



Date Created: 30-05-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 30-05-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Alcoa Of Australia Limited 93004879298

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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

Policy; Strategy

**Retention:** Yes

Policy; Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy; Strategy

**Talent identification/identification of high potentials:** Yes Policy; Strategy

**Succession planning:** Yes

Policy; Strategy

**Training and development:** Yes

Policy; Strategy

**Key performance indicators for managers relating to gender equality:** Yes Policy; Strategy

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

Yes Policy; Strategy

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

The Alcoa Women's Network (AWN) has formal chapters at global, regional and location/plant level, with a mission 'to provide inspiration, awareness and connections to advance a culture of inclusiveness and improve gender diversity'.

The Australian AWN, available to all female and male Alcoa employees, has formal links to, and a member of, the Alcoa Inclusion Steering Committee. The AWN also facilitates opportunities with global senior executive women to host round table discussions and forums to share experiences and support, as well as development forums with external experts on particular topics.

- Scholarships and programs provided to attract women to careers in non-traditional roles include: Bev Corless Memorial Scholarship, Future Leaders of Industry, Women in Operations and the Prospects program.
- Funding support is provided for men and women to attend internal and external forums focused on the advancement of women in the workforce, such as the WA Women in Mining Conference.

HR Policies were reviewed and updated again this year to improve on broadening opportunities for gender diversity and inclusion. Improvement of our parental and return to work

Date Created: 30-05-2023

programs for both men and women, including our support for parents via our Parents and Kids network. A continued Women in Operations program to support top talented women improve their confidence and willingness to seek opportunities in line roles. This program has been successful for a number of years and continuing in 2023

## Governing Bodies

**Organisation:** Alcoa Of Australia Limited

**1.Name of the governing body:** Board of Directors

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**Number of governing body chair and member by gender:**

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

**4.Formal section policy and/or strategy:** Yes

**Selected value:** Strategy

**Other value:**

**6. Target set to increase the representation of women:** No

**6.1 Percentage (%) of target:**

**6.2 Year of target to be reached:**

**Selected value:**

Do not have control over governing body/appointments

**Other value:**

**7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?**

No

**Selected value:** Other

Date Created: 30-05-2023

**Other value:** The composition of the Alcoa of Australia Limited's board is controlled by Alcoa of Australia's two ultimate shareholders, Alcoa Corporation and Alumina Limited. Alcoa Corporation appoints three members of the board and Alumina Limited, two.

**Organisation:** Alcoa Australian Holdings Pty Ltd

**1.Name of the governing body:** Alcoa Australian Holdings Pty Ltd

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**Number of governing body chair and member by gender:**

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	2	0

**4.Formal section policy and/or strategy:** No

**Selected value:** Other

**Other value:** Do not have control over the governing body/appointments

**6. Target set to increase the representation of women:** No

**6.1 Percentage (%) of target:**

**6.2 Year of target to be reached:**

**Selected value:**

Other

**Other value:** does not have control over the appointments

**7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?**

No

**Selected value:** Other

**Other value:** as above

**Organisation:** Alcoa Portland Aluminium Pty Ltd

**1.Name of the governing body:** Alcoa Portland Aluminium Pty Ltd

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**Number of governing body chair and member by gender:**

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	1	0

**4.Formal section policy and/or strategy:** No

**Selected value:** Other

**Other value:** Do not have control over governing body/appointments

**6. Target set to increase the representation of women:** No

**6.1 Percentage (%) of target:**

**6.2 Year of target to be reached:**

**Selected value:**

Other

**Other value:** Do not have control over governing body/appointments

**7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?**

No

**Selected value:** Other

**Other value:** Do not have control over governing body/appointments

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

The composition of the AoA Board is controlled by Alcoa of Australia's two ultimate shareholders, Alcoa Corporation and Alumina Limited. Alcoa Corporation appoints three members of the board and Alumina Limited, two. The appointments

Date Created: 30-05-2023

by Alcoa Corporation are typically position based (eg Vice resident Operations, Australia and Australia Controller of Alcoa of Australia) and we have a strategy in place to ensure our succession pipeline into these positions has targeted gender equity representaiton. We also note that the Board of the Alcoa of Australia Retirement Plan Pty Ltd consists of six Directors, two employer-sponsored and three members elect. Of the two employer-sponsored Directors, Alcoa has appointed one woman. The vast majority of the employees are member of the Plan. In our parent company, Alcoa Corp, our Board consists of 33% women. That is 3 of the 9 Directors

# #Action on gender equality

## Gender Pay Gaps

### 1. Do you have a formal policy and/or formal strategy on remuneration generally?

Yes

Policy; Strategy

#### 1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

To achieve gender pay equity; To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews); To ensure managers are held accountable for pay equity outcomes; Other (provide details)

**Other:**transparency in our pay gap

### 2. What was the snapshot date used for your Workplace Profile?

2022-12-31

### 4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Pay gap and analysis is reported and assessed for trends as well as communicated with operational leaders to address any hot spots. Training for people managers is supported and unconscious bias discussion in hiring decisions, recognition decisions are embedded in training and coaching discussions

## Employer action on pay equality

### 1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes

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

Within the last 12 months

Date Created: 30-05-2023

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

Yes

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Trained people-managers in addressing gender bias (including unconscious bias); Implemented other changes (provide details):

**Other:** reviewed opportunities for shift and overtime capacity for women

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

Any identifiable gaps are investigated, and actions identified to achieve the objective of closing the gender pay gap.

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

## Employee Consultation

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

Yes

#### 1.1 How did you consult employees?

Consultative committee or group; Focus groups; Exit interviews; Survey

#### 1.2 Who did you consult?

ALL staff

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

Yes

Policy; Strategy

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:



4. **Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?**

No

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

The full report, summary and analysis was provided to the Alcoa of Australia Board and shared with all executive and senior leadership

# #Flexible Work

## Flexible Working

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

Yes

Policy; Strategy

- 1.1. **Please indicate which of the following are included in your flexible working arrangements strategy or policy:**

**A business case for flexibility has been established and endorsed at the leadership level**

Yes

**The organisation's approach to flexibility is integrated into client conversations**

No

Other

**Other: Not aware of the need**

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

Yes

Date Created: 30-05-2023

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

Yes

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

Yes

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

Yes

**Leaders are held accountable for improving workplace flexibility**

Yes

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

No

Other

**Other:** a whole of organisation approach is in the strategy

**Team-based training is provided throughout the organisation**

Yes

**Other:** Yes

Date Created: 30-05-2023

**Provide Details:** Teams are supported/coached on reviewing the flexibility on a whole team approach

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

**Carer's leave:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Job sharing:** Yes

SAME options for women and men

Formal options are available

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** Yes

SAME options for women and men Formal options are available

**Remote working/working from home:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Time-in-lieu:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Formal options are available

**3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

**5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

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

Date Created: 30-05-2023

1. Regular articles in the company-wide electronic newsletter which provide tools and tips on wellbeing, work/life balance and family and caring responsibilities.
2. Our Employee Assistance Provider offers free workshops on a variety of topics including family and caring responsibilities.
3. The global Flex First strategy and model provides consistent global messaging and support

# #Employee Support

## Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave using the primary/secondary carer definition

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

<p>Appropriate breastfeeding facilities; · Childcare referral services; · Parents and Kids Forums - an internal support for Mums and Dads ·Comprehensive checklists to support Manager and employee on parental leave commencement & return to work · Flexible Work at Alcoa resources for Managers & Employees on company intranet; · Information/articles distributed to our Parents support network; · Paediatric first aid course for Parents; · Employee Assistance Program training opportunities for parents of all age children; · HR and Manager training on Flexible Work Arrangements best practice</p>

## Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

Yes

Policy; Strategy

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

- 2.1. **Employer subsidised childcare**

No

Other

**Other:** implementation and other ongoing costs are prohibitive and we need to ensure equity across operations

**2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

Other

**Other:** at almost 100% return to work rate, we do have the need to provide. We maintain the strong return to work process through connection and supportive transitioning back to the workplace plans

**2.3. Breastfeeding facilities**

Yes

Available at ALL worksites

**2.4. Childcare referral services**

Yes

Available at ALL worksites

**2.5. Coaching for employees on returning to work from parental leave**

Yes

Available at ALL worksites

**2.6. Targeted communication mechanisms (e.g. intranet/forums)**

Yes

Available at ALL worksites

**2.7. Internal support networks for parents**

Yes

Available at ALL worksites

**2.8. Information packs for new parents and/or those with elder care responsibilities**

Yes

Available at ALL worksites

**2.9. Parenting workshops targeting fathers**

No

Other

**Other:**

**2.10. Parenting workshops targeting mothers**

No

Other

**Other:**

**2.11. Referral services to support employees with family and/or caring responsibilities**

Yes

Available at ALL worksites

**2.12. Support in securing school holiday care**

No

Insufficient resources/expertise

### 2.13. On-site childcare

No

Other

**Other:** as a mine site operations, this is not a feasible option

### 2.14. Other details: No

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

A broad approach to support including: Parents and Kids forums and communications; comprehensive checklists and coaching for managers and employees; individual discussions with employees and managers on support; employee assistance program free training opportunities for all stages of parenting; training and support on flexibility for all stages of parenting/caring

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

### 1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

### 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

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

All Non-Managers

Yes

Voluntary question: All Non-Managers

### 9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

## Family or domestic violence

Date Created: 30-05-2023

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

Yes

Policy

**2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

**A domestic violence clause is in an enterprise agreement or workplace agreement**

Yes

**Confidentiality of matters disclosed**

Yes

**Protection from any adverse action or discrimination based on the disclosure of domestic violence**

Yes

**Employee assistance program (including access to psychologist, chaplain or counsellor)**

Yes

**Emergency accommodation assistance**

Yes

**Provision of financial support (e.g. advance bonus payment or advanced pay)**

Yes

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

Yes

**Training of key personnel**

Yes

**Referral of employees to appropriate domestic violence support services for expert advice**

Yes

**Workplace safety planning**

Yes

**Access to paid domestic violence leave (contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

Yes

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

Yes

**Is the leave period unlimited?**

Yes

**Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

Yes

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes



**Provide Details: No**

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

<p>Please note that our enterprise agreements all vary in regards to their access to paid or unpaid leave, however our Family and Domestic Violence Policy has the overarching provisions contained for this availability of leave - which can be varied on case/case basis in a person centred approach</p>

# Workforce Management Statistics Table

Industry: Primary Metal and Metal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*	
1. How many employees were promoted?	Full-time	Permanent	Managers	2	12	14	
			Non-managers	63	335	400	
		Fixed-Term Contract	Non-managers	3	3	6	
	Part-time	Permanent	Managers	1		1	
			Non-managers	7	3	10	
		Fixed-Term Contract	Non-managers	1		1	
	N/A	Casual	Non-managers	5	6	11	
	2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	1	6	7
				Non-managers	14	39	53
Fixed-Term Contract			Non-managers	17	19	36	
Part-time		Permanent	Non-managers	1		1	
		Fixed-Term Contract	Non-managers	1		1	
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	10	21	31	
			Non-managers	107	521	628	
		Fixed-Term Contract	Managers		4	4	
			Non-managers	70	73	143	
	Part-time	Permanent	Managers	2	1	3	
			Non-managers	11	2	13	
		Fixed-Term Contract	Managers		1	1	
			Non-managers	8		8	
	N/A	Casual	Non-managers	11	22	33	

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Primary Metal and Metal Product Manufacturing

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		1	1
			Managers	4	10	14
			Non-managers	53	176	229
		Fixed-Term Contract	Managers		1	1
			Non-managers	4	10	14
			Non-managers			
	Part-time	Permanent	Managers	2	2	4
			Non-managers	5	6	11
		Fixed-Term Contract	Non-managers	1		1
N/A	Casual	Non-managers	2		2	
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	34	3	37
		Fixed-Term Contract	Non-managers	3		3
	Part-time	Permanent	Managers	3		3
			Non-managers	10		10
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		2	2
			Non-managers	1	115	116
		Fixed-Term Contract	Non-managers		3	3
	Part-time	Permanent	Non-managers		1	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Primary Metal and Metal Product Manufacturing

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

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Primary Metal and Metal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*	
1. How many employees were promoted?	Full-time	Permanent	Managers	2	12	14	
			Non-managers	63	335	400	
		Fixed-Term Contract	Non-managers	3	3	6	
	Part-time	Permanent	Managers	1		1	
			Non-managers	7	3	10	
		Fixed-Term Contract	Non-managers	1		1	
	N/A	Casual	Non-managers	5	6	11	
	2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	1	6	7
				Non-managers	14	39	53
Fixed-Term Contract			Non-managers	17	19	36	
Part-time		Permanent	Non-managers	1		1	
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			Non-managers	107	521	628	
		Fixed-Term Contract	Managers		4	4	
			Non-managers	70	73	143	
	Part-time	Permanent	Managers	2	1	3	
			Non-managers	11	2	13	
		Fixed-Term Contract	Managers		1	1	
			Non-managers	8		8	
	N/A	Casual	Non-managers	11	22	33	

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Primary Metal and Metal Product Manufacturing

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		1	1
			Managers	4	10	14
			Non-managers	53	176	229
		Fixed-Term Contract	Managers		1	1
			Non-managers	4	10	14
		Part-time	Permanent	Managers	2	2
	Non-managers			5	6	11
	Fixed-Term Contract		Non-managers	1		1
	N/A	Casual	Non-managers	2		2
	5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1	
Non-managers				34	3	37
Fixed-Term Contract			Non-managers	3		3
Part-time		Permanent	Managers	3		3
			Non-managers	10		10
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?		Full-time	Permanent	Managers		2
	Non-managers			1	115	116
	Fixed-Term Contract		Non-managers		3	3
	Part-time	Permanent	Non-managers		1	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Primary Metal and Metal Product Manufacturing

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

\* Total employees includes Non-binary

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