

# Employer Public Report

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## Public Reports

WGEA publishes the Public Report, except personal information in whole, or part on the Data Explorer and uses its contents in whole or part for other purposes in electronic or other formats.

Two documents make up your Public Report and can be generated and downloaded after preparing your submission for lodgement:

- Public Report – Questionnaire
- Public Report – Employee Data Tables

The Public Report must be:

- Given to your CEO or equivalent for review, approval and sign off before lodgement.
- Shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012 (the Act)*.

Report contacts will be asked to declare in the Portal that all relevant CEO or equivalents have signed the public report.

Detailed information on the requirements to share the public report with your employees, members or shareholders can be found within the online Reporting Guide on [Notification and Access requirements](#).

### Gender Equality Standards

If there is a single entity employing 500 or more employees, they must have a policy or strategy in place against each of the six Gender Equality Indicators. More information can be found within the online reporting guide on [Gender Equality Standards](#).



# Workplace Overview

## Policies & Strategies

Employer policies or strategies on workplace gender equality and the composition of the workforce can be powerful levers for making progress and change. Policies or strategies are most effective when backed up by evidence-informed action plans to address areas of imbalance and inequality. Similarly, targets are achievable, time-framed goals that create mechanisms for accountability and are effective when combined with dedicated actions to help achieve them.

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### 1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

Yes

Policy; Strategy

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#### 1.1a Do the formal policies and/or formal strategies include any of the following?

Recruitment; Retention; Promotions; Succession planning; Training and development; Talent identification/identification of high potentials

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### 1.2 Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

No

Estimated Completion Date: 2026-04-30

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### 1.3 Does your organisation have any targets to address gender equality in your workplace?

Yes

Reduce the organisation-wide gender pay gap; Increase the number of women in management positions; Increase the number of women in key management personnel (KMP) roles; Other

**Other:** RAC WA have gender composition targets set at all compensation grade groupings

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

RAC has had a clear focus on gender equity since 2013 when it became one of our 4 key priority pillars. In April 2022, our Executive team endorsed our Gender Equity Strategy and Targets. The strategy and targets were presented to the RACWA Holdings Board for noting. The Gender Equity Strategy and Targets focus on supporting and implementing actions required to drive improvement in our Gender Pay Gap and gender composition across all levels



of RAC. Our 10-year plan has three horizons: Horizon 1 – Implement strategic foundations. Horizon 2 – Accelerate change and leverage community and partnership initiatives to support sustainable gender equity. Horizon 3 – Leverage pipelines and now mature initiatives to realise gender equity outcomes. Across FY25, a key focus of our work within the Gender Equity space was continuing to educate our employees and leaders on understanding the gender pay gap. We have run events focused on; the gender pay gap, actions individuals can take to contribute to the reduction of our gender pay gap, and events aligned to improving females' financial acumen. RAC have designed and delivered a number of e-learning modules to create awareness and educate our people and leaders to better understand what the Gender Pay Gap is. RAC continues to track and monitor our talent data in relation to females in leadership roles. We have continued to leverage and contribute to our strategic partnership with CEOs for Gender Equity. We have continued to deliver Gender Pay Gap reviews. The results and in-depth analysis of the outcomes are communicated to the Executive team with identified key actions for focus and then shared with General Managers for resolution. We have also added statistics about the gender pay gap onto our monthly HR KPI report, so that leader's see progress against their gender pay gap monthly. Furthermore, we have developed a gender pay gap dashboard within our HRIS for executives, strategic people managers and HR partners to be able to view live data on pay, manager status, and demographic data across their teams. RAC have revamped and rolled out a targeted education program for our People and held targeted leader sessions during International Women's Day to provide leaders with tangible actions they can take towards reducing their gender pay gap, with all events aligning to key themes and messages under our 10 year Gender Equity Strategy, with RAC supporting International Women's Day for the past 10 years (since 2014). RAC continue to deliver bespoke Talent Sessions highlighting our female talent pipeline at all levels, supported by our long term Empower (female specific development program) as well as our Executive Sponsorship program. RAC will also be developing a new DEIB strategy in FY26 which aims to formally include cultural and linguistic background and look at incorporating age.



# Workplace Overview

## Governing Bodies

Gender balance on governing bodies or Boards is good for business. It contributes to workplace gender equality outcomes and improved company performance more broadly. Measures to support gender balance in the governing body include analysing the gender representation of chairs and other members, considering gender in the selection of Board members, and taking action to drive change through term limits, gender equality targets and policies.

### 1.5 Identify your organisation/s' governing body or bodies.

**Organisation:** RAC Insurance Pty Limited

#### A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

#### B. What is the name of your governing body?

RAC Insurance Pty Limited

#### C. What type of governing body does this organisation have?

Board of Directors

#### D. How many members are in the governing body and who holds the predominant Chair position?

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 1        |
| Members (excluding chairs) | 1          | 5        |

#### E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

Yes

**Selected value:** Strategy

#### E.1 Do the formal policies and/or formal strategies include any of following?

Gender diversity on candidate shortlists; Succession planning for the governing body

#### F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?



No  
Do not have control over governing body/appointments

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Board roles are recruited through an external agency and RAC requests a gender balance in the candidates put forward.

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RAC Tourism Assets Pty Ltd

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**

RAC Tourism Assets Pty Ltd

**C. What type of governing body does this organisation have?**

Board of Directors

**D. How many members are in the governing body and who holds the predominant Chair position?**

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 0        |
| Members (excluding chairs) | 0          | 3        |

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**



No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

.....

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments

.....

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments

.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RAC Security Services (Wa) Pty Ltd

.....

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

RAC Security Services (WA) Pty Ltd

.....

**C. What type of governing body does this organisation have?**

Board of Directors

.....

**D. How many members are in the governing body and who holds the predominant Chair**



position?

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 0        |
| Members (excluding chairs) | 0          | 2        |

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RAC Travel Services Pty. Limited

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**



**C. What type of governing body does this organisation have?**

Board of Directors

**D. How many members are in the governing body and who holds the predominant Chair position?**

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 0        |
| Members (excluding chairs) | 0          | 2        |

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No



**Organisation:** RAC Automotive Services Pty Ltd

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**

RAC Automotive Services Pty Ltd

**C. What type of governing body does this organisation have?**

Board of Directors

**D. How many members are in the governing body and who holds the predominant Chair position?**

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 0        |
| Members (excluding chairs) | 0          | 2        |

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments



.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RAC Distribution Pty Ltd

.....

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

RAC Distribution Pty Ltd

.....

**C. What type of governing body does this organisation have?**

Board of Directors

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 0        |
| Members (excluding chairs) | 0          | 2        |

.....

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

.....

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments



.....

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments

.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RAC Motoring Pty Ltd

.....

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

RAC Motoring Pty Ltd

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**C. What type of governing body does this organisation have?**

Board of Directors

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 0        |
| Members (excluding chairs) | 0          | 2        |

.....

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Do not have control over governing body/appointments



**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

.....  
**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No  
Do not have control over governing body/appointments

.....  
**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments

.....  
**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RAC Finance Limited

.....  
**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....  
**B. What is the name of your governing body?**

R.A.C. Finance Limited

.....  
**C. What type of governing body does this organisation have?**

Board of Directors

.....  
**D. How many members are in the governing body and who holds the predominant Chair position?**



|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 1        |
| Members (excluding chairs) | 3          | 4        |

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Management Board - determined by internal appointments

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Management Board - determined by internal appointments

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No

**Organisation:** RACWA Holdings Pty Ltd

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**

RACWA Holdings Pty Ltd



.....

**C. What type of governing body does this organisation have?**

Board of Directors

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

|                            | Female (F) | Male (M) |
|----------------------------|------------|----------|
| Chair                      | 0          | 1        |
| Members (excluding chairs) | 3          | 4        |

.....

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

Selected value: Strategy

.....

**E.1 Do the formal policies and/or formal strategies include any of following?**

Gender diversity on candidate shortlists; Succession planning for the governing body

.....

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

Do not have control over governing body/appointments

.....

**G. Has a target been set on the representation of women on this governing body?**

No

Selected value: Other

Other value: Board roles are recruited through an external agency and RAC requests a gender balance in the candidates put forward.

.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

No



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**1.6 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

The gender pay gap is the difference in average or median earnings between women and men. It is a measure of how we value the contribution of women and men in the workforce. The gender pay gap is not to be confused with women and men being paid the same for the same, or comparable, job – this is equal pay. Equal pay for equal work is a legal requirement in Australia. However, illegal instances of unequal pay can still be one of the many drivers of the gender pay gap. Closing the gender pay gap is important for Australia's economic future and reflects our aspiration to be an equal and fair society for all.

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### 2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

Yes

Policy

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#### 2.1a Do the formal policies and/or formal strategies include any of the following?

To achieve gender pay equity; To close the gender pay gap; 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; To implement and/or maintain a transparent and rigorous performance assessment process

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### 2.2 Have you conducted analysis to determine if there are remuneration gaps between women and men?

Yes

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#### 2.2a What type of gender remuneration gap analysis has been undertaken?

Like-for-like pay gaps analysis which compares the same or similar roles of equal or comparable value to identify unequal pay; A by-level gap analysis which compares the difference between women's and men's average pay within the same employee category; Overall gender pay gap analysis to identify the difference between women's and men's average pay and gender composition across the whole organisation; A comprehensive gender pay gap analysis, looking at base salary and total remuneration, workforce composition, talent acquisition and employee movements

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#### 2.2b When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

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### **2.2c Did you take any actions as a result of your gender remuneration gap analysis?**

Yes

Created a pay equity strategy or gender equality action plan; Corrected instances of unequal pay; Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Reported results of pay gap analysis to the governing body; Reported results of pay gap analysis to the executive; Reported results of pay gap analysis to all employees; Implemented other changes (provide details):

**Provide details:** Gender pay gap included in monthly HR KPI report

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.

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### **2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.**

In 2022, RAC moved to quarterly reporting of our Gender Pay Gap data to our Executive team. Bi-annually a like for like assessment is completed with detailed insights and recommendations for targeted actions and focus areas. RAC provides two e-learning modules to support a better understanding of what the Gender Pay Gap is and how we can improve it. The e-learning modules have been available for our leaders and employees since March 2023, and mandatory for all Senior Leaders, General Managers and any leaders who are responsible for the salary review process. In July 2022, RAC set a target that all Executive team need to complete this training, which they have now completed. We also ran a number sessions for leaders during International Women's Day week to provide leaders with tangible actions they can take towards reducing their gender pay gap. In 2024 we added gender pay gap data to our monthly HR KPI report so that leader's see progress against their gender pay gap monthly. We have also developed a gender pay gap dashboard within our HRIS for executives, strategic people managers and HR partners to view live data on pay, manager status, and demographic data across their teams based on gender. Our Gender Equity Strategy sets out a clear plan for how we will reduce the gender pay gaps in our organisation. We report monthly to the RACWA Holdings Board on our progress against our target to reduce our gender pay gap.



# Action on Gender Equality

## Employee Consultation

Engaging employees through consultation on gender equality issues helps employers to understand the employee experience and to take meaningful action. Employers can use the information they learn through the consultation process to generate solutions that are practical and relevant to their organisation.

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### 2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes

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#### 2.4a How did you consult employees?

Consultative committee or group; Focus groups

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#### 2.4b Who did you consult?

Employee representative group(s); Diversity committee or equivalent; Other

**Other:** Focus Groups consisting of a variety of employees from various businesses and levels (male and female)

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### 2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

Yes

Policy

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### 2.8 If your organisation would like to provide additional information relating to employee consultation on gender Equality in your workplace, please do so below.

RAC post regular news articles on our intranet (Yello) regarding WGEA, our gender pay gap, and the work we are doing in gender equity, for organisational wide visibility. As part of the publication of the Gender Pay Gap, RAC shared the WGEA Executive Summary and Industry Benchmark report with our RAC WA Holdings and RAC Insurance Boards, and our Group Executive. We developed a Leader pack which included an explanation of the gender pay gap, key messages to share with teams, the RAC gender pay gap data and the planned communication approach. The leader pack was shared with all leaders across the organisation. We developed a 'Gender Equity' page on our intranet which contained infographics, videos, e-modules and links to external resources to support understanding of the gender pay gap. In 2024 we implemented two squads to work on key DEIB projects, for each squad we made sure we had representation of lived experience from each of our 4 Identity Resource Groups. Each group included a representative from our Gender Equity Identity Resource Group. We also introduced a policy review process to ensure we review all our people related policies from a DEIB lens, this new process includes having a representative with lived experience from each Identity Resource Group help with reviewing each policy due



for review to ensure it is inclusive. RAC shared our gender pay gap with our people ahead of the external publication and again upon publication.



# Flexible Work

## Flexible Working Arrangements

A flexible working arrangement is an agreement between an employer and an employee to change the standard working arrangement, often through a change to the hours, pattern or location of work. Flexible work is a key enabler of gender equality, helps accommodate an employee's commitments out of work and has become increasingly important for employers in attracting and retaining diverse and talented employees.

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### 3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes

Policy

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#### 3.1a Do the formal policies and/or formal strategies include any of the following?

A business case for flexibility has been established and endorsed at the leadership level; Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; Leaders are held accountable for improving take up and approval of workplace flexibility; Training on flexible working and remote/hybrid teams is provided to managers; Training on flexible working and remote/hybrid teams is available to all employees; All employees are surveyed on whether they have sufficient flexibility; The impact of flexibility is measured and evaluated (e.g. reduced absenteeism, increased employee engagement); Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

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### 3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?

| Flexible working option                                      | MANAGERS | NON-MANAGERS |
|--|----------|--------------|
| Flexible hours of work (start and finish times)              | Yes      | Yes          |
| Compressed working weeks                                     | Yes      | Yes          |
| Time-in-lieu   | Yes      | Yes          |
| Hybrid working (regular days worked from home and in office) | Yes      | Yes          |
| Working fully remote (no regular days worked in office)      | Yes      | Yes          |
| Reduced hours or part-time work                              | Yes      | Yes          |
| Job sharing arrangements                                     | Yes      | Yes          |
| Purchased leave  | Yes      | Yes          |
| Unpaid leave   | Yes      | Yes          |
| Flexible scheduling, rostering or switching of shifts        | No       | No           |

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

Flex@RAC was launched at RAC in Jan 2023. Flex@RAC was a renewed approach to our



previous flexibility offerings. The policy is informed by conversations with our people and builds on our commitment to evolve the way we work at RAC. We strive to continue to improve the experiences of our people and understand the importance of coming together to work, connect, learn and collaborate. Flex@RAC provides our approach to Place, Leave, Hours, Explore, Learn and Change Maker Flex. Flex@RAC provides the following types of flexibility arrangements: Place Flex – This recognises member-facing roles will continue with arrangements guided by their leaders. All other eligible roles are required to work at an RAC location three days a week. This may change in the future and as always, we welcome all employees to work and connect at an RAC location at any time. It is expected that for leaders of our organisation and of teams that onsite attendance would be more than three days per week to ensure coverage for our people. Leave Flex – purchase up to four weeks additional leave. Hours Flex – consideration for alternative working times to suit the needs of members, RAC and individuals. Explore Flex – opportunity to take extended leave of up to 12 months. Learn Flex – support to learn and continuously develop. Change Maker Flex – community volunteering to support our Vision 2030.



# Employee Support for Parents and Carers

## Paid Parental Leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Some employers offer universally available parental leave policies, offering equal parental leave for all parents, others offer with a distinction between 'primary' and 'secondary' carers. It's important that it's a policy that's available to all parents, irrespective of gender, recognising the equally important role of all parents in caregiving. Gender equal policies help to de-gender the ideal worker and carer norms, which pervade the workplace and reduce opportunities for women to remain in, or re-enter the workforce.

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### 4.1 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 distinction

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#### Do you provide employer-funded paid parental leave for:

Primary: Yes      Secondary: Yes

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#### 4.1a Please indicate whether your employer-funded paid parental leave is available to:

Primary: All, regardless of gender

Secondary: All, regardless of gender

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#### 4.1b Please indicate whether your employer-funded paid primary carers leave covers:

Primary: Birth; Adoption; Surrogacy; Stillbirth

Secondary: Birth; Adoption; Surrogacy; Stillbirth

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#### 4.1c How do you pay employer-funded paid parental leave?

Primary: Paying the employee's full salary

Secondary: Paying the employee's full salary

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#### 4.1d How many weeks of employer-funded paid parental leave is available to eligible employees?



Primary:

Lowest entitlement: 16

Highest entitlement:

Secondary:

Lowest entitlement: 4

Highest entitlement:

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**4.1e Who has access to this type of employer-funded paid parental leave?**

Primary: Permanent employees

Secondary: Permanent employees

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**4.1f Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded paid parental leave?**

Primary: Yes a qualifying period is required

How long is the qualifying period (in months)?

12

Is the qualifying period the same as the probation period for new employees?

No

Secondary: Yes a qualifying period is required

How long is the qualifying period (in months)?

12

Is the qualifying period the same as the probation period for new employees?

No

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**4.1g Do you require carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

Primary: Anytime within 12 months

Secondary: Anytime within 12 months



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**4.1h Does your organisation have an opt out approach to parental leave?  
(Employees who do not wish to take their full parental leave entitlement must discuss this with their manager)**

**Primary:** No

**Secondary:** No

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**4.2 Do you pay superannuation contributions to your employees while they are on parental leave?**

Yes, on employer funded primary carer's leave or equally shared parental leave (if applicable); Yes, on employer funded secondary carer's leave (if applicable)

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**4.3 If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

In June 2022, the RAC Parental Leave policy was updated to include the birth of a child through a surrogacy arrangement. Additionally, it is worth noting that if an employee has 12 months or more continuous service with RAC, they are eligible to take up to 12 months of unpaid parental leave. The RAC parental leave policy will be undergoing another review in FY26.



# Employee Support for Parents and Carers

## Support for Carers

Employers can contribute to workplace gender equality by providing support for employees with caring responsibilities. A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. Employer support for employees with caring responsibilities allows them to better accommodate their out-of-work responsibilities.

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### 4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

Yes  
Policy

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#### 4.4a Do the formal policies and/or formal strategies include any of the following?

Support for all carers (e.g. carers of children, elders, people with disability); Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities

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

| Support mechanism  | Answer |
|--|--------|
| Breastfeeding facilities   | Yes    |
| Information packs for those with family and/or caring responsibilities   | No     |
| Referral services to support employees with family and/ or caring responsibilities                             | No     |
| Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks | No     |
| Internal support networks for parents and/or carers  | No     |
| Targeted communication mechanisms (e.g. intranet forums)   | No     |
| Return to work bonus (only select if this bonus is not the balance of paid parental leave)                     | No     |



| Support mechanism  | Answer |
|--|--------|
| Breastfeeding facilities   | Yes    |
| Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres) | No     |
| Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)  | No     |
| On-site childcare  | No     |
| Employer subsidised childcare  | No     |
| Parenting workshop   | No     |
| Keep-in-touch programs for carers on extended leave and/or parental leave  | Yes    |
| Access to counselling and external support for carers (e.g. EAP)   | Yes    |



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**4.6 If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**



# Harm Prevention

## Sexual harassment, harassment on the ground of sex or discrimination

Workplace sexual harassment and sex discrimination is a gender equality issue that predominantly impacts women. To increase women’s workforce participation and well-being, it is essential employers take action to prioritise and protect all employees from sexual harassment, harassment on the ground of sex or discrimination and ensure that every employee feels safe in the workplace.

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### 5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?

Yes  
Policy

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#### 5.1a Do the formal policies and/or formal strategies include any of the following?

A grievance process; Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour; The legal responsibilities of the employer to eliminate, so far as possible, sexual harassment and how it is demonstrated in the organisation; Leadership accountabilities and responsibilities for prevention and response to sexual harassment ; Disclosure options (internal and external) and process to investigate and manage any sexual harassment; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Process for development and review of the policy, including consultation with employees, unions or industry groups ; Protection from adverse action based on disclosure of sexual harassment and discrimination; A system for monitoring outcomes of sexual harassment and discrimination disclosure, including employment outcomes for those impacted by sexual harassment and the respondent; Manager and non-manager training on respectful workplace conduct and sexual harassment

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#### 5.1b If Yes, have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

| Answer                     |    |
|----------------------------|----|
| By the Governing Body      | No |
| By the CEO (or equivalent) | No |

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### 5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

Yes

| Cohort | At induction | At promotion | Annually | Multiple times per year |
|--------|--------------|--------------|----------|-------------------------|
|--------|--------------|--------------|----------|-------------------------|



|                    |     |    |    |    |
|--------------------|-----|----|----|----|
| All managers       | Yes | No | No | No |
| All non-managers   | Yes | No | No | No |
| The Governing Body | No  |    | No | No |

**5.2a Does the training program delivered to the above groups include any of the following?**

The respectful workplace conduct and behaviours expected of workers and leaders; Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact; The drivers and contributing factors of sexual harassment; Options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring; Information on worker rights, external authorities and relevant legislation relating to workplace sexual harassment; The diverse experiences of sexual harassment and the needs of different people, including women, LGBTIQ+ workers, culturally diverse workers and workers with a disability.

**5.3 Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?**

**Members of the governing body**

No

**Chief Executive Officer or equivalent**

Yes

At staff inductions; Ahead of big events (e.g. functions, conferences) or at internal launches (e.g. at the launch of a new strategy); Other

**Provide Details:** Safety, respectful & inclusive conduct are explicit in RAC LEAD behaviours. CEO communicates frequently through presentations, emails & intranet posts. CEO expectations are made explicit at inductions. Explicit communications occur ahead of big events.

**5.4 Do you have a risk management process in place to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination?**

Yes

**5.4a Does your risk management process include any of the following?**



Identification and assessment of the specific workplace and industry risks of sexual harassment; Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable; Regular review of the effectiveness of control measures to eliminate or minimise the risks of sexual harassment; Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions

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**5.4b What actions/responses have been put in place as part of your workplace sexual harassment risk management process?**

Make workplace adjustments; Change or develop new control measures; Train people managers in prevention of sexual harassment

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**5.5 What supports are available to support employees involved in and affected by sexual harassment?**

Confidential external counselling (E.g. EAP); Information provided to all employees on external support services available; Reasonable adjustments to work conditions

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**5.6 What options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?**

Process for disclosure to human resources or other designated responding staff; Process for disclosure to confidential/ethics hotline or similar; Process to disclose after their employment has concluded; Process to disclose anonymously; Special procedures for disclosures about organisational leaders and board members; Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

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**5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?**

Yes

Number of formal disclosures or complaints made in a year; Number of informal disclosures or complaints made in a year; Outcomes of investigations

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**5.8 Does your organisation report on sexual harassment to the governing body and management (CEO, KMP) and how frequently?**

**Governing body**

Yes



At every meeting

**CEO or equivalent**

Yes

At every meeting

**Key Management Personnel**

Yes

At every meeting

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**5.8a Do your reports on sexual harassment to governing body and CEO include any of the following?**

Identified risks of workplace sexual harassment; Prevalence of workplace sexual harassment; Nature of workplace sexual harassment; Organisational action to prevent and respond to sexual harassment; Outcome of reports of sexual harassment; Consequences for perpetrators of sexual harassment

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**5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.**

RAC has had a Sexual Harassment Action Plan (from October 2023 renamed 'Prevention & Response Plan') in place since 2021. A working group was established in 2024 to review and progress the Prevention and Response Plan to ensure an ongoing focus on eliminating sexual harassment in the workplace. The plan has oversight by the RAC Health & Safety Board which includes the CEO, Executive Team and Key Management Personnel. All staff are required to complete two e-learning modules which cover sexual harassment within their first 8 weeks of employment. • Inclusive and Respectful Behaviours covers sexual harassment in depth and is required to be completed every two years. • RAC Compliance Module also covers sexual harassment. Additionally, 282 senior leaders recently participated in in-depth training on Unlawful Workplace Behaviours, which included Sexual Harassment and Discrimination. This education is supported by ongoing communications. Comprehensive case and incident data is included in Monthly Health & Safety Reporting (3 of 29 Pages) to Governance bodies, Executive and General Manager cohort. It includes Workplace Behaviour matters including sexual harassment and workplace conduct, as well as incidents of aggressive members and EAP usage. Board members frequently question this specific data and outline expectations to management at key meetings.



# Harm Prevention

## Family or Domestic Violence

### 5.10 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy

### 5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

| Type of support (select all that apply)   |     |
|---|-----|
| Protection from any adverse action or discrimination based on the disclosure of domestic violence | Yes |
| Confidentiality of matters disclosed  | Yes |
| Training of key personnel   | Yes |
| Flexible working arrangements   | Yes |
| Workplace safety planning   | Yes |
| Employee assistance program (including access to psychologist, chaplain or counsellor)            | Yes |
| Referral of employees to appropriate domestic violence support services for expert advice         | Yes |
| Provision of financial support (e.g. advance bonus payment or advanced pay)                       | No  |
| A domestic violence clause is in an enterprise agreement or workplace agreement                   | Yes |
| Access to medical services (e.g. doctor or nurse)   | Yes |
| Offer change of office location   | Yes |
| Emergency accommodation assistance  | No  |

### 5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

#### Access to paid domestic violence leave?

Yes

#### Is it unlimited?

No

#### Do you offer paid family and domestic violence leave by negotiation or as needed?

Yes

#### How many days of paid domestic violence leave?

10



**Access to unpaid domestic violence leave?**

Yes

**Is it unlimited?**

No

**Do you offer unpaid family and domestic violence leave by negotiation or as needed?**

Yes

**How many days of unpaid domestic violence leave?**

10

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**5.13 If your organisation would like to provide additional information relating to family and domestic violence affecting your employees, please do so below.**

RAC runs training for new employees which covers family and domestic violence. RAC has a policy where we can extend support to vulnerable members.

