	Full-time contract	7	2	0	0	0	0	9
Professionals	Part-time permanent	6	4	0	0	0	0	10
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	3	53	0	0	0	3	59
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	3	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	4	0	0	0	0	4
	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	60	8	0	0	0	0	68
	Full-time contract	1	1	0	0	0	0	2
Clerical and administrative	Part-time permanent	14	0	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	0	0	0	0	0	3
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	5	293	0	0	0	0	298
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	1	9	0	0	0	0	10
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	20	0	0	0	0	21







Non-manager occupational categories		No. of employees (exclud	ling graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	40	271	0	0	0	0	311
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	4	144	0	0	0	0	148
	Part-time contract	3	51	0	0	0	0	54
	Casual	85	623	0	0	0	0	708
	Full-time permanent	10	72	0	0	0	0	82
	Full-time contract	1	1	0	0	0	0	2
Others	Part-time permanent	1	1	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	3	0	0	0	0	3
Grand total: all non-managers		276	1,610	0	0	0	3	1,889





## Reporting questionnaire

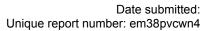
### Gender equality indicator 1: Gender composition of workforce

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

### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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







1.4	Promotions
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	1	0	8
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	3

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	17	33
Number of appointments made to NON-MANAGER roles (including promotions)	74	310

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

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	15	21	74
Permanent/ongoing part-time employees	0	0	0	3
Fixed-term contract full-time employees	1	0	1	8
Fixed-term contract part-time employees	0	0	0	2
Casual employees	0	0	12	72

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

### Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
  - 2.1 Please answer the following questions relating to each governing body covered in this report.





Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2404			
2. I d. I	Organisation name?		
	BAPSH Pty Ltd ABN 54 605 702 618	(as ultimate parent of LINX Cargo Care	Pty Ltd ABN 95123685183)
2.1b.1	What gender is the Chair on this gove Chair at your last meeting)?	rning body (if the role of the Chair rota	ites, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?
		Female	Male
	Number	0	3
	☐ Currently under development,☐ Insufficient resources/expertis	not been set) nder balance (e.g. 40% women/40% men please enter date this is due to be compl e rning body/board appointments (provide	n/20% either) leted
2.1a.2	Organisation name?		
	Autocare Services Pty Ltd		
2.1b.2	How many Chairs on this governing b	ody?	
		Female	Male
	Number	0	1
2.1c.2	How many other members are on this	governing body (excluding the Chair/s	s)?

0

Number

1





	<ul> <li>Yes</li> <li>No (you may specify why a target has not been set)</li> <li>☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body/board appointments (provide details why):</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>						
2.1g.2	Are you reporting on any other organis	sations in this report?					
	⊠ Yes □ No						
2.1a.3	Organisation name?						
	LINX Logistics Pty Ltd						
2.1b.3	How many Chairs on this governing bo	ody?					
		Female	Male				
	Number	0	1				
2.1c.3	How many other members are on this	governing body (excluding the Chair/s	s)?				
	Number	Female 0	Male 1				
	Number	U	1				
2.1d.3	☐ Currently under development,☐ Insufficient resources/expertise	not been set) nder balance (e.g. 40% women/40% men please enter date this is due to be compl	n/20% either) eted				
2.1g.3	Are you reporting on any other organis	sations in this report?					
	⊠ Yes □ No						
2.1a.4	Organisation name?						
	LINX Portlink Pty Ltd						
2.1b.4	How many Chairs on this governing bo	ody?					
		Female	Male				
	Number	0	1				

2.1c.4 How many other members are on this governing body (excluding the Chair/s)?



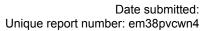


		Female	Male
Number	0		1
d.4 Has a target been set to  ☐ Yes ☐ No (you may specify w	•		s governing body?
☐ Governing bod ☐ Currently unde ☐ Insufficient res	y/board has gende r development, plea ources/expertise entrol over governin	belance (e.g. 40% women/40 ase enter date this is due to be g body/board appointments (μ	e completed
g.4 Are you reporting on an	y other organisati	ons in this report?	
⊠ Yes □ No			
a.5 Organisation name?			
LINX Executive Services	Pty Ltd		
b.5 How many Chairs on thi	s governing body	?	
Number	0	Female	Male 1
			1
		erning body (excluding the	1 Chair/s)?
c.5 How many other member  Number  d.5 Has a target been set to  Yes  No (you may specify w Governing bod Currently unde	increase the reproduction of the series are on this government of the series are on this government of the series	Ferning body (excluding the Female	Chair/s)?  Male 3 s governing body?  % men/20% either) e completed
Number  Id.5 Has a target been set to  Yes  No (you may specify w Governing bod Currently unde Insufficient rese Do not have co	increase the reproduced has gender development, please outcome over governing details):	Female  Female  Sesentation of women on this been set) Shalance (e.g. 40% women/40 ase enter date this is due to be g body/board appointments (p	Chair/s)?  Male 3 s governing body?  % men/20% either) e completed

Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?

☐ Yes (select all applicable answers)
☐ Policy
☐ Strategy

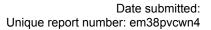
2.2







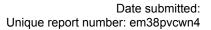
		<ul> <li>No (you may specify why no formal selection policy or formal selection strategy is in place)</li></ul>
	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		Plan for company wide D&I approach postponed in 2020
Equal		equality indicator 3: Equal remuneration between women and men ration between women and men is a key component of improving women's economic security and progressing by.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers)  □ Policy
	□ No	Strategy (you may specify why no formal policy or formal strategy is in place)     □ Currently under development, please enter date this is due to be completed     □ Insufficient resources/expertise     □ Salaries set by awards/industrial or workplace agreements     □ Non-award employees paid market rate     □ Not a priority     □ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>☑ To achieve gender pay equity</li> <li>☑ 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)</li> <li>☐ To be transparent about pay scales and/or salary bands</li> <li>☐ To ensure managers are held accountable for pay equity outcomes</li> <li>☐ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>☐ Other (provide details):</li> </ul>







4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	☐ Ye	es - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months
		☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago
	⊠ No	☐ Other (provide details):  o (you may specify why you have not analysed your payroll for gender remuneration gaps) ☐ Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no
		for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or ications)
		☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there on for discretion in pay changes (because pay increases can occur with some discretion such as performance esments)
		<ul> <li>☒ Non-award employees paid market rate</li> <li>☐ Not a priority</li> </ul>
		Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
		3.2 Implementation of Remuneration strategy for eligible employees on parental leave
C -	- d - u	anuality indicator 4. Elevible working and support for ampleyons
		equality indicator 4: Flexible working and support for employees
WIL	II Iai	nily and caring responsibilities
emplo suppo to cor	oyment orting er nbine p	r will enable the collection and use of information from relevant employers about the availability and utility of terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements inployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental uality and to maximising Australia's skilled workforce.
5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	⊠ Ye	es. (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
	time o	By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please
	indica	te how employer funded paid parental leave is provided to women ONLY): ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
	time o	☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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) b, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded
		parental leave is provided to men ONLY):
		☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of
	time o	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	o, not available (you may specify why this leave is not provided) ☐ Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise







		☐ Government scheme is sufficient ☐ Not a priority ☐ Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		12
5a.	carer	r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?
		• In your calculation, you MUST INCLUDE CASUALS when working out the proportion.  □ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 100%
	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:  ☐ Adoption ☐ Surrogacy ☐ Stillbirth
6.		ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the arry carer.
		ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
		o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) o, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY o (you may specify why employer funded paid parental leave for secondary carers is not paid)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Government scheme is sufficient  Not a priority  Other (provide details):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
		5

If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

6a.



7.

8.



An employee who is the partner (spouse or defacto partner) of someone who is due to have a baby is for the purposes of this policy called the Secondary Care Giver. The Secondary Care Giver is entitled to 1 week paid Parental Leave and in addition they will be entitled to 2 weeks unpaid Parental Leave at the time of the birth. Where the Secondary Care Giver becomes the 'Primary Care Giver' they are entitled to the remainder of unpaid Parental Leave, up until the child's first birthday. Where the Secondary Care Giver becomes the Primary Care Giver they may also have access to further unpaid Parental Leave under the extending period provision (see Section 10 'Extending and amending parental leave'). Where the Secondary Care Giver would like to take more than the 1 week paid Parental Leave provided, they can arrange this in line with standard leave types and application requirements in consultation with their Manager.

	CARERS?	lion or y	our total worki	orce nas ac	cess to empi	oyer funded paid p	arentar leave for SECONDAIN
		ır calcula	ation, you MUS	T INCLUDE	CASUALS w	hen working out th	e proportion.
	☐ 21 ☐ 31 ☐ 41 ☐ 51 ☑ 61 ☐ 71 ☐ 81	20% 30% 40% 50% 60% 70% 80% 99%					
	Please indica	ate whet	her your emplo	yer funded	paid parenta	I leave for seconda	ry carers covers:
6.3							
6.3	□ Adoption     □ Surrogacy     □ Stillbirth						
How i	Surrogacy Stillbirth	ERS hav	leave, regardle	ss of when		d.	nd/or unpaid)? Include
How i	Surrogacy Stillbirth	ERS have		ss of when	it commence		
How i	☐ Surrogacy ☐ Stillbirth  many MANAG  oyees still on p	ERS have	leave, regardle	r's leave	it commence	Secondary car	er's leave
	Surrogacy Stillbirth  many MANAG  byees still on p	ERS have barental 4	Primary cared Female  IAGERS have to till on parental	r's leave Male 0 saken parent	o tal leave duri	Secondary care Female  ng the reporting peen it commenced.	er's leave  Male  5  Priod (paid and/or unpaid)?
How i emplo Mana	Surrogacy Stillbirth  many MANAG  byees still on p	ERS have barental 4	Primary carer Female  IAGERS have till on parental	r's leave Male 0	o tal leave duri	Secondary care Female  ng the reporting peen it commenced.	er's leave  Male  5

'Ceased employment' means anyone who has exited the organisation for whatever reason, including

0

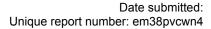
Female

Managers

resignations, redundancies and dismissals.

Male

0



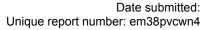




- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	0	0

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Don't offer flexible arrangements</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreement</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed 2020</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreements</li> <li>Not aware of the need</li> <li>Not a priority</li> <li>Other (please provide details):</li> </ul>







13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support
	employees who are experiencing family or domestic violence?

Where AND r	e any of the following options are available in your workplace, are those option/s available to both wo nen? flexible hours of work compressed working weeks
	(you may specify why no other support mechanisms are in place)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not aware of the need  Not a priority  Other (provide details):
	☐ Offer change of office location ☐ Emergency accommodation assistance ☐ Access to medical services (e.g. doctor or nurse) ☐ Other (provide details):
	<ul> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☐ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> </ul>
	<ul> <li>☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☑ Access to unpaid leave</li> <li>☑ Confidentiality of matters disclosed</li> </ul>
	<ul> <li>☐ Workplace safety planning</li> <li>☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> </ul>
	☐ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement
⊠ Yes	s (select all applicable answers)    Employee assistance program (including access to a psychologist, chaplain or counsellor)

### 14. omen

- time-in-lieu
- telecommuting
- part-time work
- job sharing carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

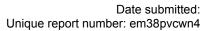
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

$\boxtimes$	Yes,	the opti-	on/s in	place a	are ava	ailable	to both	womer	and	men
	No. s	some/all	options	are n	ot ava	ilable to	both	women	AND	men

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

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

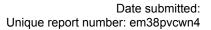
Man	agers	Non-managers		
Formal Informal		Formal	Informal	
$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	
	$\boxtimes$	$\boxtimes$	$\boxtimes$	
$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	
$\boxtimes$		$\boxtimes$		
	Formal		Formal Informal Formal  Informal Informal Formal  Informal Informal Formal  Informal Informal Informal  Informal Informal Informal Informal  Informal Information Inform	







	14.5	Tou may specify wify any of the above options are NOT available to your employees.
		☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
		Other (provide details):
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
		equality indicator 5: Consultation with employees on issues ning gender equality in the workplace
		equality indicator seeks information on what consultation occurs between employers and employees on issues ender equality in the workplace.
15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	☐ Ye ⊠ No	s (you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
		Plan for company wide D&I approach has been postponed in 2020
The p	reventic	equality indicator 6: Sex-based harassment and discrimination on of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy training of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Ye	s (select all applicable answers)
	□ No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		⊠Yes







	<ul> <li>No (you may specify why a grievance process is not included)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>	
17.	Do you provide training for all managers on sex-based harassment and discrimination prevention?	
	<ul> <li>✓ Yes - please indicate how often this training is provided:         <ul> <li>At induction</li> <li>At least annually</li> <li>Every one-to-two years</li> <li>Every three years or more</li> <li>Varies across business units</li> <li>Other (provide details):</li> </ul> </li> <li>No (you may specify why this training is not provided)         <ul> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul> </li> </ul>	
	17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:	

### **Other**

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)

Implementation of new Reward strategy to improve gender equality. Eligible Common Law Employees who take Parental Leave are now paid full STIP entitlement, where previously pro rated STIP entitlement excluded unpaid parental leave. This was applied to the 2019 performance cycle with eligible employee receiving payment in March 2020





### Gender composition proportions in your workplace

### Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

### Based upon your workplace profile and reporting questionnaire responses:

### Gender composition of workforce

1. the gender composition of your workforce overall is 15.1% females and 84.9% males.

### **Promotions**

- 2. 0.0% of employees awarded promotions were women and 100.0% 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. 12.2% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

### Resignations

- 4. 17.1% of employees who resigned were women and 82.9% were men
  - i. 11.8% of all managers who resigned were women
  - ii. 17.6% of all non-managers who resigned were women.
- 12.2% of your workforce was part-time and 2.4% of resignations were part-time employees.

### Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: LINX Cargo Care Group Pty Ltd Autocare Services Pty Ltd LINX Logistics Pty Ltd LINX Executive Services Pty Ltd LINX Portlink Pty Ltd

### CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Anthony Jones	
CEO signature:	Date:
4/10	23 July 2020

