



Public report

2017-18

Submitted by

Legal Name:

Beacon Lighting Group Limited







Organisation and contact details

Submitting organisation details	Legal name	Beacon Lighting Group Limited
	ABN	90164122785
		G Retail Trade
	ANZSIC	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	998





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

		:		No.	No. of employees
Manager occupational categories	Reporting level to CEO	Employment status	4	W	Total employees
		Full-time permanent	0	-	-
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	4	2
		Full-time contract	0	0	0
Key management personnel	7	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	1	1
	ild.	Full-time permanent	1	3	4
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
	State of the second sec	Casual	,	0	
		Full-time permanent	0	2	2
		Full-time contract	0	0	0
	1-	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	3	4
		Full-time contract	0	0	0
Senior Managers	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	4	9
		Full-time contract	0	0	0
	ကု	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0



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Manager occimational categories	Can of layed sailteand	on total promout atotics		No	No. of employees
manager occupational categories	CEO O level to CEO	Employment status	F	M	Total employees
		Full-time permanent	1	3	4
		Full-time contract	0	0	0
	7	Part-time permanent	0	0	0
	· · · · · · · · · · · · · · · · · · ·	Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	9	0	9
		Full-time contract	0	0	0
	-5	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	9	2	11
		Full-time contract	0	0	0
Other managers	ကု	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	28	54	112
		Full-time contract	0	0	0
	4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	89	33	101
		Full-time contract	0	0	0
	<u> </u>	Part-time permanent	0	0	. 0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			148	113	261



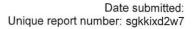
Workplace profile

Non-manager

		No. of employees (excluding graduates and apprentices)	graduates and apprentices)	No. of graduate:	s (if applicable)	No. of graduates (if applicable) No. of apprentices (if applicable)	s (if applicable)	F
Non-manager occupational categories	Employment status	F	M	Ł	M	F	M	ı otal employees
	Full-time permanent	17	14	0	0	0	0	31
	Full-time contract	0	2	0	0	0	0	2
Professionals	Part-time permanent	4	0	0	0	0	0	4
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	2	12	0	0	0	0	14
	Full-time contract	0	1	0	0	0	0	1
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	21	1	0	0	0	0	22
	Full-time contract	2	0	0	0	0	0	2
Clerical and administrative	Part-time permanent	8	0	0	0	0	0	8
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	
	Full-time permanent	91	09	0	0	0	0	151
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	138	25	0	0	0	0	163
	Part-time contract	0	0	0	0	0	0	0
	Casual	193	98	0	0	0	0	279
	Full-time permanent	1	18	0	0	0	0	19
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
2	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0



non more of the second second second	a toto toomiclam	No. of employees (excluding	graduates and apprentices)	No. of graduates	(if applicable)	No. of apprentices	es (if applicable)	
Ivoi Finaliagei occupational categories	Cilipioyilleni status	Figure 4	M	Е	M	F	M	I otal employees
744	Full-time permanent	3	24	0	0	0	0	27
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	2	11	0	0	0	0	13
	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		483	254	0	0	0	0	737







Reporting questionnaire

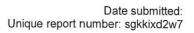
Gender equality indicator 1: Gender composition of workforce

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 2017 to 31 March 2018. (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.
- 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	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	33	14	13	9
Permanent/ongoing part-time employees	0	0	4	0
Fixed-term contract full-time employees	2	5	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/nonmanagers)?

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)	55	43
Number of appointments made to NON-MANAGER roles (including promotions)	197	100

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

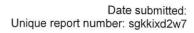
	Mana	igers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	19	28	49	39
Permanent/ongoing part-time employees	0	0	36	16
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	78	35

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.

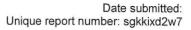
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity,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







2.1	Please answer the following question	ns relating to each governing body co	vered in this report.			
	Note: If this report covers more than organisation before proceeding to qu	one organisation, the questions below uestion 2.2.	w will be repeated for each			
		y is the same as your parent entity's, cal details of your parent entity's gove				
2.1a.1	Organisation name?					
	Beacon Lighting Group					
2.1b.1	How many Chairs on this governing	body?				
		Female	Male			
	Number	0	1			
2.1c.1	c.1 How many other members are on this governing body (excluding the Chair/s)?					
		Female	Male			
	Number	0	3			
	 Yes No (you may specify why a target has not been set) ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body/board appointments (provide details why): ☐ Not a priority ☐ Other (provide details): 					
2.1g.1	Are you reporting on any other organ	nisations in this report?				
	☐ Yes ☑ No	ē				
2.2	Do you have a formal selection policy organisations covered in this report?	y and/or formal selection strategy for	governing body members for ALL			
	✓ Yes (select all applicable answers)✓ Policy✓ Strategy					
	☐ In place for some governing I ☐ Currently under development ☐ Insufficient resources/experti ☐ Do not have control over gov	t, please enter date this is due to be com	pleted			
527729	☐ Not a priority ☐ Other (provide details):					
2.3	"incorporated" entity - Pty Ltd, Ltd or	partnership structure (i.e. select NO if r Inc; or an "unincorporated" entity)?	your organisation is an			
	☐ Yes ⊠ No					





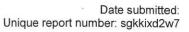


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
		s (select all applicable answers) Policy Strategy (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):
		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 ☑ Other (provide details): Focus is on pay for performance and merit
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
		s - 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): (you may specify why you have not analysed your payroll for gender remuneration gaps)
	room f	☐ 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 for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)
	IS roo	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and ther m for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) Non-award employees paid market rate Not a priority Other (provide details):
	4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).







Gap analysis was organisation wide, with particular focus on like-for-like roles that are most common across the business.

	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 □ 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) 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 resou
	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
emplo suppo to con	yment to rting em nbine 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 apployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
5.		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er 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 in addition to any government funded parental leave scheme for primary carers?
	time o	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 the 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

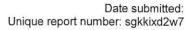


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	☐ No paid p	□ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) , we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental 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 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) , 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
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements 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%
		☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100%
3 .		CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
		u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
	☐ No,	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (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):

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.

7.







	Primary ca	rer's leave	Secondary of	arer's leave
	Female	Male	Female	Male
Managers	10	0	0	1

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	12	1	0	1

- 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	1	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	2	0

Do you have a formal policy and/or formal strategy on flexible working arrangemen	and/or formal strategy on flexible working	arrangements?
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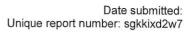
X Yes (select all applicable answers)

N 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):	
Do you have a formal policy and/or formal strategy to support employees with family or caring responsibility	ties?
⊠ 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):

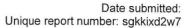
10.







11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	s (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
12.	Do yo	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
		s (select all applicable answers) ⊠ Policy □ Strategy (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







	☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details):
13.	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?
	 ⊠ Yes (select all applicable answers) □ 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 (not 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) □ 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 □ Insufficient resources/expertise □ Not aware of the need □ Not a priority □ Other (provide details): □ Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? Ilexible 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.
	 Which options from the list below are available? Please tick the related checkboxes. Unticked checkboxes mean this option is NOT available to your employees.



14.3



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

	 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
14.4	If your organisation would like to provide additional information relating to gender equality indicator 4 please do so below:

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

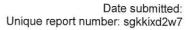
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

conce	erning ge	ender equality in the workplace.
15.	☐ Ye	you consulted with employees on issues concerning gender equality in your workplace? s (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):
	15.3	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?







		s (select all applicable answers) Policy Strategy (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):	
	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 you provide training for all managers on sex-based harassment and discrimination prevention? Yes - 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): No (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.)





Date submitted: Unique report number: bgxalf6wna Last edited by: Elizabeth Mikkelsen

Gender composition proportions in your workplace

Important notes:

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.
- 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

Notification and access

1. the gender composition of your workforce overall is 63.2% females and 36.8% males.

Promotions

- 2. 65.0% of employees awarded promotions were women and 35.0% were men
 - i. 64.8% of all manager promotions were awarded to women
 - ii. 65.4% of all non-manager promotions were awarded to women.
- 3. 19.1% of your workforce was part-time and 5.0% of promotions were awarded to part-time employees,

Resignations

- 4. 60.7% of employees who resigned were women and 39.3% were men
 - i. 40.4% of all managers who resigned were women
 - ii. 64.4% of all non-managers who resigned were women.
- 5. 19.1% of your workforce was part-time and 17.3% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- . 13.6% 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. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

List of employee organisations: Not applicable

CEO sign off confirmation Name of CEO or equivalent: Confirmation CEO has signed the report: CEO signature: Date: # 04.05.18