



2015-16 public report form submitted by Sigma Pharmaceuticals Limited to the Workplace Gender Equality Agency

Organisation and contact details

Organisation	Legal name	Sigma Pharmaceuticals Limited
registration	ABN	15088417403
	ANZSIC	3720 Pharmaceutical and Toiletry Goods
		Wholesaling
Organisation	Trading name/s	
details	ASX code (if	SIP
	relevant)	
	Postal address	PO Box 2890
		ROWVILLE VIC 3178
		Australia
	Organisation	(03) 9215 9215
	phone number	(65) 62.16 62.16
Reporting	Ultimate parent	Sigma Pharmaceuticals Limited
structure	Number of	1,087
	employees covered	.,
	in this report	
	submission	
	Other	Discount Drug Stores Pty Ltd
	organisations	Central Healthcare Services Pty Ltd
	reported on in this	Sigma Company Limited
	report	Pharmasave Australia Pty Ltd





Workplace profile Manager

Managar acquirational actoroxica	Departing level to CEO	Employment status		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		
CLO/Head of Business III Australia		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	2	2		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	2	3		
		Full-time contract	0	0	0		
	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Other executives/General managers		Casual	0	0	0		
	-2	Full-time permanent	3	5	8		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		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		
		Casual	0	0	0		
		Full-time permanent	3	7	10		
		Full-time contract	0	0	0		
Senior Managers	-2	Part-time permanent	0	0	0		
•		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	11	12	23		
		Full-time contract	0	0	0		
	-3	Part-time permanent	1	1	2		
		Part-time contract	0	0	0		
		Casual	0	0	0		





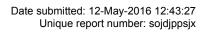
Manager occupational categories	Reporting level to CEO	Employment status		No	. of employees	
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	3	1	4	
		Full-time contract	0	0	0	
	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	5	7	12	
	-3	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	12	16	28	
		Full-time contract	0	0	0	
	-4	Part-time permanent	0	1	1	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers	rand total: all managers					





Non-manager

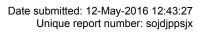
Non-manager occupational	Employment	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
categories	status	F	M	F	М	F	М	employees
	Full-time permanent	35	33	0	0	0	0	68
Professionals	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	5	2	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	2	0	0	0	0	2
	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	118	43	0	0	0	0	161
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	35	1	0	0	0	0	36
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	0	0	0	0	0	2
	Full-time permanent	22	15	0	0	0	0	37
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	2	2	0	0	0	0	4







Non-manager occupational categories	Employment status		cluding graduates and ntices)		aduates (if icable)	No. of apprentices (if applicable)		Total
Categories		F	M	F	М	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	262	251	0	0	0	0	513
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	95	44	0	0	0	0	139
	Part-time contract	0	0	0	0	0	0	0
	Casual	12	10	0	0	0	0	22
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	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
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		588	404	0	0	0	0	992



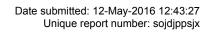




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials?☑ Yes (you can select policy and/or strategy options)







☐ Standalone policy☐ Policy is contained within another policy☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development
No, insufficient human resources staffNo, don't have expertiseNo, not a priority
1.6 Succession planning? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.7 Training and development? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.8 Resignations? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.9 Key performance indicators for managers relating to gender equality? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.10 Gender equality overall?☑ Yes (you can select policy and/or strategy options)





Standalone policy
☐ Policy is contained within another policy
☐ Standalone strategy
Strategy is contained within another strategy
□ No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
☐ No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

Sigma's Good Working Relationships policy covers EEO requirements and responsibilities as well as discrimination, workplace bullying and harassment (including sexual harassment).

Sigma's Flexible Working Arrangements policy provides team members with family responsibilities to request flexible working arrangements.

Sigma's Remunerartion and Benefits policy contains guiding principles regarding remuneration including equity of remuneration principles and structures across the business.

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Manag	ers	Non-man	Non-managers		
	Female	Male	Female	Male		
NUMBER of appointments made	14	17	100	69		

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	6	4	5	4
Permanent/ongoing part-time employees	0	0	0	0
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

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).





('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

	Manag	jers	Non-mar	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	9	5	28	16
Permanent/ongoing part-time employees	0	0	18	3
Fixed-term contract full-time employees	0	1	2	1
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	3	2

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.





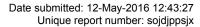
	Organisation	Gender and NUMBER of chairperson/s (NOT percentage)		Gender and NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board	Year to be reached
	name	F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	Sigma Pharmaceuticals Limited	0	1	2	4	0	
02							
03							
04							
05							
06							
07							
80							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							





	Organisation	NUME chairpe (N	er and BER of erson/s OT ntage)	Gender and NUMBER of other governing body/board members (NOT percentage) F M		% target for representation of women on each governing body/board	Year to be reached
	name	F (Chair)	M (Chair)			(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
24							
25							
26							
27							
28							
29							
30							
	If a target relati erning bodies listed Governing body/boa Currently under dev nsufficient human re	above, yo ard has ge elopment	ou may sp ender bala	ecify why	/ below:	not been set for a	•

30							
	If a target relation in the control of the control	above, yourd has ge elopment esources	ou may sp nder bala staff	ecify why nce (e.g.	below: 40% wom		6 either)
	Not a priority Other (provide detail In accordance with on the Board as circ	the Divers				rease the proport	ion of womer
⊠ Ŷ □ N	y/board members for 'es (you can select ☐ Standalone ☐ Policy is cor ☐ Standalone ☐ Strategy is o	or ALL org policy and policy ntained wi strategy contained	anisation d/or strate thin anoth within and	s covered egy option ner policy other stra	l in this rep	election strategy f port?	or governing
□ N	lo, in place for som lo, currently under o lo, insufficient huma lo, do not have con	developm an resour	ent ces staff		ard appoin	tments (provide d	etails why):
۱ ∐	lo, don't have expe lo, not a priority lo, other (provide d						







2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

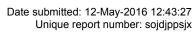
2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men Do you have a formal policy and/or formal strategy on remuneration generally? Standalone policy ☐ Policy is contained within another policy ☐ Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements ☐ No, non-award employees paid market rate ☐ No, not a priority ☐ No, other (provide details): 3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy? Yes (provide details in questions 3.2 and/or 3.3 below)

☐ No, currently under development☐ No, insufficient human resources staff

No, salaries set by awards or industrial agreementsNo, non-award employees are paid market rate

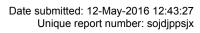
No, don't have expertise







No, not a priorityNo, other (provide details):
You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected): To achieve gender pay equity To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) To be transparent about pay scales and/or salary bands To ensure managers are held accountable for pay equity outcomes To implement and/or maintain a transparent and rigorous performance assessment process Other (Please provide details in question 3.3 below)
Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives: Sigma's policies focus on raising awareness with respect to Gender pay Gap, including the factors that contribute to Gender Pay Gap and the need for managers to be conscious of these factors when making remuneration related decisions.
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):
4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below: Sigma conducts a three tiered Gender Pay Gap analysis: 1. Like-for-like 2. By band (as classified within Sigma's remuneration band) 3. Organisation wide
4.1 Were any actions taken as a result of your gender remuneration gap analysis? ☐ Yes - please indicate what actions were taken (more than one option can be selected): ☐ 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/board
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
No unexplainable or unjustifiable gaps identified
No, currently under developmentNo, insufficient human resources staff
No, don't have expertise
No, salaries set by awards or industrial agreementsNo, non-award employees are paid market rate
No, unable to address cause/s of gaps (provide details why):
☐ No, not a priority
No, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? ☑ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carers):
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 time 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)☑ No
No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):
5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.





Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:

- 5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount in months)?
- 5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
- 5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount in months)?
- 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. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	80

6 ade	Do you provide employer funded paid parental leave for SECONDARY CARERS, in dition to any government funded parental leave scheme for secondary carers?
	Yes, one week or greater (please go to 6.1)
	Yes, less than one week (please go to 6.2)
	No
	No, currently being considered
	No, insufficient human resources staff
	No, government scheme is sufficient
	No, don't know how to implement
	No, not a priority
\boxtimes	No, other (provide details):
	Limited paid parental leave is provided in some enterprise agreements only, typically 1-2 weeks at normal pay.

How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period? (This number reflects the total number of employees in these categories that have taken this leave for ALL the organisations included in your report.)

	Primary care	r's leave	Secondary carer's leave		
	Female Male		Female	Male	
Managers	7	0	0	0	
Non-managers	24	8	0	8	

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).





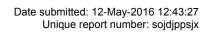
This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	0	0
Non-managers	1	0

9 Do you have a formal policy and/or formal strategy on flexible working arrangements? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, don't offer flexible arrangements No, not a priority No, other (provide details):
10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, not a priority
No, other (provide details): 11 Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)? ☑ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):

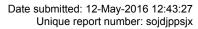
11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):







☐ 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 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
Available at all worksites
Parenting workshops targeting fathers
Available at some worksites only
Available at all worksites
None of the above, please complete question 11.2 below
I Notice of the above, please complete question 11.2 below
11.2 Please provide details of any other non-leave based measures that are in place and
whether they are available at all worksites.
whether they are available at all worksites.
Do you have a formal policy and/or formal strategy to support employees who are
experiencing family or domestic violence?
Yes (you can select policy and/or strategy options)
☐ Standalone policy
Policy is contained within another policy
Standalone strategy
☐ Strategy is contained within another strategy
□ No
No, currently under development
No, insufficient human resources staff
No, included in workplace agreement
No, not aware of the need
No, don't have expertise
□ No, not a priority



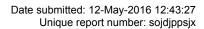




☐ No, other (please provide details):
13 Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence? ☑ Yes - please indicate the type of measures in place (more than one option can be selected): ☑ Employee assistance program (including 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 paid 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 Provide 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 No, currently under development No, insufficient human resources staff No, not aware of the need No, don't have expertise No, not a priority No, other (provide details):

Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

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



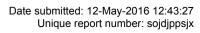




	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Purchased leave								
Unpaid leave								

If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: ☐ Currently under development Insufficient human resources staff Don't have expertise ☐ Not a priority Other (provide details): 14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below: Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace Have you consulted with employees on issues concerning gender equality in your workplace? ⊠ Yes No ☐ No, not needed (provide details why): No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details): How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? □ Survey □ Consultative committee or group Performance discussions Other (provide details): New employee questionnaires. 15.2 Please indicate what categories of employees you consulted. Women only Men only Human resources managers ☐ Management ☐ Employee representative group(s)

☐ Diversity committee or equivalent

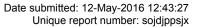






 ☐ Women and men who have resigned while on parental leave ☐ Other (provide details):
15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
16 Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention? ☑ Yes (you can select policy and/or strategy options) ☑ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☑ At induction ☐ At least annually ☑ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:







Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any 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 57.7% females and 42.3% males.

Promotions

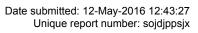
- 2. 57.9% of employees awarded promotions were women and 42.1% were men
 - 60.0% of all manager promotions were awarded to women
 - ii. 55.6% of all non-manager promotions were awarded to women.
- 3. 17.4% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 68.2% of employees who resigned were women and 31.8% were men
 - i. 60.0% of all managers who resigned were women
 - i. 69.9% of all non-managers who resigned were women.
- 17.4% of your workforce was part-time and 23.9% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- 3.2% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- iii. 0.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 2.5% of all non-managers who utilised parental leave and ceased employment before returning to work were women.







Notification and access

Mark Hooper	
Yes	
Date:	
	Yes