



# Public report

2019-20

Submitted by

Legal Name: nib Travel Pty Limited







## Organisation and contact details

Submitting organisation details	Legal name	nib Travel Pty Limited					
	ABN	48132902713					
	ANZSIC	K Financial and Insurance Services 6420 Auxiliary Insurance Services					
	Business/trading name/s						
	ASX code (if applicable)						
	Postal address	Level 18, 1 Farrer Place					
		Sydney NSW 2000					
		AUSTRALIA					
	Organisation phone number	0249141325					
Reporting structure	Ultimate parent	NIB Holdings Limited					
	Number of employees covered by this report	248					

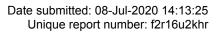




## Workplace profile

### Manager

Managanasanatianalastanatia	Deposition level to CEO	Francis in out states		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	1	0	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	6	5	11
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	4	5
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	6	2	8
		Full-time contract	2	0	2
Other managers	-3	Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	1	1
		Full-time permanent	1	2	3
		Full-time contract	0	0	0
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







Managar accumational actogorica	Reporting level to CEO	Employment status	No. of employees		
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
Grand total: all managers			17	19	36

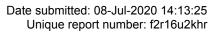




## Workplace profile

### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	36	42	0	0	0	0	78
	Full-time contract	5	11	0	0	0	0	16
Professionals	Part-time permanent	5	0	0	0	0	0	5
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	42	14	0	0	0	0	56
	Full-time contract	9	11	0	0	0	0	20
Clerical and administrative	Part-time permanent	16	0	0	0	0	0	16
	Part-time contract	5	1	0	0	0	0	6
	Casual	2	1	0	0	0	0	3
	Full-time permanent	6	4	0	0	0	0	10
	Full-time contract	1	0	0	0	0	0	1
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager equipational estegaries	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	М	F	M	F	М	Total employees
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers	Grand total: all non-managers		84	0	0	0	0	212





### Reporting questionnaire

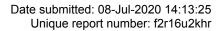
### Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>







1.4	Promotions
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li><li>✓ Strategy</li></ul>
	<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	<ul> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.9	Gender equality overall
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li></ul>
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	1	2	3
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	6	3
Number of appointments made to NON-MANAGER roles (including promotions)	45	42

1.12 How many employees resigned during the reporting period against each category below?

	Mana	gers	Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	4	15	24
Permanent/ongoing part-time employees	1	0	8	1
Fixed-term contract full-time employees	0	0	3	4
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	4	1

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

nib Travel understands that gender diversity at all levels of the organisation (at Board; in senior management and

across our employee population) is a key driver of our success. Many of the benefits of gender equality include expanding our internal talent pipelines; building greater diversity in senior leadership teams to drive improved decision making and innovation; supporting employee engagement and retention; enhancing the customer experience and understanding of needs through a workforce that respects and reflects the diversity of our customers; and meeting best practice corporate governance guidelines. The People and Remuneration Committee of the Group's Board of Directors review nib Travel's performance against its diversity measurable objectives

on a quarterly basis. In addition, the Group's Board of Directors annually assess these measurable objectives and report on the progress in achieving them and review, note and monitor the effectiveness of nib's Diversity and Inclusion Policy, including to the extent it relates to Board diversity. nib Travel's Diversity Measurable Objectives are:

- 1. Recruitment & Selection
- 2. Flexible Workplace Practices
- 3. Representation
- 4. Development and Succession Planning
- 5. Disability & Cultural Diversity
- 6. Gender Pay Equity

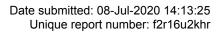




### Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

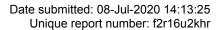
2.1		g questions relating to each governing	body covered in this report.
		nore than one organisation, the questio	-
		rning body is the same as your parent on the numerical details of your parent enti	
2.1a.1	Organisation name?		
	nib Travel		
		Female	Male
	Number	Female 0	Male 1
2.1c.1		0 are on this governing body (excluding t	1 the Chair/s)?
2.1c.1		0	1
	How many other members  Number  Has a target been set to inc  Yes  No (you may specify why  Governing body/be  Currently under de	are on this governing body (excluding to Female 2  crease the representation of women on a target has not been set) pard has gender balance (e.g. 40% women evelopment, please enter date this is due to be	the Chair/s)?  Male  1  this governing body?  n/40% men/20% either) o be completed
2.1d.1	How many other members  Number  Has a target been set to incoming the set of the set to incoming body/body/body/body/body/body/body/body/	are on this governing body (excluding to Female 2  crease the representation of women on a target has not been set) pard has gender balance (e.g. 40% women evelopment, please enter date this is due to be	the Chair/s)?  Male  1  this governing body?  n/40% men/20% either) o be completed







		<ul> <li>☑ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal selection policy or formal selection strategy is in place)</li> <li>☐ In place for some governing bodies</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body appointments (provide details why)</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?  ☐ Yes ☐ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Equal		equality indicator 3: Equal remuneration between women and men ration between women and men is a key component of improving women's economic security and progressing y.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
		s (select all applicable answers)  ☐ Policy ☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?  Yes (provide details in question 3.2 below)  No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)  Currently under development, please enter date this is due to be completed  Salaries set by awards/industrial or workplace agreements  Insufficient resources/expertise  Non-award employees paid market rate  Not a priority  Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?  ☐ 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 pay reviews) ☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☐ To implement and/or maintain a transparent and rigorous performance assessment process







	Other (provide details):
	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
⊠ Y€	s - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years
	☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
□ No	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
•	ications)  Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there for discretion in pay changes (because pay increases can occur with some discretion such as performance
	sments)
	<ul> <li>Non-award employees paid market rate</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
4.01	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).
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	☐ Yes – indicate what actions were taken (select all applicable answers) ☐ Created a pay equity strategy or action plan
	☐ Identified cause/s of the gaps ☐ Reviewed remuneration decision-making processes
	☐ Analysed commencement salaries by gender to ensure there are no pay gaps
	<ul> <li>☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)</li> <li>☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias)</li> </ul>
	☐ Trained people-managers in addressing gender bias (including unconscious bias) ☐ Set targets to reduce any organisation-wide gaps
	☐ Reported pay equity metrics (including gender pay gaps) to the governing body
	<ul><li>☐ Reported pay equity metrics (including gender pay gaps) to the executive</li><li>☐ Reported pay equity metrics (including gender pay gaps) to all employees</li></ul>
	☐ Reported pay equity metrics (including gender pay gaps) externally
	☐ Corrected like-for-like gaps ☐ Conducted a gender-based job evaluation process
	☐ Implemented other changes (provide details):
	⊠ No (you may specify why no actions were taken resulting from your remuneration gap analysis)             □ No unexplainable or unjustifiable gaps identified             □
	Currently under development, please enter date this is due to be completed
	<ul> <li>☐ Insufficient resources/expertise</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> </ul>
	☐ Non-award employees are paid market rate
	<ul><li>☐ Unable to address cause/s of gaps (provide details why):</li><li>☐ Not a priority</li></ul>
	☐ Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
	The Gender Pay Equity Report is reviewed by the People and Remuneration Committee (subcommittee of the
	Group's  Board of Directors) annually in May and updates are provided quarterly to the Committee. The information gathered from this report is referenced during the annual remuneration review in August to ensure any gender





pay gaps are addressed. A key component of this report involves reporting more rigorously to review the assumed drivers of any gender inequity and challenge historical assumptions.

## Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time o	s. (Please indicate how employer funded paid parental leave is provided to the primary carer):  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY):  By paying the gap between the employee's salary and the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY):  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination), not available (you may specify why this leave is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Government scheme is sufficient  Not a priority  Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		12
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?  • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.    <10%   10-20%   21-30%



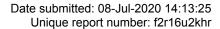


		☐ 31-4 ☐ 41-5 ☐ 51-6 ☐ 61-7 ☐ 71-8 ☐ 81-9 ☐ 100	50% 60% 70% 80% 90%							
	5.3	Please indica	te whether yo	our employ	yer funded	paid p	arental le	eave for primary ca	arers co	vers:
		<ul><li>☑ Adoption</li><li>☐ Surrogacy</li><li>☐ Stillbirth</li></ul>								
6.		CONDARY CA	RER" is a me	mber of a	couple or	a singl	e carer, I	REGARDLESS OF	GENDE	R, who is not the
	Do yo wome	u provide EMP n, in addition t	LOYER FUND o any govern	DED paid p	parental lea	ave for al leave	SECONI scheme	DARY CARERS that for secondary cal	at is avai rers?	ilable for men and
	☐ No	we offer paid p we offer paid p (you may speci	arental leave of the second of	for SECON er funded nent, pleas pertise	NDARY CAI paid parent	RERS t tal leave	hat is ava	ailable to men ONLY ailable to women ON andary carers is not e completed	NLY	aternity leave)
7.	How n	nany MANAGE yees still on pa	RS have take arental leave,	n parenta regardles	l leave dur ss of when	ing the it com	reportin menced.	g period (paid and	l/or unpa	aid)? Include
				nary carer'				Secondary carer		
	Manag	ioro	Femal	le	Male 2	)	0	Female	0	Male
	7.1	How many NC	ON-MANAGEF	parental I	ıken paren	rdless	e during	the reporting peri it commenced. Secondar	od (paid	
		Non-managers		Fem 6	nale	0 M	ale	Female 0	0	Male

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	0	0

8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?





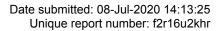


- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
- 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	0	0

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>✓ Strategy</li> </ul>
	<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Don't offer flexible arrangements</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	9.1 You may indicate which of the following are included in your flexible working arrangements strategy:
	<ul> <li>□ A business case for flexibility has been established and endorsed at the leadership level</li> <li>□ Leaders are visible role models of flexible working</li> <li>□ Flexible working is promoted throughout the organisation</li> <li>□ Targets have been set for engagement in flexible work</li> <li>□ Targets have been set for men's engagement in flexible work</li> <li>□ Leaders are held accountable for improving workplace flexibility</li> <li>⋈ Manager training on flexible working is provided throughout the organisation</li> <li>□ Employee training is provided throughout the organisation</li> <li>□ Team-based training is provided throughout the organisation</li> <li>□ Employees are surveyed on whether they have sufficient flexibility</li> <li>□ The organisation's approach to flexibility is integrated into client conversations</li> <li>□ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)</li> <li>⋈ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel</li> <li>⋈ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body</li> </ul>
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>

Please select what support mechanisms are in place and if they are available at all worksites.







• Where only one worksite exists, for example a head-office, select "Available at all worksites".
☐ Employer subsidised childcare
Available at some worksites only
Available at all worksites
☐ On-site childcare
Available at some worksites only
_
□ Breastfeeding facilities
Available at some worksites only
Available at all worksites
☐ Childcare referral services
Available at some worksites only
☐ Available at all worksites
☑ Internal support networks for parents ☐ Available at some worksites only
<ul> <li>☐ Available at some worksites</li> <li>☐ Available at all worksites</li> </ul>
Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leav
when an employee returns from leave)
Available at some worksites only
☐ Available at all worksites
☐ //valiable at all worksites ☐ Information packs to support new parents and/or those with elder care responsibilities
Available at some worksites only
⊠ Available at all worksites
Referral services to support employees with family and/or caring responsibilities
Available at some worksites only
Available at all worksites
☐ Targeted communication mechanisms, for example intranet/ forums
Available at some worksites only
☐ Support in securing school holiday care
Available at some worksites only
☐ Coaching for employees on returning to work from parental leave
Available at some worksites only
Available at all worksites
☐ Parenting workshops targeting mothers
Available at some worksites only
Available at all worksites
Parenting workshops targeting fathers
Available at some worksites only
☐ Available at all worksites
☐ None of the above, please complete question 11.2 below
Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
_
Yes (select all applicable answers)
Policy
⊠ Strategy
No (you may specify why no formal policy or formal strategy is in place)
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Included in award/industrial or workplace agreements
☐ Not aware of the need
☐ Not a priority ☐ Other (please provide details):
☐ Other (please provide details).
Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support
employees who are experiencing family or domestic violence?
✓ Vec (celect all applicable answers)
<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> </ul>
<ul> <li>☑ Employee assistance program (including access to a psychologist, chaptain of counsellor)</li> <li>☑ Training of key personnel</li> </ul>
EN Training of Noy personner

12.

13.



14.

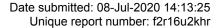


<ul> <li>A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>Workplace safety planning</li> <li>Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>Access to unpaid leave</li> <li>Confidentiality of matters disclosed</li> <li>Referral of employees to appropriate domestic violence support services for expert advice</li> <li>Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>Flexible working arrangements</li> <li>Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>Offer change of office location</li> <li>Emergency accommodation assistance</li> </ul>	
□ Access to medical services (e.g. doctor or nurse)	
Other (provide details):	
Addressed on a case-by-case basis and support would be provided as needed.	
No (you may specify why no other support mechanisms are in place)	
<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>	
☐ Not aware of the need	
☐ Not a priority	
☐ Other (provide details):	
Where any of the following options are available in your workplace, are those option/s available to both work AND men?  Ilexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.  For example, if time-in-lieu is available to women formally but to men informally, you would select NO.	nen
Where any of the following options are available in your workplace, are those option/s available to both wom AND men?  Ilexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.	nen

### Which options from the list below are available? Please tick the related checkboxes. • Unticked checkboxes mean this option is NOT available to your employees. 14.1

	Mar	Managers		anagers
	Formal	Informal	Formal	Informal
Flexible hours of work			$\boxtimes$	$\boxtimes$
Compressed working weeks			$\boxtimes$	
Time-in-lieu			$\boxtimes$	
Telecommuting		$\boxtimes$	$\boxtimes$	$\boxtimes$
Part-time work			$\boxtimes$	
Job sharing			$\boxtimes$	
Carer's leave			$\boxtimes$	
Purchased leave			$\boxtimes$	
Unpaid leave	$\boxtimes$		$\boxtimes$	

14.3	You may specify why any of the above options are NOT available to your employees.
	<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>







☐ Other	(provide	details)	:
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14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

Flexible work practices are well embedded and well known within the organisation. Articulation of domestic violence guidelines has enabled individuals impacted to be provided with overt support. Additional flexibility has been provided due to the Covid-19 pandemic.

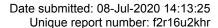
## Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

⊠ Yes	s (you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
15.1	How did you consult with employees on issues concerning gender equality in your workplace?
	□ Survey □ Consultative committee or group □ Focus groups □ Exit interviews □ Performance discussions □ Other (provide details):
15.2	Who did you consult?
	□ All staff □ Women only □ Men only □ Human resources managers □ Management □ Employee representative group(s) □ Diversity committee or equivalent □ Women and men who have resigned while on parental leave □ Other (provide details): Female Leadership Representatives
15.3	If your organisation would like to provide additional information relating to gender equality indicator please do so below.

### Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.







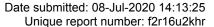
16.	Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	No (you may specify why no formal policy or formal strategy is in place)  ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
	16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
	<ul> <li>✓ Yes</li> <li>☐ No (you may specify why a grievance process is not included)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
17.	Do you provide training for all managers on sex-based harassment and discrimination prevention?
	<ul> <li>✓ Yes - please indicate how often this training is provided:</li> <li>✓ At induction</li> <li>✓ At least annually</li> <li>✓ Every one-to-two years</li> <li>✓ Every three years or more</li> <li>✓ Varies across business units</li> <li>✓ Other (provide details):</li> </ul>
	<ul> <li>No (you may specify why this training is not provided)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

### Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)

In addition to the information outlined above, nib Travel also has a commitment to development activities and diversity events related to gender equity. The CEO and Executive team are focused on enhancing gender diversity at the senior leadership levels and as part of our annual succession planning process each Group Executive is required to provide an update to the People and Remuneration Committee (subcommittee of the Group's Board of Directors) on gender representation, key female talent and actions taken in the period to support the advancement of female talent into key successor roles and leadership. Each Group Executive has also identified key female talent at the early career levels. Each Group Executive has provided updates to the CEO to ensure any programs or challenges are being addressed in our organisational talent and leadership development programs.







Organisational cultural events are also held regularly to encourage diversity and inclusion. Board panels are held across the nib Travel locations (coinciding with Board meetings) with topics including leadership; gender diversity; cross-cultural ethnicity and innovation. The objective of these panels is to provide a networking opportunity for leaders across the business; to raise awareness of the importance of diversity and commitment from the Group's Board and Executives. An additional aim was to create awareness of nib's Diversity Policy, the measurable objectives and the activities currently being undertaken. We also look for opportunities to engage in external Diversity events and panels.

These events are another important way to build employee networks; support the career development of female talent and further raise awareness of the importance of diversity and inclusion to nib Travel.

In addition, several of our senior Executives have held round table discussions to help understand how to best support gender diversity and career and development in our organisation.





### Gender composition proportions in your workplace

### Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

### Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 58.5% females and 41.5% males.

### **Promotions**

- 2. 42.9% of employees awarded promotions were women and 57.1% were men
  - i. 0.0% of all manager promotions were awarded to women
  - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 11.7% of your workforce was part-time and 14.3% of promotions were awarded to part-time employees.

### Resignations

- 4. 48.5% of employees who resigned were women and 51.5% were men
  - i. 20.0% of all managers who resigned were women
  - ii. 50.8% of all non-managers who resigned were women.
- 5. 11.7% of your workforce was part-time and 16.7% of resignations were part-time employees.

### Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

List of employee organisations:	
CEO sign off confirmation of CEO or equivalent:  Anna Gladman	Confirmation CEO has signed the report: