

# 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	Policy
...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	Policy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Key performance indicators for managers relating to gender equality	Yes( <i>Select all that apply</i> )
...Yes	Strategy

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

Yes(Select all that apply)	
...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

*Mma Offshore 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?	MMA Offshore 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)	3
...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> )
	Strategy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes( <i>Provide further details on your target</i> )
10.6: What is the percentage (%) target?	33.30%
10.7: What year is the target to be reached (select the last day of the target year)?	30-Jun-2021

*Mma Subsea Services Pty Ltd*

*Mma Offshore Vessel Operations Pty Ltd*

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(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate

2: Did your organisation receive JobKeeper payments?

Yes

...May 2020

Yes

...June 2020

Yes

...July 2020

Yes

...August 2020

Yes

...September 2020

Yes

...October 2020

Yes

...November 2020

Yes

...December 2020

Yes

...January 2021

Yes

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

30-Jun-2020

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?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes(*Select all that apply*)

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Reported pay equity metrics (including gender pay gaps) to the executive

.. Yes	Corrected like-for-like gaps
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2: 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?

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

1.1: How did you consult employees?	Survey Consultative committee or group Focus groups Exit interviews Performance discussions
1.2: Who did you consult?	ALL staff

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?

Yes(*Select all that apply*)

...Yes	Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not a priority
...Targets have been set for men's engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not a priority
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	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
...Compressed working weeks	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
...Time-in-lieu	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	Informal options are available
...Telecommuting (e.g. working from home)	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 Informal options are available
...Part-time work	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 Informal options are available
...Job sharing	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
...Carer's 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
...Purchased 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
...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?

Yes, for both women and men

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 Stillbirth
1.3: How do you pay employer funded paid parental leave?	Paying the gap between the employee's salary and the government's paid parental leave scheme
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on employer funded parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	12
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	41-50%

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( You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...On-site childcare	No( You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority

...Breastfeeding facilities	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at SOME worksites
...Childcare referral services	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Internal support networks for parents	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...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> )
...No	Not a priority
...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> )
...No	Not a priority
...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)	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at SOME worksites
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...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> )
...No	Not a priority
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...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
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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	At induction Other (provide details)
...Other (provide details)	Informal training by HR management as part of broader ongoing organizational culture change and leader development.
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction

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

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( <i>Select all that apply</i> )
...No	Not a priority
...A domestic violence clause is in an enterprise agreement or workplace agreement	No( <i>Select all that apply</i> )
...No	Not a priority
...Workplace safety planning	No( <i>Select all that apply</i> )
...No	Not a priority
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...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)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Not a priority
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No( <i>Select all that apply</i> )

3: 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: All Industries

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
			Managers	1	2	3
			Non-managers	1	4	5
	Part-time	Permanent	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	2	4	6
			Non-managers	2	10	12
	Part-time	Permanent	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		3	3
			Non-managers	7	11	18
		Fixed-Term Contract	Non-managers	2	1	3
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers		1	1
	N/A	Casual	Non-managers		77	77

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: All Industries

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	CEO, KMPs, and HOBs		2	2
			Non-managers	9	5	14
		Fixed-Term Contract	Non-managers	1	2	3
	Part-time	Permanent	Managers	1		1
			Non-managers	2		2
	N/A	Casual	Non-managers		15	15
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	3		3
	Part-time	Permanent	Non-managers	2		2
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs		2	2
			Managers		1	1
			Non-managers		2	2

\* Total employees includes Gender X

## Workforce Management Statistics Table

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
			Managers		2	2
			Non-managers		2	2
	Part-time	Permanent	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	1	3	4
			Non-managers	1	6	7
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		1	1
			Non-managers	6	2	8
		Fixed-Term Contract	Non-managers	2	1	3
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers		1	1
	N/A	Casual	Non-managers		21	21

\* Total employees includes Gender X

## Workforce Management Statistics Table

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	CEO, KMPs, and HOBs		2	2
			Non-managers	3	1	4
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	1		1
	N/A	Casual	Non-managers		6	6
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2		2
	Part-time	Permanent	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers		1	1

\* Total employees includes Gender X

## Workforce Management Statistics Table

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	1		1
			Non-managers	1	2	3
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	1	1	2
			Non-managers	1	4	5
	Part-time	Permanent	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		2	2
			Non-managers	1	9	10
	N/A	Casual	Non-managers		56	56

\* Total employees includes Gender X

## Workforce Management Statistics Table

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	Non-managers	6	4	10
		Fixed-Term Contract	Non-managers		2	2
	Part-time	Permanent	Managers	1		1
			Non-managers	1		1
	N/A	Casual	Non-managers		9	9
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1		1
	Part-time	Permanent	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Non-managers		2	2

\* Total employees includes Gender X

# Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	9	46	0	0	55
	Full-time contract	0	1	0	0	1
	Part-time permanent	5	0	0	0	5
	Casual	0	3	0	0	3
Professionals	Full-time permanent	7	82	0	2	91
	Full-time contract	3	3	0	0	6
	Part-time permanent	3	2	0	0	5
	Part-time contract	0	1	0	0	1
	Casual	2	95	0	0	97
Technicians And Trades Workers	Full-time permanent	6	20	0	0	26
	Full-time contract	0	3	0	0	3
	Part-time permanent	0	1	0	0	1
	Casual	4	109	0	0	113
Clerical And Administrative Workers	Full-time permanent	22	8	0	0	30
	Full-time contract	4	0	0	0	4
	Part-time permanent	11	1	0	0	12
	Part-time contract	1	0	0	0	1
	Casual	1	4	0	0	5
Machinery Operators And Drivers	Full-time permanent	0	1	0	0	1
	Casual	0	2	0	0	2
Labourers	Full-time permanent	0	62	0	0	62
	Full-time contract	0	1	0	0	1
	Casual	3	63	0	0	66

\* Categorised 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: All Industries

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
HOB	-1	Full-time permanent	0	6	6
		Part-time permanent	1	0	1
GM	-2	Full-time permanent	1	11	12
SM	-2	Full-time permanent	0	1	1
	-3	Full-time permanent	0	8	8
OM	-2	Full-time permanent	1	0	1
	-3	Full-time permanent	3	7	10
		Part-time permanent	1	0	1
	-4	Full-time permanent	4	13	17
		Full-time contract	0	1	1
		Part-time permanent	2	0	2
		Casual	0	4	4
	-5	Part-time permanent	1	0	1

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Basic Material Wholesaling

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	6	23	0	0	29
	Part-time permanent	3	0	0	0	3
Professionals	Full-time permanent	3	59	0	0	62
	Full-time contract	1	1	0	0	2
	Part-time permanent	2	0	0	0	2
	Part-time contract	0	1	0	0	1
	Casual	0	84	0	0	84
Technicians And Trades Workers	Full-time permanent	6	7	0	0	13
	Casual	4	16	0	0	20
Clerical And Administrative Workers	Full-time permanent	16	2	0	0	18
	Full-time contract	3	0	0	0	3
	Part-time permanent	5	0	0	0	5
	Part-time contract	1	0	0	0	1
Labourers	Full-time permanent	0	62	0	0	62
	Full-time contract	0	1	0	0	1
	Casual	3	63	0	0	66

\* 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: Basic Material Wholesaling

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
HOB	-1	Full-time permanent	0	6	6
		Part-time permanent	1	0	1
GM	-2	Full-time permanent	0	6	6
SM	-2	Full-time permanent	0	1	1
	-3	Full-time permanent	0	2	2
OM	-2	Full-time permanent	1	0	1
	-3	Full-time permanent	3	7	10
		Part-time permanent	1	0	1
	-4	Full-time permanent	2	1	3
		Part-time permanent	1	0	1
		Casual	0	1	1

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Administrative Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	3	23	0	0	26
	Full-time contract	0	1	0	0	1
	Part-time permanent	2	0	0	0	2
	Casual	0	3	0	0	3
Professionals	Full-time permanent	4	23	0	2	29
	Full-time contract	2	2	0	0	4
	Part-time permanent	1	2	0	0	3
	Casual	2	11	0	0	13
Technicians And Trades Workers	Full-time permanent	0	13	0	0	13
	Full-time contract	0	3	0	0	3
	Part-time permanent	0	1	0	0	1
	Casual	0	93	0	0	93
Clerical And Administrative Workers	Full-time permanent	6	6	0	0	12
	Full-time contract	1	0	0	0	1
	Part-time permanent	6	1	0	0	7
	Casual	1	4	0	0	5
Machinery Operators And Drivers	Full-time permanent	0	1	0	0	1
	Casual	0	2	0	0	2

\* Categorised 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: Administrative Services

			No. of employees		
Manager category	Level to CEO	Employment status	F	M	Total*
GM	-2	Full-time permanent	1	5	6
SM	-3	Full-time permanent	0	6	6
OM	-4	Full-time permanent	2	12	14
		Full-time contract	0	1	1
		Part-time permanent	1	0	1
		Casual	0	3	3
	-5	Part-time permanent	1	0	1

\* Total employees includes Gender X