



Public report

2018-19

Submitted by

Legal Name: **Beacon Lighting Group Limited**





Organisation and contact details

Submitting organisation details	Legal name	Beacon Lighting Group Limited
	ABN	90164122785
	ANZSIC	G Retail Trade 4229 Other Electrical and Electronic Goods Retailing
	Business/trading name/s	Beacon Lighting
	ASX code (if applicable)	BLX
	Postal address	PO Box 108 Mount Waverley VIC 3149 AUSTRALIA
	Organisation phone number	0385611555
Reporting structure	Ultimate parent	Beacon Lighting Group Limited
	Number of employees covered by this report	1,035





All organisations covered by this report

Legal name	Business/trading name/s
Beacon Lighting Group Limited	Beacon Lighting
Brightlite Nominees	Beacon Lighting





Workplace profile

Manager

Management and automotics	Day artists I assal to OFO	Formular was not about		No.	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
CEO/Head of Business in Australia		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	4	5
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
//		Casual	0	1	1
Key management personnel	-2	Full-time permanent	0	0	0
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	1	3	4
		Full-time contract	0	0	0
Other executives/General managers		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	1	0	1
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Caniar Managara		Casual	0	0	0
Senior Managers		Full-time permanent	0	2	2
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0





Manager accounting a last area in a	Departing level to CEO	Constant status		No.	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	2	3	5
		Full-time contract	1	0	1
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	2	2
		Full-time contract	0	0	0
	-1	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	7	5	12
		Full-time contract	0	0	0
		Part-time permanent	4	0	4
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	5	6	11
		Full-time contract	0	0	0
Other managers		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	70	56	126
		Full-time contract	0	0	0
	-4	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	64	40	104
		Full-time contract	0	0	0
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			159	124	283

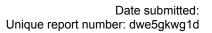




Workplace profile

Non-manager

Nice management and astronomic	Francis and atatus	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Tatal annula va aa
Non-manager occupational categories	Employment status	F	M	F	M	F	M	Total employees
	Full-time permanent	16	16	0	0	0	0	32
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	2	0	0	0	0	0	2
Professionals	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	2	13	0	0	0	0	15
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	22	4	0	0	0	0	26
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	11	1	0	0	0	0	12
	Part-time contract	1	0	0	0	0	0	1
	Casual	2	0	0	0	0	0	2
	Full-time permanent	94	60	0	0	0	0	154
	Full-time contract	0	1	0	0	0	0	1
Sales	Part-time permanent	150	23	0	0	0	0	173
	Part-time contract	0	1	0	0	0	0	1
	Casual	187	79	0	0	0	0	266
	Full-time permanent	1	28	0	0	0	0	29
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager accumptional estagaries Employment state		No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	rotal employees
	Full-time permanent	2	25	0	0	0	0	27
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	1	10	0	0	0	0	11
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		491	261	0	0	0	0	752





Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.2	Retention
	 ✓ Yes (select all applicable answers) ☐ Policy ☑ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.3	Performance management processes
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority





1.4	Promotions
	 Yes (select all applicable answers) ☑ Policy ☑ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.5	Talent identification/identification of high potentials
	 Yes (select all applicable answers) □ Policy ☑ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority
1.6	Succession planning
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☑ Insufficient resources/expertise ☐ Not a priority
1.9	Gender equality overall
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	41	25	6	5
Permanent/ongoing part-time employees	1	1	0	2
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	70	60
Number of appointments made to NON-MANAGER roles (including promotions)	171	92

1.12 How many employees resigned during the reporting period against each category below?

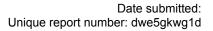
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	22	21	49	25
Permanent/ongoing part-time employees	0	0	28	17
Fixed-term contract full-time employees	0	1	1	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	91	28

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.





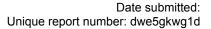
2.1



	organisation before proceeding to question 2.2.						
	If your organisation's governing body organisation's name BUT the numeric						
2.1a.1	Organisation name?						
	Beacon Lighting Group						
2.1b.1	How many Chairs on this governing b	ody?					
		Female	Male				
	Number	0	1				
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?				
		Female	Male				
	Number	0	3				
2.1g.1	☐ Currently under development,☐ Insufficient resources/expertis	rning body/board appointments (provide	leted				
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALI				
	In place for some governing be	please enter date this is due to be compl	, ,				
2.2	□ Do not have control over gove□ Not a priority□ Other (provide details):	rning body appointments (provide details					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an				
	∐ Yes ⊠ No						

Please answer the following questions relating to each governing body covered in this report.

Note: If this report covers more than one organisation, the questions below will be repeated for each







2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Gender equality indicator 3: Equal remuneration between women and men

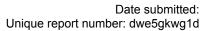
Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

⊠Y	es (select all applicable answers) ☑ Policy ☐ Strategy
□N	 ○ (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed □ Salaries set by awards/industrial or workplace agreements
	☐ Insufficient resources/expertise ☐ Non-award employees paid market rate ☐ Not a priority
	Focus is on pay for performance and merit you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
cond	Focus is on pay for performance and merit you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken:
cond	Focus is on pay for performance and merit e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago
cond ⊠ Y	Focus is on pay for performance and merit a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): o (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed
cond ⊠ Y □ N room	Focus is on pay for performance and merit a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): O (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no a for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
Conc ⊠ Y □ N room quali IS ro	Focus is on pay for performance and merit a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): O (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no





	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		Yes – indicate what actions were taken (select all applicable answers) Created a pay equity strategy or action plan
		 ☐ Identified cause/s of the gaps ☐ Reviewed remuneration decision-making processes
		 ☐ Analysed commencement salaries by gender to ensure there are no pay gaps ☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias) ☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias) ☐ Trained people-managers in addressing gender bias (including unconscious bias)
		☐ Set targets to reduce any like-for-like gaps☐ Set targets to reduce any organisation-wide gaps
		Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive
		☐ Reported pay equity metrics (including gender pay gaps) to all employees ☐ Reported pay equity metrics (including gender pay gaps) externally
		☐ Corrected like-for-like gaps☐ Conducted a gender-based job evaluation process
		☐ Implemented other changes (provide details):
		 ✓ No (you may specify why no actions were taken resulting from your remuneration gap analysis) ✓ No unexplainable or unjustifiable gaps identified
		☐ Currently under development, please enter date this is due to be completed☐ Insufficient resources/expertise
		☐ Salaries set by awards/industrial or workplace agreements
		☐ Non-award employees are paid market rate
		☐ Unable to address cause/s of gaps (provide details why):☐ Not a priority
		Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3,
		please do so below:
		equality indicator 4: Flexible working and support for employees nily and caring responsibilities
employ support to comb	ment to ting em oine pa	will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements uployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men id work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having responsibility for the day-to-day care of a child.
		u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND naddition to any government funded parental leave scheme for primary carers?
	time ov	s. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please
		e how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme





5a.

6.



☐ No paid	 By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
	6
care	ur organisation would like to provide additional information on your paid parental leave for primary rs e.g. eligibility period, where applicable the maximum number of weeks provided, and other agements you may have in place, please do so below.
5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	☑ Adoption☑ Surrogacy☑ Stillbirth
	ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ary carer.
Do y	ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
	es o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) o, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY o (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient





☐ Not a priority
☐ Other (provide details):

7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female Male		Female Male	
Managers	7	0	0	3

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave		
	Female Male		Female Male		
Non-managers	15	0	0	2	

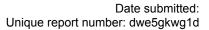
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	0	0

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place)
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy







	□ No	you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		 Employer subsidised childcare Available at some worksites only Available at all worksites On-site childcare Available at some worksites only Available at all worksites Breastfeeding facilities Available at some worksites only Available at all worksites Childcare referral services Available at some worksites only Available at all worksites Internal support networks for parents Available at some worksites only Available at all worksites Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave) Available at some worksites only Available at all worksites
		 ☑ Information packs to support new parents and/or those with elder care responsibilities ☐ Available at some worksites only ☑ Available at all worksites ☑ Referral services to support employees with family and/or caring responsibilities ☐ Available at some worksites only ☑ Available at all worksites ☑ Targeted communication mechanisms, for example intranet/ forums ☐ Available at some worksites only ☑ Available at all worksites
		Support in securing school holiday care Available at some worksites only Available at all worksites Coaching for employees on returning to work from parental leave Available at some worksites only Available at all worksites Parenting workshops targeting mothers Available at some worksites only Parenting workshops targeting fathers Available at some worksites only Available at all worksites
		None of the above, please complete question 11.2 below

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





	✓ Yes (select all applicable answers)✓ Policy
	Strategy
	No (you may specify why no formal policy or formal strategy is in place)
	 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	☐ Included in award/industrial or workplace agreements
	☐ Not aware of the need
	☐ Not a priority
	Other (please provide details):
3.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	Employee assistance program (including access to a psychologist, chaplain or counsellor)
	☐ Training of key personnel
	A domestic violence clause is in an enterprise agreement or workplace agreement
	☐ Workplace safety planning
	 Access to paid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
	☐ Access to dripaid domestic violence leave (contained in an enterprise/workplace agreement)
	Access to unpaid leave
	☐ Confidentiality of matters disclosed
	Referral of employees to appropriate domestic violence support services for expert advice
	Protection from any adverse action or discrimination based on the disclosure of domestic violence
	 ☐ Flexible working arrangements ☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
	☐ Provision of inflancial support (e.g. advance bonds payment of advanced pay) ☐ Offer change of office location
	☐ Emergency accommodation assistance
	☐ Access to medical services (e.g. doctor or nurse)
	Other (provide details):
	 No (you may specify why no other support mechanisms are in place) ☐ Currently under development, please enter date this is due to be completed
	☐ Currently direct development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	☐ Not aware of the need
	☐ Not a priority
	Other (provide details):
4.	Where any of the following entions are evallable in your workplace are those ention/s evallable to both woman
4.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?
	flexible hours of work
	compressed working weeks
	• time-in-lieu
	 telecommuting part-time work
	• job sharing
	• carer's leave
	purchased leave
	• unpaid leave.
	Options may be offered both formally and/or informally. For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
	☑ Yes, the option/s in place are available to both women and men.
	☐ No, some/all options are not available to both women AND men.
	14.1 Which options from the list below are available? Please tick the related checkboxes.
	 Unticked checkboxes mean this option is NOT available to your employees.





	Man	Managers		Non-managers	
	Formal	Informal	Formal	Informal	
Flexible hours of work		\boxtimes	\boxtimes	\boxtimes	
Compressed working weeks					
Time-in-lieu			\boxtimes		
Telecommuting		\boxtimes		\boxtimes	
Part-time work			\boxtimes		
Job sharing					
Carer's leave			\boxtimes		
Purchased leave					
Unpaid leave			\boxtimes		

1	4.3	You may specify why any of the above options are NOT available to your employees.
		 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☑ Not a priority ☐ Other (provide details):
1	4.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
		equality indicator 5: Consultation with employees on issues ing gender equality in the workplace
		quality indicator seeks information on what consultation occurs between employers and employees on issues nder equality in the workplace.
15. H	lave y	ou consulted with employees on issues concerning gender equality in your workplace?
	⊒ Yes ⊠ No	(you may specify why you have not consulted with employees on gender equality) ☐ Not needed (provide details why): ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
1	5.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?





	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		Yes No (you may specify why a grievance process is not included) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority □ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details): (you may specify why this training is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)





Gender composition proportions in your workplace

Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 62.8% females and 37.2% males.

Promotions

- 2. 59.3% of employees awarded promotions were women and 40.7% were men
 - i. 61.8% of all manager promotions were awarded to women
 - ii. 46.2% of all non-manager promotions were awarded to women.
- 3. 20.0% of your workforce was part-time and 4.9% of promotions were awarded to part-time employees.

Resignations

- 4. 67.5% of employees who resigned were women and 32.5% were men
 - i. 50.0% of all managers who resigned were women
 - ii. 70.7% of all non-managers who resigned were women.
- 5. 20.0% of your workforce was part-time and 15.9% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

List of employee organisations:	
CEO sign off confirm	
CEO sign off confirm Name of CEO or equivalent: Glen Robinson	Confirmation CEO has signed the report