

# Employer Public Report

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## Submitted By:

Viva Energy Retail Pty Ltd 96662372027

## 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; Key performance indicators for managers relating to gender equality

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

Yes

Policy; Strategy

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#### 1.2a Do the formal policies and/or formal strategies include any of the following?

Gender identity; Aboriginal and/or Torres Strait Islander background; Cultural and/or language background; Disability and/or accessibility; Age

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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; Increase the number of women in male-dominated roles; To have a gender balanced governing body (at least 40% men and 40% women)

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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.

The company aims to improve the representation of females in all roles and levels of our business and to ensure that they are paid equally with their male counterparts as measured by



total remuneration (including bonuses, allowances, and overtime). This extends to our recruiting practices including external candidates and internal people movements. We continue our focus on inclusive behaviours, addressing gendered violence and sexual harassment in our workplace.



# 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:** Viva Energy Retail Pty Ltd

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

Yes

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

Viva Energy Australia Group 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)	2	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:** Viva Energy Australia Pty Ltd and its entities do not have control over governing body 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?**

Yes, a target has been set to increase the representation of women on this governing body

.....

**G.1 Percentage (%) of target: 40**

.....

**G.2 Year of target to be reached: 2030-12-31**

.....

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

Yes  
Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age

.....

**1.6 If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.**

Viva Energy Group Pty Ltd is the ultimate governing body and, there is a target set for the parent company's Board of 40% female representation as part of its succession planning process. Viva Energy Australia Pty Ltd and its entities do not have control over governing body appointments. An Inclusion and Diversity policy is reviewed and endorsed by the board and is a commitment that applies to all Viva Energy Group employees. Additionally, regular progress updates on all aspects of the diversity and inclusion strategy and actions are shared with the Board and gender diversity targets are also reviewed as part of monthly management reporting to the board.



# 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; Strategy

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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; Reviewed and implemented performance evaluation processes to ensure no gender bias; Developed a strategy to address workforce composition issues – e.g. attracting more underrepresented gender into specific higher-paying roles

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.**

Viva Energy Retail is part of the broader Viva Energy Group and has adopted similar practices regarding gender pay gap analysis. As such, we regularly interrogate remuneration data at key points during the employee life-cycle where pay gaps commonly arise, including at job offer or on promotion and during the annual pay and performance review period. We undertake regular deep dives into remuneration data to analyse base salary, allowances, overtime and like-for-like gaps and share a monthly dashboard with senior leaders which includes progress against gender targets such as in recruitment, resignations, and representation of women in management. This helps keeps managers accountable by showing the impact of their salary, promotions and new hire decisions on the gender pay gap, all of which contributes to positive action on decreasing the gender pay gap. The annual salary review outcomes are thoroughly reviewed and interrogated by the CEO and Chief People and Culture Officer of the OTRG (Viva Energy Retail) and then are approved by the Group CEO and Group Chief People and Culture Officer, part of this review is to understand the impact of salary increases and bonus outcomes on the gender pay gap and ensure any opportunities to address gender pay gaps are taken. For employees that fall under an Enterprise Bargaining Agreement (EBA) and the Modern Awards their pay is governed by the terms and conditions of their agreement, including remuneration. Remuneration in these agreements is set and based solely on job title and level. Gender is not taken into consideration, therefore pay review analysis are not deemed necessary.





# 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?

Employee experience survey; Other

**Other:** Respect@Viva workshops and eLearning Modules support employees to understand respectful workplace behaviours and behaviours and actions that create a positive and inclusive workplace for all, regardless of gender.

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#### 2.4b Who did you consult?

ALL staff

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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

Strategy

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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.

International Women's Day More than 500 employees joined a virtual panel event hosted by our Chief Strategy Officer. Three senior managers from the business explored the theme March Forward, sharing how their teams have progressed gender equality, the important role of bystanders and understanding unconscious bias and its impact on building an inclusive respectful workplace. Equal Pay Day In August 2024, Scott Wyatt – CEO emailed the organisation and provided an external statement highlighting the significance of Equal Pay Day, the issues facing women in achieving gender pay equality, the company's commitment to diversity and inclusion and its efforts to close the gap using a range of measures. In March 2025, Scott also communicated the outcomes of our gender pay gap as published by WGEA including how we proposed to address the pay gap across the various entities. Diversity Council We continued to shape inclusion and best practice actions via the Diversity Council, chaired by the Chief People and Culture Officer and with representation from each diversity pillar lead. Respect at Viva Workshops Approximately 80% of team members participated in 'Respect at Viva' sessions on what constitutes appropriate workplace behaviours. To further



embed 'Respect at Viva' training we developed a 'Leading Respect at Viva' module to upskill supervisors to take pro-active steps to eliminate inappropriate behaviour including sexual harassment and gender-based discrimination, and how to respond if a report is made to them. Respect@Viva eLearning modules were developed for Retail Site Team Members and the first module has been assigned.

**40:40 Vision** We are a proud signatory to the HESTA led 40:40 Vision campaign. This campaign encourages ASX300 companies to commit to achieving at least 40% male and 40% female representation within their Executive Team by 2030. We have an ongoing program to improve the representation of women in all parts of our business and ensure that they receive the same remuneration opportunity as their male counterparts.

**People & Culture** The P&C Business Partners engage with management teams and the business on issues associated with diversity and inclusiveness, ensuring business activities and actions are conducted in line with the organisation's policies and procedures and cultural aspirations.

**Grievance Process** Ensures grievances are managed appropriately, and appropriate reviews of policies and processes are completed at the conclusion of an investigation. In addition, P&C Business Partners will support any required performance management and training to prevent issues from arising in future, including issues which arise in relation to gender equality.

**Policy** We have a Group standalone 'Prevention of sexual harassment in the workplace' policy and a Group Domestic and Family Violence Support Policy that provides additional support beyond statutory leave entitlements. We have organisation-wide family and domestic violence awareness training for team members, and bespoke training for Viva Energy Australia contact officers to respond to potential cases. The 16 Days of Activism campaign helped raise awareness of the prevalence of domestic and family violence in different settings and educated team members on how to respond, refer and seek support via the relevant Viva Energy Group policy.

**Employee Engagement Survey results** Senior leaders and line managers meet with their teams to discuss results from the annual engagement survey, which include a numerous D&I measure. Key D&I questions are included in our annual pulse survey.



# 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.

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

Yes

Policy; Strategy

#### 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)

### 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	No	No
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)	No	No
Reduced hours or part-time work	Yes	Yes
Job sharing arrangements	Yes	Yes
Purchased leave	No	No
Unpaid leave	Yes	Yes
Flexible scheduling, rostering or switching of shifts	Yes	Yes

### 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.

In 2024 we updated our 'Viva Ways of Working' to better reflect the changing nature of work and our approach to hybrid working. These new guidelines are designed to support Viva Energy Australia team members to better balance working from home with time spent in the



office. We have always supported flexibility, and this new approach aims to build stronger collaboration, connectivity and culture.



# 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: 12

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: No qualifying period

Secondary: No qualifying period

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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.**

Our parental leave offering caters to our diverse workforce and includes children born of surrogacy or adopted children and is inclusive of all genders and identities (LGBTQI+). We have a parental leave support kit for team members and line managers to ensure that we can provide information to assist with planning and preparation. It is important to us that our team members - inclusive of all genders and identities - are supported during this time. We aim to provide our team members with the right balance of information, support and confidence so they will continue to feel informed and connected during this important time in their lives. The Parental Leave Support Kit provides information to assist throughout the parental leave.



# 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.

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

Yes

Policy

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

Gender inclusive language when referring to carers; 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

### 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	Yes
Referral services to support employees with family and/ or caring responsibilities	Yes
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	Yes
Internal support networks for parents and/or carers	Yes
Targeted communication mechanisms (e.g. intranet forums)	Yes
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)	Yes
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	Yes
On-site childcare	No
Employer subsidised childcare	No
Parenting workshop	Yes
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.**

We partner with 'Parents at Work' to celebrate and support our team members and their families and recently renewed our Family Inclusive Workplace citation for 2025-27. The Work and Family Hub provides unlimited access to career, family and wellbeing courses and guides combined with interactive live group learning sessions with expert career and family coaches. Topics include Preparing for Parental Leave, Raising Toddlers, Teens, Career Life Alignment, Balance & Wellbeing and Navigating Aged Care. Sponsored by our executive leaders, our diversity pillars support our inclusion and diversity action plan. The Families Network provides an opportunity for employees with diverse caring responsibilities to share experiences and support one another through different life stages. We provide forums for new parents to network and share their experiences of balancing caring and working responsibilities. The forums include a 'keeping in touch' program for team members on parental leave and a 'new parents' group' for those on parental leave or returning to work after parental leave. Both these activities are championed by one of our executive team members.



## 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.

#### 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; Strategy

##### 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; Processes relating to the use of non-disclosure or confidentiality agreements; Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Sexual harassment risk management and how control measures will be monitored, implemented and reviewed; 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; The frequency and nature of reporting to the governing body and management on sexual harassment; Manager and non-manager training on respectful workplace conduct and sexual harassment

##### 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	Yes
By the CEO (or equivalent)	Yes

#### 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	Yes
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; Bystander training; 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; Trauma-informed management and response to disclosures; Responding to employees who engage in harassment or associated behaviours

### 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); More often than annually

### 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; Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff

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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; Undertake and act on a culture audit of the relevant business or division; Train people managers in prevention of sexual harassment; Train identified contact officers; Train staff on mitigation and control measures

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

Trained, trauma-informed support staff/contact officers; Confidential external counselling (E.g. EAP); Information provided to all employees on external support services available; Union/worker representative support throughout the disclosure process and response; 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 for disclosure to union/worker representative; Process to disclose after their employment has concluded; Process to disclose anonymously; 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; Gender of the complainant/aggrieved or victim; Gender of the accused or perpetrator; 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

Multiple times per year

### **CEO or equivalent**

Yes

Multiple times per year

### **Key Management Personnel**

Yes

Multiple times per year

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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; Analysis of sexual harassment trends and reporter/respondent profiles; 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.**

We strive for best practice in how we respond to reports of inappropriate behaviour, including having multiple reporting avenues available including trained Contact Officers and People & Culture representatives, along with clear induction processes for all team members and contractors working on our sites. Our Code of Conduct guidelines and Prevention of Sexual Harassment in the Workplace Policy are signed off by the Chairman and CEO and outlines the organisation's expectations of its employees. Acceptance of the guidelines forms part of annual compliance training for all employees, new starters and contractors. All employees complete numerous learning modules as a part of their onboarding that educate employees on legislative requirements and acceptable workplace behaviour. We have rolled out 'Respect at Viva' workshops to all our leaders which provide an opportunity to reinforce a culture of respect and to educate employees on the legislative requirements and guidelines that both individuals and the broader organisation are bound by. Completion is mandatory for all team members and continuously monitored and updated to respond to risks and opportunities (such as how to be an active bystander and interaction with contractors/third parties in the workplace). Respect@Viva eLearning modules have been created, and the first of four modules has been assigned to our site-based employees. Complaints relating to sexual harassment, bullying and Victimisation are reported to the Board annually and disclosed in the Annual Report. Additionally, the Executive Leadership Team also debriefs on sexual harassment cases to highlight and extract learnings to improve our posture on the prevention of sexual harassment in our workplaces. A person also does not need to be an employee to disclose to the Company's hotlines, Stopline or Respect at Viva line. Sexual harassment data in the employee survey is not formally collected, but anonymous disclosures of inappropriate



conduct and/or behaviours are investigated and addressed at a site level, so far as possible given the information disclosed.



# 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	No
Access to medical services (e.g. doctor or nurse)	Yes
Offer change of office location	Yes
Emergency accommodation assistance	Yes

### 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?

No

#### 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?**

No

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

20

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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.**

Employees experiencing family and domestic violence are entitled to paid leave (in addition to other existing leave entitlements) for the purposes of doing things to deal with the impact of the family and domestic violence where it is impractical to do so outside the employee's work hours. For example, attending medical appointments, legal proceedings, seeking safe housing etc. Up to 10 days paid Family and Domestic Violence Support leave per year is available in accordance with the National Employment Standards. In addition to this, and as determined by the individual's situation we offer assistance to enable an employee to move into safe housing, seek legal representation or other necessary support, as well as supporting changes of hours of work and work location as needed. While there are some variances to this within Enterprise Agreements (EA)'s, all Viva Energy Group employees (regardless of whether they are covered under an EA or not) are covered by the Viva Energy Domestic and Family Violence Policy.



## Public Report - Employee data tables

**Program:** 2024 - 25 Gender Equality Reporting

**Employer:** Viva Energy Retail Pty Ltd

**Employee count:** 5,861

**Primary industry:** 4129 - Other Specialised Food Retailing

**Relevant employer:** Yes

**Table 1** – Gender composition of all occupational categories

Occupational category	Employment status	No. of employees		Number of graduates or apprentices (combined)		Total employees*
		F	M	F	M	
Managers	Full-time permanent	360	365	0	0	726
	Full-time contract	4	2	0	0	6
	Part-time permanent	9	5	0	0	14
Professionals	Full-time permanent	41	49	0	0	90
	Full-time contract	2	1	0	0	3
	Part-time permanent	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	207	153	0	0	361
	Part-time permanent	73	29	0	0	103
Sales Workers	Full-time permanent	35	48	0	0	83
	Part-time permanent	1,638	2,118	0	0	3,776
	Casual	297	394	0	0	698

\* Total employees includes Non-binary

**Table 2** – Gender composition of manager categories

Manager category	Employment status	No. of employees		Number of graduates or apprentices (combined)		Total employees*
		F	M	F	M	
GM	Full-time permanent	1	2	0	0	3
SM	Full-time permanent	3	5	0	0	8
	Full-time permanent	356	358	0	0	715
OM	Full-time contract	4	2	0	0	6
	Part-time permanent	9	5	0	0	14

\* Total employees includes Non-binary

**Table 3 – Employee movements over reporting period**

**Question 1**  
**How many employees were promoted?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			48	60	1	1	110
Part-time	Permanent						1	1
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 2**  
**How many employees were promoted from non-manager to manager?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		All managers		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			42	47			89
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 3**  
**How many employees were internally appointed?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			101	121	98	114	435
Part-time	Permanent				3	235	290	531
Full-time	Fixed-term				2			2
Part-time	Fixed-term							
N/A	Casual					71	97	168

**Question 4**  
**How many employees (including partners with an employment contract) were externally appointed?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			31	45	39	56	171
Part-time	Permanent			1		672	899	1,577
Full-time	Fixed-term			4	3			7
Part-time	Fixed-term					1		1
N/A	Casual					236	247	486

\* Total employees includes Non-binary

**Table 3 – Employee movements over reporting period (continued)**

**Question 5**  
**How many employees voluntarily resigned?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			56	33	36	52	177
Part-time	Permanent			1	1	503	577	1,082
Full-time	Fixed-term			3	1			4
Part-time	Fixed-term							
N/A	Casual					236	297	533

**Question 6**  
**How many employees were on primary carer's parental leave (paid and/or unpaid)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			16	3	13	3	35
Part-time	Permanent					68	12	80
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual					12		12

**Question 7**  
**How many employees were on secondary carer's parental leave (paid and/or unpaid)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent				10		1	11
Part-time	Permanent					1	11	12
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 8**  
**How many employees ceased employment before returning to work from parental leave (regardless of when the leave commenced)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			1		2		3
Part-time	Permanent					7	2	9
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

\* Total employees includes Non-binary

# Submission Approval Form

## 2024-25 Gender Equality Reporting

I, the CEO (or equivalent), confirm that the data provided in the 2024-25 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- + Public Report - Questionnaire
- + Public Report – Employee data tables

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

CEO (or equivalent) signature

Name of CEO (or equivalent)



Jevan Bouzo

Date:

### What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- + inform your employees and members or shareholders that you have lodged its report with the Agency and advise how the public data may be accessed
- + provide access to the public data to employees and members or shareholders
- + inform employee organisations with members in your workplace that the report has been lodged
- + inform your employees and those employee organisations with members in your workplace of the opportunity to comment on the report to the employer or the Agency.

Please see our reporting guide for more information on the [notification and access requirements](#).