

G3.1 Content Index - GRI Application Level B

	Application Level B		Assured by	n/a	
STANDARD DISCLOSURES PART I: Profile Disclosures					
REPORT FULLY ON THE BELOW SELECTION OF PROFILE DISCLOSURES OR PROVIDE A REASON FOR OMISSION					
1. Strategy and Analysis					
Profile Disclosure	Disclosure	Level of Reporting	Location of disclosure	Reason for omission	Explanation for the reason for omission
1.1	Statement from the most senior decision-maker of the organization.	Fully	Our Commitment to Sustainability (pp 3-5)		
1.2	Description of key impacts, risks, and opportunities.	Fully	Our Commitment to Sustainability; our approach (pp 3-5)		
2. Organizational Profile					
Profile Disclosure	Disclosure	Level of Reporting	Location of disclosure	Reason for omission	Explanation for the reason for omission
2.1	Name of the organization.	Fully	www.swinburne.edu.au/chancellery/about		
2.2	Primary brands, products, and/or services.	Fully	www.swinburne.edu.au/chancellery/about		
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	Fully	www.swinburne.edu.au/chancellery/about/structure/index.html 2013 Annual Report (AR:10-23): www.swinburne.edu.au/corporate/spq/reports_annual.html		
2.4	Location of organization's headquarters.	Fully	Hawthorn, Melbourne, Australia		
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	Fully	Major operations are within Australia (specifically the state of Victoria) and Sarawak, Malaysia.		
2.6	Nature of ownership and legal form.	Fully	The University is a body politic and corporate with perpetual succession. The University is governed by the Swinburne University of Technology Act 2010 (Vic): www.swinburne.edu.au/chancellery/about/structure/governance.html		
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	Fully	www.swinburne.edu.au/chancellery/about/structure/index.html 2013 Annual Report (AR:10-23): www.swinburne.edu.au/corporate/spq/reports_annual.html		
2.8	Scale of the reporting organization.	Fully	www.swinburne.edu.au/about/our-university/swinburne-snapshot.html 2013 Annual Report (AR:10-23): www.swinburne.edu.au/corporate/spq/reports_annual.html		
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	Fully	www.swinburne.edu.au/chancellery/about/structure/index.html 2013 Annual Report (AR:2-23): www.swinburne.edu.au/corporate/spq/reports_annual.html		
2.10	Awards received in the reporting period.	Fully	2013 Annual Report (AR:2-23): www.swinburne.edu.au/corporate/spq/reports_annual.html		

3. Report Parameters					
Profile Disclosure	Disclosure	Level of Reporting	Location of disclosure	Reason for omission	Explanation for the reason for omission
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	Fully	Calendar year		
3.2	Date of most recent previous report (if any).	Fully	Not applicable as this is the first report		
3.3	Reporting cycle (annual, biennial, etc.)	Fully	Annual		
3.4	Contact point for questions regarding the report or its contents.	Fully	Dr Tom Aumann, taumann@swin.edu.au		
3.5	Process for defining report content.	Fully	Our Approach (pp 6-9)		
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance.	Fully	The boundary for the report is Swinburne's campuses within the state of Victoria. Where data was not provided for all campuses, this is stated in the relevant sections. Student related data includes online students and international enrolments.		
3.7	State any specific limitations on the scope or boundary of the report (see completeness principle for explanation of scope).	Fully	These have been mentioned where relevant in the report. The Prahran and Lilydale campuses closed in 2013 and run in caretaker-mode only until the site is transferred to a new owner.		
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations.	Fully	Energy use and greenhouse gas emissions associated with entities under the operational control of the University within Australia have been included and reported.		
3.9	Data measurement techniques and the bases of calculations, including assumptions and techniques underlying estimations applied to the compilation of the Indicators and other information in the report. Explain any decisions not to apply, or to substantially diverge from, the GRI Indicator Protocols.	Fully	Conventional / standard data measurement techniques have been used. Any decision to diverge from these is explained in the report where applicable.		
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods).	Fully	Not applicable as this is Swinburne's first report		
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	Fully	Not applicable as this is Swinburne's first report. Energy reporting changed during 2011 from calendar year to fiscal year reporting.		
3.12	Table identifying the location of the Standard Disclosures in the report.	Fully	GRI Content Index (pp 38-39)		
3.13	Policy and current practice with regard to seeking external assurance for the report.	Fully	Our Approach (p 8)		
4. Governance, Commitments, and Engagement					
Profile Disclosure	Disclosure	Level of Reporting	Location of disclosure	Reason for omission	Explanation for the reason for omission
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	Fully	Council is the University's highest governing body. The Chancellor is the Chair of the Council. The Council delegates to the Vice-Chancellor the authority to undertake general management of the University. In turn, the Vice-Chancellor is accountable to the Council. www.swinburne.edu.au/about/our-structure/governance.html		
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	Fully	The Chair of the University Council (Chancellor) is not an executive officer.		

4.3	For organizations that have a unitary board structure, state the number and gender of members of the highest governance body that are independent and/or non-executive members.	Fully	The Council is the governing authority of Swinburne University of Technology and has the direction and superintendence of the University. The Academic Senate reports to Council. www.swinburne.edu.au/corporate/registrar/council/index.html		
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	fully	The University is a public body and does not have shareholders. Council ensures that the University has student and staff representation within its deliberative and decision-making processes and encourages students and staff to participate in these processes: www.swinburne.edu.au/policies/governance/index.html		
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organization's performance (including social and environmental performance).	Fully	None - remuneration of Council members is within bands set by the Minister and determined at time of appointment.		
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	Fully	Swinburne University's Code of Conduct outlines policies and procedures for staff and governance bodies relating to conflict of interest: http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2008/310 ; www.swinburne.edu.au/corporate/registrar/council-induction/		
4.7	Process for determining the composition, qualifications, and expertise of the members of the highest governance body and its committees, including any consideration of gender and other indicators of diversity.	Fully	Partially under statute and partly against requisite skills matrix. www.swinburne.edu.au/corporate/registrar/council/index.html		
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	Fully	www.swinburne.edu.au/about/index.html ; Policies, codes of conduct & regulations: http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2008/310		
4.9	Procedures of the highest governance body for overseeing the organization's identification and management of economic, environmental, and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles.	Fully	University's governance framework. www.swinburne.edu.au/policies/governance/index.html		
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	Fully	Annual review. www.swinburne.edu.au/corporate/registrar/council/index.html		
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	Fully	Swinburne University's Internal Audit and Risk Management framework provides a robust structure for the identification and management of risks throughout all levels of the University. Swinburne University has in place a Risk Management Policy and Risk Management Procedures: www.swinburne.edu.au/corporate/risk/docs.html		

4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	fully	Swinburne became signatories to the Talloires Declaration in 2010. New buildings have been certified according to GBCA green star ratings. Members of Australasian Campuses Towards Sustainability. Swinburne were GRI organisational stakeholders 2010-13.		
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: * Has positions in governance bodies; * Participates in projects or committees; * Provides substantive funding beyond routine membership dues; or * Views membership as strategic.	Fully	www.swinburne.edu.au/business-partnerships/research-commercialisation/research-partnerships/ ; 2013 Annual Report (AR:2-23): www.swinburne.edu.au/corporate/spq/reports_annual.html ; http://www.swinburne.edu.au/business-partnerships/ ;		
4.14	List of stakeholder groups engaged by the organization.	Fully	www.swinburne.edu.au/business-partnerships/research-commercialisation/research-partnerships/ ; www.swinburne.edu.au/business-partnerships/explore-other-partnerships/case-studies/ ; www.swinburne.edu.au/business-partnerships/research-commercialisation/case-studies/ ; www.swinburne.edu.au/media-centre/news/ ; www.swinburne.edu.au/media-centre/news/alumni/		
4.15	Basis for identification and selection of stakeholders with whom to engage.	Fully	Our Approach (pp 7-8); Our Communities (pp 18-19)		
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	Fully	Our Communities: (pp 18-19); Our people: www.swinburne.edu.au/corporate/hr/news/ ; www.swinburne.edu.au/business-partnerships/research-commercialisation/research-partnerships/ ; www.swinburne.edu.au/business-partnerships/explore-other-partnerships/case-studies/ ; www.swinburne.edu.au/business-partnerships/research-commercialisation/case-studies/		
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.	Partially	Our Social Impact: (pp 26-33); Our Communities (pp 18-19); Our Students (pp 10-13)	not available	More indepth stakeholder engagement to be carried out in 2015

STANDARD DISCLOSURES PART II: Disclosures on Management Approach (DMAs)

REPORT ON THE DISCLOSURES ON MANAGEMENT APPROACH FOR EACH CATEGORY. YOU SHOULD BE ABLE TO DISCLOSE THIS INFORMATION ON THE ASPECT LEVEL FOR EACH PERFORMANCE INDICATOR THAT YOU HAVE REPORTED FULLY ON.

G3.1 DMAs	Disclosure	Level of Reporting	Location of disclosure	Further comments
DMA EC	Disclosure on Management Approach EC			
Aspects	Economic performance	Fully	Our Economic Impact (pp 34-36); Annual Report 2013	
	Market presence	Fully	Our Economic Impact (pp 34-36); Annual Report 2013	
	Indirect economic impacts	Fully	Our Economic Impacts (pp 34-36)	
DMA EN	Disclosure on Management Approach EN			
Aspects	Materials	Fully	Our Environmental Impact: paper and printer use (p 25)	

	Energy	Fully	Our Environmental Impacts: energy consumption and efficiency (pp 21-22)	
	Water	Fully	Our Environmental Impacts: water use (p 24)	
	Biodiversity	Partially	www.swinburne.edu.au/corporate/facserv/08_Management%20Plan_Buildings%20and%20Grounds.pdf	Biodiversity management requires review.
	Emissions, effluents and waste	Fully	Our Environmental Impacts: waste and recycling (p 25)	
	Products and services	Fully	Our Economic Impact: procurement practices (p 37)	
	Compliance	Fully	www.swinburne.edu.au/corporate/development/compliance.htm	
	Transport	Fully	Our Environmental Impact: commuting (p 23)	
	Overall	Fully	Our Environmental Impact (pp 20-25)	
DMA LA	Disclosure on Management Approach LA			
Aspects	Employment	Fully	Our Social Impact (pp 27-28); www.swinburne.edu.au/corporate/hr/welcome.htm	
	Labor/management relations	Fully	Our Social Impact (p 31): www.swinburne.edu.au/corporate/hr/eb/	
	Occupational health and safety	Fully	Our Social Impact: safety and wellbeing (pp 32-33); www.swinburne.edu.au/corporate/hr/ohs/	
	Training and education	Fully	www.swinburne.edu.au/corporate/hr/yourdevelopment/	
	Diversity and equal opportunity	Fully	Our Social Impact (pp 28-30); Our Students (pp 11-12); www.swinburne.edu.au/corporate/hr/equity/index.htm	
	Equal remuneration for women and men	Fully	Our Social Impact: gender pay equity (pp 28-29); www.swinburne.edu.au/corporate/hr/equity/workplace_gender_equality.htm	
DMA HR	Disclosure on Management Approach HR			
Aspects	Investment and procurement practices	Partially	Our Economic Impacts: investment practices (p 36)	First report. Yet to be developed further.
	Non-discrimination	Fully	www.swinburne.edu.au/corporate/hr/equity/key-terms.htm	
	Freedom of association and collective bargaining	Fully	www.swinburne.edu.au/corporate/hr/eb/	
	Child labor	Not	Not material due to Australian operating context	Child labour legislated against in Australia
	Prevention of forced and compulsory labor	Not	Not material due to Australian operating context	Forced and compulsory labour legislated against in Australia
	Security practices	Fully	www.swinburne.edu.au/corporate/hr/equity/index.htm	
	Indigenous rights	Fully	www.swinburne.edu.au/corporate/hr/equity/index.htm ; www.swinburne.edu.au/about/resources/docs/rap-2014-2016.pdf	
	Assessment	Fully	www.swinburne.edu.au/corporate/hr/equity/key-terms.htm	
	Remediation	Fully	www.swinburne.edu.au/corporate/hr/equity/options.htm	
DMA SO	Disclosure on Management Approach SO			
Aspects	Local communities	Partially	Our Approach (pp 6-8; Our Communities (pp 18-19)	First report. Yet to be developed further.
	Corruption	Fully	www.swinburne.edu.au/policies/ ; www.swinburne.edu.au/policies/governance/index.html	
	Public policy	Fully	The University is committed to open debate and the right of our scholars to engage in critical enquiry and public discourse (www.swinburne.edu.au/policies/governance/index.html).	
	Anti-competitive behavior	Fully	www.swinburne.edu.au/policies/governance/index.html	
	Compliance	Fully	www.swinburne.edu.au/policies/ ; www.swinburne.edu.au/policies/governance/index.html	
DMA PR	Disclosure on Management Approach PR			
Aspects	Customer health and safety	Fully	www.swinburne.edu.au/corporate/hr/ohs/	

	Product and service labelling	Fully	As a registered Australian higher education provider for overseas students, the University's CRICOS Provider number is included on all relevant courses. www.swinburne.edu.au/policies/	
	Marketing communications	Fully	www.swinburne.edu.au/corporate/marketing/intranet/index.html	
	Customer privacy	fully	www.swinburne.edu.au/disclaimer/privacy/	
	Compliance	Fully	www.swinburne.edu.au/policies/	
STANDARD DISCLOSURES PART III: Performance Indicators				
REPORT FULLY ON AT LEAST 20 CORE OR ADDITIONAL PERFORMANCE INDICATORS - AT LEAST 1 FROM EACH CATEGORY (ECONOMIC, ENVIRONMENT, LABOR PRACTICES & DECENT WORK, HUMAN RIGHTS, SOCIETY, PRODUCT RESPONSIBILITY)				
Economic				
Indicator	Disclosure	Level of Reporting	Location of disclosure	
Economic performance				
EC1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	Fully	Our Economic Impact (pp 34-36); Annual Report 2013	
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	not	Not disclosed this year	
EC3	Coverage of the organization's defined benefit plan obligations.	Fully	www.swinburne.edu.au/corporate/hr/payroll/super/	
EC4	Significant financial assistance received from government.	Fully	Our Economic Impact (pp 34-35); Annual Report 2013	
Market presence				
EC5	Range of ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation.	Fully	Our Economic impact: cost of living and minimum wage (p 36); Our social impact: gender composition and age distribution (p 27)	
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	Fully	Our Economic Impact: procurement practices (p 37), Annual Report 2013	
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.	Partially	www.swinburne.edu.au/corporate/hr/erecruitment/	
Indirect economic impacts				
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	Fully	Our Economic Impact: direct and indirect impacts (p 36); Our Communities (p 18-19)	
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts.	Partially	Our Economic Impact: direct and indirect impacts (p 36)	
Environmental				
Indicator	Disclosure	Level of Reporting	Location of disclosure	
Materials				
EN1	Materials used by weight or volume.	Fully	Our Environmental Impact: paper and printer use (p 25)	
EN2	Percentage of materials used that are recycled input materials.	Fully	Our Environmental Impact: paper and printer use (p 25)	
Energy				
EN3	Direct energy consumption by primary energy source.	Fully	Our Environmental Impacts: energy consumption and efficiency (p 21)	
EN4	Indirect energy consumption by primary source.	Fully	Our Environmental Impacts: energy consumption and efficiency (p 21)	
EN5	Energy saved due to conservation and efficiency improvements.	Partially	Our Environmental Impact; pp 20-25	
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	Partially	Our Environmental Impact; pp 20-25	
EN7	Initiatives to reduce indirect energy consumption and reductions achieved.	Fully	Our Environmental Impact; pp 20-25	
Water				
EN8	Total water withdrawal by source.	Fully	Our Environmental Impacts: water use (p 24)	
EN9	Water sources significantly affected by withdrawal of water.	not	n/a	
EN10	Percentage and total volume of water recycled and reused.	not	Not disclosed this year	
Biodiversity				

EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	not	Not disclosed this year
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	not	Not disclosed this year
EN13	Habitats protected or restored.	not	Not disclosed this year
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity.	Partially	www.swinburne.edu.au/corporate/facserv/08_Management%20Plan_Buildings%20and%20Grounds.pdf
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	not	n/a
Emissions, effluents and waste			
EN16	Total direct and indirect greenhouse gas emissions by weight.	Fully	Our Environmental Impact: greenhouse gas emissions (pp 21-22)
EN17	Other relevant indirect greenhouse gas emissions by weight.	Fully	Our Environmental Impact: greenhouse gas emissions (pp 21-22)
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved.	Fully	Our Environmental Impact: greenhouse gas emissions (pp 21-22)
EN19	Emissions of ozone-depleting substances by weight.	not	Not disclosed this year
EN20	NOx, SOx, and other significant air emissions by type and weight.	not	Not disclosed this year
EN21	Total water discharge by quality and destination.	not	n/a
EN22	Total weight of waste by type and disposal method.	Fully	Our Environmental Impacts: waste and recycling (p 25)
EN23	Total number and volume of significant spills.	not	N/A
EN24	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII, and percentage of transported waste shipped	not	N/A
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff.	not	N/A
Products and services			
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	Fully	Our Economic Impact: procurement practices (p 37)
EN27	Percentage of products sold and their packaging materials that are reclaimed by category.	not	N/A
Compliance			
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	Fully	Annual Report 2013
Transport			
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	fully	Our Environmental Impact: commuting (p 23)
Overall			
EN30	Total environmental protection expenditures and investments by type.	not	Not disclosed this year
Social: Labor Practices and Decent Work			
Indicator	Disclosure	Level of Reporting	Location of disclosure
Employment			
LA1	Total workforce by employment type, employment contract, and region, broken down by gender.	Fully	Our Social Impact (p 27)
LA2	region.	Fully	Our Social Impact (p 27)
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	Fully	www.swinburne.edu.au/corporate/hr/salaries/index.htm
LA15	Return to work and retention rates after parental leave, by gender.	Partially	Our Social Impact (p 28)
Labor/management relations			
LA4	Percentage of employees covered by collective bargaining agreements.	Fully	www.swinburne.edu.au/corporate/hr/salaries/index.htm
LA5	Minimum notice period(s) regarding significant operational changes, including whether it is specified in collective agreements.	Fully	www.swinburne.edu.au/corporate/hr/eb/
Occupational health and safety			
LA6	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs.	Fully	www.swinburne.edu.au/corporate/hr/ohs/
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region and by gender.	Fully	Our Social Impact (pp 32-33)
LA8	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	Fully	www.swinburne.edu.au/stuserv/health/resources/swineflu.html ; www.swinburne.edu.au/corporate/development/compliance.htm ;
LA9	Health and safety topics covered in formal agreements with trade unions.	Fully	www.swinburne.edu.au/corporate/hr/eb/

Training and education			
LA10	Average hours of training per year per employee by gender, and by employee category.	Fully	www.swinburne.edu.au/corporate/hr/yourdevelopment/
LA11	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	Fully	www.swinburne.edu.au/corporate/hr/yourdevelopment/
LA12	Percentage of employees receiving regular performance and career development reviews, by gender.	Fully	www.swinburne.edu.au/corporate/hr/development/
Diversity and equal opportunity			
LA13	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	Fully	Our Social Impact: pp 27-30 ; www.swinburne.edu.au/policies/governance/index.html ;
Equal remuneration for women and men			
LA14	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation.	Fully	Our Social Impact (pp 28-29): Our Economic Impact: cost of living and minimum wage (p 36)
Social: Human Rights			
Indicator	Disclosure	Level of Reporting	Location of disclosure
Investment and procurement practices			
HR1	Percentage and total number of significant investment agreements and contracts that include clauses incorporating human rights concerns, or that have undergone human rights screening.	Partially	Our Economic Impacts: investment practices (p 36)
HR2	Percentage of significant suppliers, contractors and other business partners that have undergone human rights screening, and actions taken.	Partially	Our Economic Impacts: procurement practices (p 37)
HR3	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	Fully	www.swinburne.edu.au/corporate/development/compliance.htm
Non-discrimination			
HR4	Total number of incidents of discrimination and actions taken.	Fully	Annual Report 2013
Freedom of association and collective bargaining			
HR5	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights.	Fully	www.swinburne.edu.au/corporate/hr/eb/
Child labor			
HR6	Operations and significant suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.	not	Not material due to Australian operating context. Child labour legislated against in Australia.
Forced and compulsory labor			
HR7	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor.	not	Not material due to Australian operating context. Forced and compulsory labour legislated against in Australia.
Security practices			
HR8	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.	Fully	www.swinburne.edu.au/corporate/development/compliance.htm
Indigenous rights			
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken.	fully	www.swinburne.edu.au/corporate/hr/equity/index.htm ; www.swinburne.edu.au/about/resources/docs/rap-2014-2016.pdf
Assessment			
HR10	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments.	Fully	www.swinburne.edu.au/corporate/hr/equity/key-terms.htm
Remediation			
HR11	Number of grievances related to human rights filed, addressed and resolved through formal grievance mechanisms.	Fully	Annual Report 2013
Social: Society			
Indicator	Disclosure	Level of Reporting	Location of disclosure
Local communities			

SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programs.	Partially	Our Approach (pp 7-8); Our Communities (pp 18-19)
SO9	Operations with significant potential or actual negative impacts on local communities.	Partially	Our Approach (pp 7-8); Our Communities (pp 18-19)
SO10	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities.	Partially	Our Communities (pp 18-19)
Corruption			
SO2	Percentage and total number of business units analyzed for risks related to corruption.	Fully	www.swinburne.edu.au/policies/ ; www.swinburne.edu.au/policies/governance/index.html
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures.	Fully	100% of employees are trained in anti-corruption policies and procedures. www.swinburne.edu.au/corporate/development/compliance.htm
SO4	Actions taken in response to incidents of corruption.	Fully	Annual Report 2013
Public policy			
SO5	Public policy positions and participation in public policy development and lobbying.	Partially	Our Communities (pp 18-19); Our Research (pp 14-17)
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.	Fully	n /a as we are a public university.
Anti-competitive behavior			
SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.	Fully	n/a as we are a public university
Compliance			
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	Fully	Annual Report 2013
Social: Product Responsibility			
Indicator	Disclosure	Level of Reporting	Location of disclosure
Customer health and safety			
PR1	Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures.	Fully	www.swinburne.edu.au/corporate/hr/ohs/
PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life cycle, by type of outcomes.	Fully	Annual Report 2013
Product and service labelling			
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	Fully	As a registered Australian higher education provider for overseas students, the University's CRICOS Provider number is included on all relevant courses. www.swinburne.edu.au/policies/
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.	not	not reported this year
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	fully	www.future.swinburne.edu.au/student-life/reasons-to-choose/rankings-and-ratings/ ;
Marketing communications			
PR6	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	Fully	www.swinburne.edu.au/corporate/marketing/intranet/index.html
PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes.	not	not reported this year
Customer privacy			
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	Fully	Annual Report 2013
Compliance			
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	Fully	Annual Report 2013