2022 - 23 Gender Equality Reporting

Submitted By:

Jetstar Group Pty Ltd  64003901353

Jetstar Airways Pty Limited  33069720243
# Workplace Overview

## Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?
   - **Recruitment**: Yes Policy; Strategy
   - **Retention**: Yes Policy; Strategy
   - **Performance management processes**: Yes Policy; Strategy
   - **Promotions**: Yes Policy; Strategy
   - **Talent identification/identification of high potentials**: Yes Policy; Strategy
   - **Succession planning**: Yes Policy; Strategy
   - **Training and development**: Yes Policy; Strategy
   - **Key performance indicators for managers relating to gender equality**: Yes Policy; Strategy

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

## Governing Bodies

**Organisation**: Jetstar Group Pty Ltd

1. **Name of the governing body**: Qantas Airways Limited
2. **Type of the governing body**: Board of Directors

**Number of governing body chair and member by gender**:

<table>
<thead>
<tr>
<th></th>
<th>Female (F)</th>
<th>Male (M)</th>
<th>Non-Binary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Member</td>
<td>3</td>
<td>4</td>
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</table>
4. Formal section policy and/or strategy: Yes
   Selected value: Policy; Strategy

6. Target set to increase the representation of women: No
   Selected value: Other
   Other value: Gender balance is a key consideration in the selection process and managed by the Nominations Committee

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

Organisation: Jetstar Airways Pty Limited
1. Name of the governing body: Qantas Airways Limited
2. Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

<table>
<thead>
<tr>
<th></th>
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</table>

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   Selected value: Policy; Strategy

6. Target set to increase the representation of women: No
   Selected value: Other
Other value: Gender balance is a key consideration in the selection process and managed by the Nominations Committee.

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation’s governing body?  
Yes  
Selected value: Policy; Strategy

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

#Action on gender equality

Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?  
Yes  
Policy; Strategy  
1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?  
Yes  
To achieve gender pay equity; To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews); To ensure managers are held accountable for pay equity outcomes

2. What was the snapshot date used for your Workplace Profile?  
30/06/2022

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

Employer action on pay equality

1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?  
Yes  
1.1 When was the most recent gender remuneration gap analysis undertaken?  
Within the last 12 months
1.2 Did you take any actions as a result of your gender remuneration gap analysis?
   Yes
   Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps; Reported pay equity metrics (including gender pay gaps) to the executive; Corrected like-for-like gaps

1.3 What type of gender remuneration gap analysis has been undertaken?
   A like-for-like gap analysis

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?
   No

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?
   No

3. On what date did your organisation share your last year’s public reports with employees and shareholders?
   Employees:
   Yes
   Date: 23/06/2022

   Shareholder:
   Yes
   Date: 20/06/2022

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?
   No

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.
#Flexible Work

Flexible Working

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

1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:
   A business case for flexibility has been established and endorsed at the leadership level
   Yes

   The organisation's approach to flexibility is integrated into client conversations
   No

   Employees are surveyed on whether they have sufficient flexibility
   No

   Employee training is provided throughout the organisation
   Yes

   The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)
   No

   Flexible working is promoted throughout the organisation
   Yes

   Targets have been set for engagement in flexible work
   No
Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body
No

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
No

Leaders are held accountable for improving workplace flexibility
No

Leaders are visible role models of flexible working
Yes

Manager training on flexible working is provided throughout the organisation
Yes

Targets have been set for men's engagement in flexible work
No

Team-based training is provided throughout the organisation
No

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?
   Carer's leave: Yes
   SAME options for women and men
   Formal options are available
   Compressed working weeks: Yes
   SAME options for women and men
   Informal options are available
   Flexible hours of work: Yes
   SAME options for women and men
   Formal options are available;
   Informal options are available
   Job sharing: Yes
   SAME options for women and men
Formal options are available

Part-time work: Yes
SAME options for women and men

Purchased leave: Yes
SAME options for women and men

Remote working/working from home: Yes
SAME options for women and men

Time-in-lieu: Yes
SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes
SAME options for women and men

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

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

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

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?
Yes, we offer employer funded parental leave using the primary/secondary carer definition

1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?
Yes

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?
   14

1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?
   91-100%

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
   How long is the qualifying period (in months)?
   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
   Within 6 months

1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?
   Yes

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?
91-100%

1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?
Yes
How long is the qualifying period (in months)?
12

1.2.h. Do you require secondary 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

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
Policy; Strategy

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

2.1. Employer subsidised childcare
Yes
Available at SOME worksites

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)
No

2.3. Breastfeeding facilities
Yes
Available at SOME worksites

2.4. Childcare referral services
No
2.5. Coaching for employees on returning to work from parental leave
   No

2.6. Targeted communication mechanisms (e.g. intranet/forums)
   No
   Currently under development
   Estimated Completion Date: 2023-06-30

2.7. Internal support networks for parents
   Yes
   Available at SOME worksites

2.8. Information packs for new parents and/or those with elder care responsibilities
   No

2.9. Parenting workshops targeting fathers
   No

2.10. Parenting workshops targeting mothers
   No

2.11. Referral services to support employees with family and/or caring responsibilities
   Yes
   Available at ALL worksites

2.12. Support in securing school holiday care
   No

2.13. On-site childcare
   Yes
   Available at SOME worksites

2.14. Other details: No

3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.
Sexual harassment, harassment on the grounds of sex or discrimination

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

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

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?
   All Managers:
   Yes
   At induction

Other
Provide Details: Every 3 years

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

Family or domestic violence

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

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?
A domestic violence clause is in an enterprise agreement or workplace agreement
Yes

Confidentiality of matters disclosed
Yes

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

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

Emergency accommodation assistance
No
Other
Provide Details: Would be reviewed on an individual basis

Provision of financial support (e.g. advance bonus payment or advanced pay)
No
Other
Provide Details: Would be reviewed on an individual basis

Flexible working arrangements
Yes

Offer change of office location
Yes

Access to medical services (e.g. doctor or nurse)
No
Other
Provide Details: Would be reviewed on an individual basis
Training of key personnel
No
Currently under development

Estimated Completion Date: 2023-12-30

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

Workplace safety planning
Yes

Access to paid 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)
Yes
Is the leave period unlimited?

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
Yes
Is the leave period unlimited?

Access to unpaid leave
Yes
Is the leave period unlimited?
Other: No

Provide Details:

2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below
## Workforce Management Statistics Table

### Industry: Air and Space Transport

<table>
<thead>
<tr>
<th>Question</th>
<th>Contract Type</th>
<th>Employment Type</th>
<th>Manager Category</th>
<th>Female</th>
<th>Male</th>
<th>Total*</th>
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</thead>
<tbody>
<tr>
<td>1. How many employees were promoted?</td>
<td>Full-time</td>
<td>Permanent</td>
<td>CEO, KMPs, and HOBs</td>
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<td>2. How many employees (including partners with an employment contract) were internally appointed?</td>
<td>Full-time</td>
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<td>CEO, KMPs, and HOBs</td>
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<td>3. How many employees (including partners with an employment contract) were externally appointed?</td>
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* Total employees includes Non-binary
## Workplace Profile Table

Industry: Air and Space Transport

<table>
<thead>
<tr>
<th>Occupational category*</th>
<th>Employment status</th>
<th>No. of employees</th>
<th>Number of apprentices and graduates (combined)</th>
<th>Total employees**</th>
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* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)
** Total employees includes Non-binary
### Workplace Profile Table

Industry: Air and Space Transport

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<tr>
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<th>Employment status</th>
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## Workforce Management Statistics Table

**Industry: Air and Space Transport**

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<th>Contract Type</th>
<th>Employment Type</th>
<th>Manager Category</th>
<th>Female</th>
<th>Male</th>
<th>Total*</th>
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<tbody>
<tr>
<td>4. How many employees (including partners with an employment contract) voluntarily resigned?</td>
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<td>Permanent</td>
<td>Managers</td>
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<td>1</td>
<td>4</td>
</tr>
<tr>
<td>5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?</td>
<td>Full-time</td>
<td>Permanent</td>
<td>Managers</td>
<td>9</td>
<td>9</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Non-managers</td>
<td>117</td>
<td>4</td>
<td>121</td>
<td></td>
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<tr>
<td></td>
<td>Part-time</td>
<td>Permanent</td>
<td>Managers</td>
<td>6</td>
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<td></td>
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<td></td>
<td></td>
<td>Non-managers</td>
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<td>1</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?</td>
<td>Full-time</td>
<td>Permanent</td>
<td>Managers</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-managers</td>
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<td>56</td>
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</tr>
<tr>
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<td>Fixed-Term</td>
<td>Non-managers</td>
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<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Permanent</td>
<td>Non-managers</td>
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</tr>
</tbody>
</table>

* Total employees includes Non-binary
# Workforce Management Statistics Table

**Industry:** Air and Space Transport

<table>
<thead>
<tr>
<th>Question</th>
<th>Contract Type</th>
<th>Employment Type</th>
<th>Manager Category</th>
<th>Female</th>
<th>Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?</td>
<td>Full-time</td>
<td>Permanent</td>
<td>Managers</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-managers</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Permanent</td>
<td>Non-managers</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

* Total employees includes Non-binary