

2020 - 21 Compliance Program

Submitted by:

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#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(<i>Select all that apply</i>)
...Yes	Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	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

Whitehaven Coal Limited

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Board of directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	

...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	4
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

Maules Creek Coal Pty Ltd

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
1.1: What is the name of your governing body?	
1.2: What type of governing body does this organisation have?	
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	
...Male (M)	
...Gender X	
...Members	
...Female (F)	
...Male (M)	
...Gender X	
1.4: Do you have a formal selection policy and/or formal selection strategy for this	

organisation's governing body members?	
1.5: Has a target been set to increase the representation of women on this governing body?	
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

Whitehaven Coal Mining Limited

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
1.1: What is the name of your governing body?	
1.2: What type of governing body does this organisation have?	
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	
...Male (M)	
...Gender X	
...Members	
...Female (F)	
...Male (M)	
...Gender X	
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	
1.5: Has a target been set to increase the representation of women on this governing body?	
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

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	Strategy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Salary level and short and long term incentive programs are applied equally to both male and female employees according to job level and years of experience. Pay rates for non-salaried employees are dictated by the relevant Enterprise Agreement.

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

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 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?	Other (provide details)
...Other (provide details)	Detailed analysis undertaken four years ago.
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Yes(<i>Select all that apply</i>)
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Identified cause/s of the gaps Analysed commencement salaries by gender to ensure there are no pay gaps Reported pay equity metrics (including gender pay gaps) to the governing body
.. Yes	Reported pay equity metrics (including gender pay gaps) to the executive

1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)

WGEA data was further analysed to investigate identified gaps in remuneration between males and females. Data was further broken down by a number of additional parameters:

- Site-based vs support function roles
- Level of seniority - particularly important in professional category where roles vary from junior/graduate professionals to superintendents
- Tenure/experience in role
- Reporting level to CEO

The conclusion of this work indicates that there is no systemic remuneration inequality.

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

A detailed gender remuneration gap analysis was previously undertaken across both wages and salary employees to determine if there is evidence of remuneration inequality between genders or within genders. The conclusion of this work indicates there is no systemic remuneration inequality.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

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

1.1: How did you consult employees?

Other (provide details)

...Other (provide details)

Discussion with office based employees of which a high percentage are female and site leadership.

1.2: Who did you consult?

Management
Other (provide details)

...Other (provide details)

Discussion with office based employees of which a high percentage are female and site leadership.

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Employee work/life balance

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

No(*Select all that apply*)

...No

Currently under development(*Select the estimated completion date.*)

...Currently under development

30-Jun-2021

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

...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

...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

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

No(*You may specify why the above option is not*)

...Purchased leave	<i>available to your employees.)</i>
...No	Other (provide details)
...Other (provide details)	Employees are able to request extended unpaid leave in replacement of purchased leave.
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...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

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Don't know / Not applicable

6: 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 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 (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Surrogacy
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	No
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	18
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	81-90%

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

...Employer subsidised childcare	No (<i>You may specify why the above support mechanism is not available to your employees.</i>)
...On-site childcare	No (<i>You may specify why the above support mechanism is not available to your employees.</i>)
...Breastfeeding facilities	No (<i>You may specify why the above support mechanism is not available to your employees.</i>)
	No (<i>You may specify why the above support</i>

...Childcare referral services	<i>mechanism is not available to your employees.)</i>
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Information packs for new parents and/or those with elder care responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.)</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Coaching for employees on returning to work from parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...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
1.1: Do you provide a grievance process in any sex-based harassment 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(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Varies across business units
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Varies across business units

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

No(*Select all that apply*)

...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)

No(*Select all that apply*)

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No(*Select all that apply*)

...Access to unpaid leave

Yes

...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(*Select all that apply*)

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

Workplace Profile Table

Industry: Coal Mining

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	9	73	0	0	82
Professionals	Full-time permanent	23	57	0	1	81
	Full-time contract	0	1	0	0	1
	Part-time permanent	2	0	0	0	2
	Casual	0	3	0	0	3
Technicians And Trades Workers	Full-time permanent	10	316	1	4	331
	Part-time permanent	0	0	0	3	3
	Casual	0	1	0	1	2
Clerical And Administrative Workers	Full-time permanent	34	2	0	0	36
	Full-time contract	1	0	0	0	1
	Part-time permanent	4	0	0	0	4
	Casual	1	1	0	0	2
Machinery Operators And Drivers	Full-time permanent	54	567	0	0	621
	Full-time contract	0	2	0	0	2
	Part-time permanent	1	1	0	0	2
	Part-time permanent	0	0	1	5	6
	Casual	2	0	0	0	2

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Coal Mining

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	1	7	8
GM	-2	Full-time permanent	1	8	9
SM	-2	Full-time permanent	0	7	7
	-3	Full-time permanent	1	17	18
OM	-2	Full-time permanent	3	3	6
	-3	Full-time permanent	3	5	8
	-4	Full-time permanent	0	27	27
	-5	Full-time permanent	0	1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Coal Mining

Question	Contract Ty..	Employment..	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	4	5	9
			Non-managers	5	17	22
2. How many employees (including partners with an ..	Full-time	Permanent	Managers		2	2
			Non-managers	3	12	15
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	2	3
			Managers	1	10	11
			Non-managers	29	181	210
	Fixed-Term Contract	CEO, KMPs, and HOBs		1	1	
		Non-managers	1	1	2	
	Part-time	Permanent	Non-managers	1		1
N/A	Casual	Non-managers	2	3	5	

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Coal Mining

Question	Contract Ty..	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers		4	4
			Non-managers	31	140	171
	Fixed-Term Contract	CEO, KMPs, and HOBs		1	1	
	N/A	Casual	Non-managers	1	12	13
5. How many employees have taken primary carer's ..	Full-time	Permanent	Managers	2		2
			Non-managers	9		9
6. How many employees ha..	Full-time	Permanent	Non-managers		12	12

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Coal Mining

Question	Contract Ty..	Employment..	Manager Categ..	Female	Total*
7. How many employees ce..	Full-time	Permanent	Non-managers	1	1

* Total employees includes Gender X