



Australia

# Workplace Gender Equality Policy

## 1 PURPOSE

This policy will provide all employees with a guide for understanding the philosophy of workplace gender equality and how it relates to the workplace.

Under the terms of the Federal Equal Opportunity for Women in the Workplace Gender Equality Act 2012 which is managed by the Workplace Gender Equality Agency (WGEA), all private employers with more than one hundred (100) employees must submit an annual report each year. These reports are tabled in Federal Parliament and if a report is not submitted the Company will be unable to tender or retain any form of government contract.

The WGEA Annual Reports are available from your Human Resources Manager as they are the basis for the establishment of the site WGEA committees and provide the guidelines for their charter of operation.

The aim of the WGEA program is not to force employers to promote or recruit women but is designed to provide a more flexible environment that encourages women to apply for employment, promotions and other employment opportunities.

## 2 SCOPE

This policy applies to employees of Management & Training Corporation Pty. Ltd. (MTC Australia®) – whether permanent, fixed, temporary, casual or trainee, and including directors. In this standard, the terms 'employee' or 'workforce' includes all of these groups.

## 3 POLICY STATEMENT

### Human Resources & Industrial Relations Director

As a company with more than one-hundred employees, MTC Australia® is required to submit an annual report to the Workplace Gender Equality Agency (WGEA) during the submission window, which runs from 1 April to 31 May of each year.

The annual report to WGEA covers a reporting period which runs from 1 April (the previous year) through to March 31 (the current year). It will be the responsibility of the Human Resources & Industrial Relations Director to submit this report to WGEA.

The Human Resources & Industrial Relations Director will need to register MTC Australia with WGEA through their portal

Once MTC Australia has been registered in WGEA's portal, the Human Resources & Industrial Relations Director will be required to complete the following steps to submit the Annual Report through the client portal (<https://client-portal.wgea.gov.au/s/>).

1. Log-in through Digital Identity
2. Log-in to the WGEA Portal and select 'Compliance Reporting'

3. Create a Submission Group
4. Click on 'Go to Reporting' Page
5. Confirm MTC Australia's Organisation Details
6. Complete the Reporting Questionnaire
7. Complete the Workforce Management Statistics
8. Complete the Workplace Profile
9. Fix any anomalies with the provided Data
10. Confirm sign-off with the Managing Director and agree to all Declarations and Consents
11. Submit the Annual Report to WGEA

Following submission, the report can then be downloaded for sharing with and analysis and implementation by MTC Australia®.

## Contract Manager

Review the latest WGEA annual report submitted by MTC Australia® to the WGEA Agency and become familiar with the broad goals set within the document.

## Human Resources Manager

Call for nominations from women at the Centre to establish a site WGEA Committee. This committee should consist of at least three representatives and not more than five, one from each department. (Note: other employees are welcome to attend if they wish on a needs basis). This will be determined by the Chairperson of the Committee.

The Committee will meet monthly and will take formal minutes.

The Human Resources Manager will manage the processes as listed above and will be responsible for ensuring all minutes are forwarded to the Human Resources & Industrial Relations Director on a monthly basis (these minutes may include recommendations to the Contract Manager).

The Contract Manager must respond formally to the Committee within one month in respect of any recommendation they may propose.

The Human Resources Manager will also include relevant updates on the progress of the Committee towards their objectives in the monthly report.

The Human Resources Manager will also ensure the interview and selection process across the Centre is conducted in accordance with **Recruitment, Selection and EEO Standard**.

## 4 ROLES, RESPONSIBILITIES AND DELEGATIONS

| Role  | Responsibility  |
|---|---|
| Human Resources & Industrial Relations Director | Responsible for submitting the annual report to WGEA      |
| Contract Manager                                | Make themselves familiar with the requirements under WGEA |



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| Human Resources Manager                 | Make themselves familiar with the requirements under WGEA. Set up the WGEA committee and manage same. Recruit in accordance with our Recruitment, Selection and EEO Standard |
| WGEA Committee                          | Responsible for considering centre practices as detailed by WGEA and make recommendations to the Contract manager for improvement  |
| Recruitment, Selection and EEO Standard | Outlines the minimum requirement for recruitment, selection and EEO within our organisation  |

## 5 LEGISLATION

|                              |                                    |
|------------------------------|------------------------------------|
| National                     | Workplace Gender Equality Act 2012 |
| Australian Capital Territory | Discrimination Act 1991            |
| Northern Territory           | Anti-Discrimination Act 1992       |
| South Australia              | Equal Opportunity Act 1984         |
| Tasmania                     | Anti-Discrimination Act 1998       |
| Western Australia            | Equal Opportunity Act 1984         |
| New South Wales              | Anti-Discrimination Act 1977       |
| Queensland                   | Anti-Discrimination Act 1991       |
| Victoria                     | Equal Opportunity Act 2010         |

