

2020 - 21 Compliance Program

Submitted by:

**The Trustee For Brightlite Unit Trust
(ABN:13322464749)**

**Beacon Lighting Group Limited
(ABN:90164122785)**

**MASSON MANUFACTURING PTY LTD
(ABN:32126617052)**



#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	Policy

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

Governing bodies

The Trustee For Brightlite Unit Trust

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations</i>)
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	<i>even if it is reported in a different submission group.)</i>
1.1: What is the name of your governing body?	
1.2: What type of governing body does this organisation have?	
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	
...Male (M)	
...Gender X	
...Members	
...Female (F)	
...Male (M)	
...Gender X	
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	
1.5: Has a target been set to increase the representation of women on this governing body?	
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

Beacon Lighting Group Limited

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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...Chairs	
...Female (F)	

...Male (M)	
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10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

MASSON MANUFACTURING PTY LTD

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
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representation of women on this governing body?	
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

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

#Action on gender equality

Gender pay gaps

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

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

Focus is on pay for performance and merit

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

22-Mar-2021

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

Employer action on pay equity

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

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

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

Within the last 12 months

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

No(*Select all that apply*)

...No

No unexplained or unjustifiable gaps identified

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

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No

Insufficient resources/expertise

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

#Employee work/life balance

Flexible working

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

Yes (*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	A formal business case has not been established. Flexibility is well accepted business practice where it is operationally practicable.
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No (<i>Select all that apply</i>)
...No	Not a priority
...Targets have been set for men's engagement in flexible work	No (<i>Select all that apply</i>)
...No	Not a priority
...Leaders are held accountable for improving workplace flexibility	No (<i>Select all that apply</i>)
...No	Not a priority
...Manager training on flexible working is provided throughout the organisation	No (<i>Select all that apply</i>)
...No	Not a priority
...Employee training is provided throughout the organisation	No (<i>Select all that apply</i>)
...No	Not a priority
...Team-based training is provided throughout the organisation	No (<i>Select all that apply</i>)
...No	Not a priority
...Employees are surveyed on whether they have sufficient flexibility	No (<i>Select all that apply</i>)
...No	Not a priority
...The organisation's approach to flexibility is integrated into client conversations	No (<i>Select all that apply</i>)

...No	Not a priority
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Other (provide details)	No

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

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not a priority
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available
...Carer's leave	Yes(<i>Select one option only</i>)

...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not a priority
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available

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

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, SOME managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

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

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

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

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	As a lump sum payment
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	1
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	61-70%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	No(<i>You may specify why employer funded paid parental leave for secondary carers is not available.</i>)
...No	Government scheme is sufficient

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

Support for carers

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

Yes(*Select all that apply*)

...Yes

Policy

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

...Employer subsidised childcare	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...On-site childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Breastfeeding facilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Information packs for new parents and/or those with elder care responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Coaching for employees on returning to work from parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Other (provide details)	No

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

Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

...Yes

Policy

1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?

Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers

Yes(*Please indicate how often is this training provided (select all that apply):*)

...Yes

At induction
Other (provide details)

...Other (provide details)

On a needs basis

...All employees

Yes(*Please indicate how often is this training provided (select all that apply):*)

...Yes

At induction
Other (provide details)

...Other (provide details)

On a needs basis

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

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

Yes(*Select all that apply*)

...Yes

Policy

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

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

Yes

...Training of key personnel

No(*Select all that apply*)

...No

Not a priority

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

No(*Select all that apply*)

...No

Other (provide details)

Agreements pre-date domestic violence support

...Other (provide details)	as an component of formal workplace arrangements
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Agreements pre-date domestic violence support as an component of formal workplace arrangements
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Agreements pre-date domestic violence support as an component of formal workplace arrangements
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Considered on case by case basis
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Considered on case by case basis
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Not a priority
...Other (provide details)	No(<i>Select all that apply</i>)

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

Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	147	117	0	0	264
	Part-time permanent	6	0	0	0	6
Professionals	Full-time permanent	25	21	0	0	46
	Part-time permanent	5	0	0	0	5
	Casual	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	13	0	0	13
	Part-time permanent	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	28	5	0	0	33
	Part-time permanent	7	1	0	0	8
	Casual	3	0	0	0	3
Sales Workers	Full-time permanent	76	54	0	0	130
	Part-time permanent	167	40	0	0	207
	Casual	179	103	0	0	282
Machinery Operators And Drivers	Full-time permanent	4	32	0	0	36
Labourers	Full-time permanent	1	16	0	0	17
	Part-time permanent	1	7	0	0	8

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: All Industries

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	1	Full-time permanent	0	1	1
	-1	Full-time permanent	0	3	3
HOB	-1	Full-time permanent	0	2	2
	-2	Full-time permanent	0	1	1
GM	-2	Full-time permanent	1	3	4
		Part-time permanent	1	0	1
SM	-1	Full-time permanent	0	3	3
	-2	Full-time permanent	1	0	1
	-3	Full-time permanent	3	7	10
OM	-2	Full-time permanent	4	3	7
		Part-time permanent	4	0	4
	-3	Full-time permanent	2	2	4
	-4	Full-time permanent	72	53	125
		Part-time permanent	1	0	1
	-5	Full-time permanent	69	38	107

* Total employees includes Gender X

Workplace Profile Table

Industry: Other Store-Based Retailing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	146	111	0	0	257
	Part-time permanent	5	0	0	0	5
Professionals	Full-time permanent	25	21	0	0	46
	Part-time permanent	5	0	0	0	5
	Casual	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	13	0	0	13
	Part-time permanent	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	28	5	0	0	33
	Part-time permanent	7	1	0	0	8
	Casual	3	0	0	0	3
Sales Workers	Full-time permanent	76	54	0	0	130
	Part-time permanent	167	40	0	0	207
	Casual	179	103	0	0	282
Machinery Operators And Drivers	Full-time permanent	3	30	0	0	33
Labourers	Full-time permanent	0	16	0	0	16
	Part-time permanent	1	7	0	0	8

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Other Store-Based Retailing

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
HOB	-1	Full-time permanent	0	2	2
	-2	Full-time permanent	0	1	1
GM	-2	Full-time permanent	0	3	3
SM	-1	Full-time permanent	0	3	3
	-2	Full-time permanent	1	0	1
	-3	Full-time permanent	3	6	9
OM	-2	Full-time permanent	4	3	7
		Part-time permanent	4	0	4
	-3	Full-time permanent	2	2	4
	-4	Full-time permanent	72	53	125
		Part-time permanent	1	0	1
	-5	Full-time permanent	69	38	107

* Total employees includes Gender X

Workplace Profile Table

Industry: Finance

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	1	5	0	0	6
	Part-time permanent	1	0	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Finance

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	1	Full-time permanent	0	1	1
	-1	Full-time permanent	0	3	3
GM	-2	Full-time permanent	1	0	1
		Part-time permanent	1	0	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	28	11	39
			Non-managers	15	9	24
	Part-time	Permanent	Non-managers	6	2	8
	N/A	Casual	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	30	30	60
			Non-managers	29	23	52
	Part-time	Permanent	Managers	1		1
			Non-managers	36	9	45
	N/A	Casual	Non-managers	18	10	28
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	15	17	32
			Non-managers	15	20	35
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	3	3	6
	Part-time	Permanent	Non-managers	30	17	47
	N/A	Casual	Non-managers	99	52	151

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	16	15	31
			Non-managers	18	17	35
		Fixed-Term Contract	Non-managers	1	1	2
	Part-time	Permanent	Non-managers	23	4	27
	N/A	Casual	Non-managers	75	21	96
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	11		11
			Non-managers	2		2
	Part-time	Permanent	Managers	2		2
			Non-managers	2		2
	N/A	Casual	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		2	2

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	28	11	39
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2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	30	30	60
			Non-managers	29	23	52
	Part-time	Permanent	Managers	1		1
			Non-managers	36	9	45
	N/A	Casual	Non-managers	18	10	28
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			Non-managers	15	20	35
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	3	3	6
	Part-time	Permanent	Non-managers	30	17	47
	N/A	Casual	Non-managers	99	52	151

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Workforce Management Statistics Table

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		Fixed-Term Contract	Non-managers	1	1	2
	Part-time	Permanent	Non-managers	23	4	27
	N/A	Casual	Non-managers	75	21	96
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	11		11
			Non-managers	2		2
	Part-time	Permanent	Managers	2		2
			Non-managers	2		2
	N/A	Casual	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		2	2

* Total employees includes Gender X

Workforce Management Statistics Table

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