



Date Created: 28-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 28-06-2023

# 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

4. 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:**

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 3	<b>Male (M)</b> 4	<b>Non-Binary</b> 0

**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:**

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 3	<b>Male (M)</b> 4	<b>Non-Binary</b> 0

**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

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**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

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### 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 Formal options are available

**Purchased leave:** Yes

SAME options for women and men Formal options are available

**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 Formal options are available

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

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- 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?

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**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

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	1	1	2
			Managers	25	48	73
			Non-managers	240	304	544
		Fixed-Term Contract	Non-managers	5	2	7
	Part-time	Permanent	Managers	2		2
			Non-managers	60	14	74
		Fixed-Term Contract	Non-managers	1		1
	N/A	Casual	Non-managers	7	1	8
	2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1
Managers				9	35	44
Non-managers				247	619	866
Fixed-Term Contract			Managers	1		1
			Non-managers	1	21	22
Part-time		Permanent	Managers	2		2
			Non-managers	64	20	84
N/A		Casual	Non-managers	8	3	11
3. How many employees (including partners with an employment contract) were externally appointed?		Full-time	Permanent	Managers	9	30
	Non-managers			135	318	453
	Fixed-Term Contract		Managers	3	4	7
			Non-managers	27	49	76
	Part-time	Permanent	Non-managers	178	37	215
		Fixed-Term Contract	Non-managers	88	22	110

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Air and Space Transport

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	93	221	0	0	314
	Full-time contract	4	3	0	0	7
	Part-time permanent	14	3	0	0	17
Professionals	Full-time permanent	169	1,008	0	0	1,177
	Full-time contract	10	11	0	0	21
	Part-time permanent	22	3	0	0	25
	Part-time contract	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	2	245	0	0	247
	Full-time contract	1	24	4	24	53
	Part-time permanent	0	5	0	0	5
Community And Personal Service Workers	Full-time permanent	545	178	0	0	723
	Part-time permanent	555	98	0	0	653
	Part-time contract	58	14	0	0	72
	Casual	27	5	0	0	32
Clerical And Administrative Workers	Full-time permanent	100	101	1	0	202
	Full-time contract	10	14	0	0	24
	Part-time permanent	44	11	0	0	55
	Part-time contract	16	1	0	0	17
Machinery Operators And Drivers	Full-time permanent	2	13	0	0	15

\* Categorized 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

Manager category	Employment status	No. of employees		
		F	M	Total*
KMP	Full-time permanent	2	3	5
HOB	Full-time permanent	0	1	1
SM	Full-time permanent	8	25	33
OM	Full-time permanent	83	192	275
	Full-time contract	4	3	7
	Part-time permanent	14	3	17

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Air and Space Transport

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	5	6	11
			Non-managers	93	142	235
		Fixed-Term Contract	Managers	1		1
			Non-managers	3	21	24
	Part-time	Permanent	Managers		1	1
			Non-managers	151	27	178
		Fixed-Term Contract	Non-managers	24	5	29
	N/A	Casual	Non-managers	3	1	4
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	9		9
			Non-managers	117	4	121
	Part-time	Permanent	Managers	6		6
			Non-managers	79	1	80
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		9	9
			Non-managers		56	56
		Fixed-Term Contract	Non-managers		2	2
	Part-time	Permanent	Non-managers		2	2

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Air and Space Transport

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

\* Total employees includes Non-binary