Australian Government

Workplace Gender Equality Agency

2021 - 22 Compliance Program

Submitted by:

Spotless Services Australia Limited (ABN:19005309320)

A.E. Smith & Son Proprietary Limited (ABN:54004274793)

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Spotless Management Services Pty Ltd (ABN:30099129790)

Ssl Asset Services (Management) Pty Ltd (ABN:88089388170)

Cleanevent Australia Pty. Ltd. (ABN:99091953089)

Cleandomain Proprietary Limited (ABN:79112283977)

Ng-Serv Pty Ltd (ABN:36600858375)

A.E. Smith Service Pty Ltd (ABN:43116882154)

A E Smith & Son (Nq) Pty Ltd (ABN:41095718924)

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

A E Smith & Son (Seq) Pty Ltd (ABN:77095762815)

Envar Engineers And Contractors Pty Ltd (ABN:35009407630)

Ae Smith Building Technologies Pty Ltd (ABN:24105240284)

Berkeley Challenge Pty Limited (ABN:16000464755)

Airparts Fabrication Unit Trust (ABN:83321075589)

Envar Service Pty Ltd (ABN:49008924187)

#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(*Select all that apply*)
…Yes	Policy Strategy
…Retention	Yes(*Select all that apply*)
…Yes	Policy 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	Policy Strategy
…Succession planning	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Training and development	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Key performance indicators for managers relating to gender equality	No(*Select all that apply*)

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: Does your organisation have any of the following targets to address gender equality in your workplace?

Increase the number of women in leadership positions

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

Governing bodies

Spotless Services Australia Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

A.E. Smith & Son Proprietary Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Spotless Facility Services Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Spotless Management Services Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Ssl Asset Services (Management) Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Cleanevent Australia Pty. Ltd.

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
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Cleandomain Proprietary Limited

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…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
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Ng-Serv Pty Ltd

1: Does this organisation have a governing body?	No
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…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
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A.E. Smith Service Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
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A E Smith & Son (Nq) Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

A.E. Smith Service (Seq) Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
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A E Smith & Son (Seq) Pty Ltd

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…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
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Envar Engineers And Contractors Pty Ltd

1: Does this organisation have a governing body?	No
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…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
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1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Ae Smith Building Technologies Pty Ltd

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Berkeley Challenge Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Airparts Fabrication Unit Trust

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female	
…Male	
…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
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…Non-binary	
…Members	
…Female	
…Male	
…Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of another submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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

Gender pay gaps

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 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?

31-Jan-2022

3: Does your organisation publish its organisation-wide gender pay gap?

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

5: 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 12 months
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	Created a pay equity strategy or action plan 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

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis (‘gender pay gap analysis’) in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

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

1.1: How did you consult employees?	Survey Exit interviews
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 previous year’s public reports with employees?

31-Aug-2021

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year’s public reports with shareholders?	31-Aug-2021

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

6: 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(*Select all that apply*)	
…Yes	Policy
…A business case for flexibility has been established and endorsed at the leadership level	No(*Select all that apply*)
…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*)
…Targets have been set for men's engagement in flexible work	No(*Select all that apply*)
…Leaders are held accountable for improving workplace flexibility	No(*Select all that apply*)
…Manager training on flexible working is provided throughout the organisation	No(*Select all that apply*)
…Employee training is provided throughout the organisation	No(*Select all that apply*)
…Team-based training is provided throughout the organisation	No(*Select all that apply*)
…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*)
…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	No(*Select all that apply*)
…Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(*Select all that apply*)
…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	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
…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 Formal 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	No(*You may specify why the above option is not available to your employees.*)
…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	
3.1: You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.	Yes(*Select one option only*)

.. Flexible hours of work	
…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	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
…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	Formal options are available 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	No(*You may specify why the above option is not available to your employees.*)
…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

4: Has your organisation implemented an ‘all roles flex’ approach to flexible work?

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

#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:	Women only
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy
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?	6
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.1.g.1: How long is the qualifying period?	12
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth? .. Yes	Within 12 months

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	No(*You may specify why employer funded paid parental leave for secondary carers is not available.*)

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.

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.*)
…On-site childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…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.*)
…Internal support networks for parents	No(*You may specify why the above support mechanism is not available to your employees.*)
…Return to work bonus (only select if this bonus is not the balance of paid parental leave)	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at ALL worksites
…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.*)
…Referral services to support employees with family and/or caring responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…Targeted communication mechanisms (e.g. intranet/forums)	No(*You may specify why the above support mechanism is not available to your employees.*)
…Support in securing school holiday care	No(*You may specify why the above support mechanism is not available to your employees.*)
…Coaching for employees on returning to work from paid parental leave	No(*You may specify why the above support mechanism is not available to your employees.*)
…Parenting workshops targeting mothers	No(*You may specify why the above support mechanism is not available to your employees.*)
…Parenting workshops targeting fathers	No(*You may specify why the above support mechanism is not available to your employees.*)
…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.

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 Strategy
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 induction Every one-to-two years
…All employees	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At induction Every one-to-two years

3: If your organisation would like to provide additional information relating to sex-based harassment and 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(*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	No(*Select all that apply*)
…A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
…Workplace safety planning	No(*Select all that apply*)
…Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(*Select all that apply*)

…Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(*Is the leave period unlimited?*)
…Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(*Select all that apply*)
…Access to unpaid leave	Yes(*Is the leave period unlimited?*)
…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)	No(*Select all that apply*)
…Offer change of office location	Yes
…Emergency accommodation assistance	No(*Select all that apply*)
…Access to medical services (e.g. doctor or nurse)	No(*Select all that apply*)
…Other (provide details)	No

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

#Diversity and inclusion

Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes(*Select all that is covered.*)	
…Yes	Aboriginal and/or Torres Strait Islander identity Cultural and/or language and/or race/ethnicity background Disability and/or accessibility Sexual orientation Gender identity Age

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes	
…If this data can be shared and is not confidential, please complete the below table:	

3: Do you currently collect data on any of the following dimensions of employees' identities?

Disability Sexual orientation Gender identity