



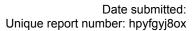
# Public report

2019-20

Submitted by

Legal Name: Lovisa Pty Limited









# Organisation and contact details

Submitting organisation details	Legal name	Lovisa Pty Limited		
	ABN	62120675890		
	ANZSIC	G Retail Trade 4253 Watch and Jewellery Retailing		
	Business/trading name/s	Lovisa Holdings Limited		
	ASX code (if applicable)	LOV		
	Postal address	818 Glenferrie Road HAWTHORN VIC 3122		
		AUSTRALIA		
	Organisation phone number	0398311899		
Reporting structure	Ultimate parent	Lovisa Holdings Limited		
	Number of employees covered by this report	1,336		

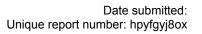




# Workplace profile

# Manager

Managanashinalashanaria	Deporting level to CEO	Employee and about		١	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
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
		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	4	2	6
	-1	Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other everytives/Canaral managers		Casual	0	0	0
Other executives/General managers		Full-time permanent	1	1	2
		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	9	0	9
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Other managers		Full-time permanent	8	4	12
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







Manager acquiretional entegories	er 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	5	0	5	
		Full-time contract	0	0	0	
	-4	Part-time permanent	0	0	0	
	Ī	Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	22	0	22	
		Full-time contract	0	0	0	
	-5	Part-time permanent	0	0	0	
	1	Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			49	9	58	

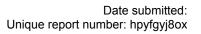




# Workplace profile

# Non-manager

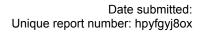
Non manager equipational estagories	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	6	8	0	0	0	0	14
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	1	0	0	0	0	0	1
	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
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	49	13	0	0	0	0	62
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	8	0	0	0	0	0	8
	Part-time contract	0	0	0	0	0	0	0
	Casual	5	1	0	0	0	0	6
	Full-time permanent	130	1	0	0	0	0	131
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	875	8	0	0	0	0	883
	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
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager equipational estageries	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	3	9	0	0	0	0	12
	Part-time contract	0	0	0	0	0	0	0
	Casual	82	79	0	0	0	0	161
	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		1,159	119	0	0	0	0	1,278







# Reporting questionnaire

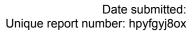
# Gender equality indicator 1: Gender composition of workforce

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 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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







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





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

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	22	1	134	5
Permanent/ongoing part-time employees	0	0	95	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

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	30	1
Number of appointments made to NON-MANAGER roles (including promotions)	1199	12

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

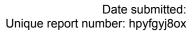
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	10	2	121	13
Permanent/ongoing part-time employees	0	0	933	2
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 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 questions relating to each governing body covered in this report.



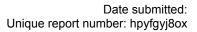




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1	Organisation name?		
	Lovisa P/L		
2.1b.1	What gender is the Chair on this gover Chair at your last meeting)?	rning body (if the role of the Chair rota	ates, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	governing body (excluding the Chair/	's)?
		Female	Male
	Number	2	4
2.1d.1	Has a target been set to increase the r  ☐ Yes ☐ No (you may specify why a target has	not been set)	
	☐ Currently under development,☐ Insufficient resources/expertise	nder balance (e.g. 40% women/40% mer please enter date this is due to be comp e rning body/board appointments (provide	pleted
2.1g.1	Are you reporting on any other organia  ☐ Yes ☐ No	sations in this report?	
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for g	overning body members for ALL
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy		
	<ul><li>☑ No (you may specify why no formal se</li><li>☑ In place for some governing both</li></ul>	election policy or formal selection strateg	y is in place)
	Currently under development, Insufficient resources/expertise	please enter date this is due to be comp	pleted
		rning body appointments (provide details	s why)
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		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.

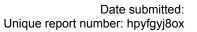
# Gender equality indicator 3: Equal remuneration between women and men

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

<b>)</b> .	ро ус	ou have a formal policy and/or formal strategy of remuneration generally?
	□Y€	es (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
		☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority
		Other (provide details):
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)?
	☐ Ye	es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago
	⊠ Na	Other (provide details):
		(you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	•	ications)  ☑ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and ther om for discretion in pay changes (because pay increases can occur with some discretion such as performance
	asses	ssments)  Non-award employees paid market rate
		☐ Not a priority ☐ Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.







			r PRIMARY CARERS that cheme for primary care	at is available for women AN rs?
By payin By payin time over which it is As a lum No, we offer paid indicate how emplo By payin By payin time over which it is As a lum No, we offer paid paid parental leave By payin By payin time over which it is As a lum No, not available Currently Insufficie Governm Not a prid	g the gap between the eg the employee's full sa paid. For example, full p sum payment (paid pid parental leave for primyer funded paid parentag the gap between the eg the employee's full sa paid. For example, full p sum payment (paid pid parental leave for primis provided to men ONL g the gap between the eg the employee's full sa paid. For example, full p sum payment (paid pid provided to men only g the gap between the eg the employee's full sa paid. For example, full p sum payment (paid pid you may specify why or under development, plent resources/expertise tent scheme is sufficient	employee's salary an lary (in addition to the pay for 12 weeks or re- or post- parental I harry carers that is avail leave is provided to employee's salary an lary (in addition to the pay for 12 weeks or re- or post- parental I harry carers that is availy carers that is availy carers that is availy (in addition to the pay for 12 weeks or re- or post- parental I harry (in addition to the pay for 12 weeks or re- or post- parental I this leave is not prove the salary carers that is availy (in addition to the pay for 12 weeks or re- or post- parental I this leave is not prove the salary care that is available to the pay for 12 weeks or re- or post- parental I this leave is not prove the salary care that this leave is not prove the salary care that it is available to the pay for 12 weeks or re- or post- parental I this leave is not prove the salary care that it is available to the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- parental I this leave is not prove the pay for 12 weeks or re- or post- pay for 12 weeks or	half pay for 24 weeks eave, or a combination) ailable to women ONLY (e women ONLY): d the government's paid sche half pay for 24 weeks eave, or a combination) ailable to men ONLY. (Ple d the government's paid sche half pay for 24 weeks eave, or a combination) ailable to men ONLY. (Ple d the government's paid sche half pay for 24 weeks eave, or a combination) ided)	parental leave scheme me), regardless of the period e.g. maternity leave). (Please parental leave scheme me), regardless of the period pase indicate how employer fu
primary carer.  Do you provide EM	MPLOYER FUNDED pa	id parental leave fo		OF GENDER, who is not the that is available for men and carers?
			that is available to man (	
No, we offer paid     No (you may specific property)     □ Currently     □ Insufficie     ☑ Governm     □ Not a prid	d parental leave for SEC ecify why employer fund r under development, pl nt resources/expertise tent scheme is sufficien	CONDARY CARERS led paid parental lead ease enter date this	that is available to women ve for secondary carers is	
No, we offer paid No, we offer paid No (you may specification of the control of t	d parental leave for SEC ecify why employer fund under development, pl nt resources/expertise tent scheme is sufficien prity rovide details):	CONDARY CARERS led paid parental leave ease enter date this t	that is available to women ye for secondary carers is s due to be completed  e reporting period (paid	n ONLY
No, we offer paid No, we offer paid No (you may specification of the control of t	d parental leave for SEC ecify why employer fund under development, pl nt resources/expertise tent scheme is sufficien prity rovide details):	CONDARY CARERS led paid parental leave ease enter date this t  ntal leave during the this leave of the thick that the thick th	that is available to women ye for secondary carers is s due to be completed  e reporting period (paid	n ONLY not paid) and/or unpaid)? Include
No, we offer paid No, we offer paid No (you may specification of the control of t	d parental leave for SEC ecify why employer fund y under development, pl nt resources/expertise nent scheme is sufficien prity rovide details): GERS have taken pare parental leave, regard	CONDARY CARERS led paid parental leave ease enter date this t  ntal leave during the this leave of the thick that the thick th	that is available to women ye for secondary carers is s due to be completed e reporting period (paid nmenced.	n ONLY not paid) and/or unpaid)? Include

How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)?

Male

0

Include employees still on parental leave, regardless of when it commenced.

Female

5

Primary carer's leave

0

Non-managers

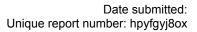
7.1

Secondary carer's leave

0

Male

Female







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.

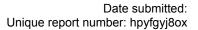
	Female	Male
Managers	1	0

- 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	1	0

	Non-managers	0
9.	9. Do you have a formal policy and/or formal strategy on flexible working arrangements?	?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Don't offer flexible arrangements</li> <li>□ Not a priority</li> <li>☑ Other (provide details):</li> <li>Assessed on a case by case basis. Decision is based on business requirements</li> </ul>	
10.	10. Do you have a formal policy and/or formal strategy to support employees with family	or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>	
11.	11. Do you offer any other support mechanisms, other than leave, for employees with fan (eg, employer-subsidised childcare, breastfeeding facilities)?	nily or caring responsibilities
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>	
12.	12. Do you have a formal policy and/or formal strategy to support employees who are exp	periencing family or domesti

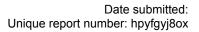
violence?







	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Included in award/industrial or workplace agreements</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (please provide details):</li> </ul>
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?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>☐ Training of key personnel</li> <li>☐ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>☐ Workplace safety planning</li> <li>☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid leave</li> <li>☐ Confidentiality of matters disclosed</li> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☐ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☐ Other (provide details):</li> <li>☐ No (you may specify why no other support mechanisms are in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?  Illevible 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.
	<ul> <li>14.1 Which options from the list below are available? Please tick the related checkboxes.</li> <li>Unticked checkboxes mean this option is NOT available to your employees.</li> </ul>

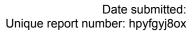






			Managers		Non-managers	
			Formal	Informal	Formal	Informal
		Flexible hours of work		$\boxtimes$		$\boxtimes$
		Compressed working weeks		$\boxtimes$		$\boxtimes$
		Time-in-lieu		$\boxtimes$		$\boxtimes$
		Telecommuting		$\boxtimes$		$\boxtimes$
		Part-time work		$\boxtimes$		$\boxtimes$
		Job sharing				
		Carer's leave	$\boxtimes$		$\boxtimes$	
		Purchased leave				
		Unpaid leave	$\boxtimes$		$\boxtimes$	
	<ul> <li>You may specify why any of the above options are NOT available to your employees.</li> <li>Currently under development, please enter date this is due to be completed Insufficient resources/expertise</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul> 14.4 If your organisation would like to provide additional information relating to gender equality indicator				lity indicator 4,	
		please do so below:				
CON This g	cerr	equality indicator 5: Consulating gender equality in the ward equality in the ward equality in the workplace.	orkplace	9		
15.	Have	you consulted with employees on issues cond	erning gende	r equality in you	ır workplace?	
	⊠ Ye □ No	s  (you may specify why you have not consulted wit  \text{Not needed (provide details why):}  \text{Insufficient resources/expertise}  \text{Not a priority}  \text{Other (provide details):}	th employees c	on gender equalit	y)	
	15.1	How did you consult with employees on issu	es concernin	g gender equalit	y in your worl	cplace?
		<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups</li> <li>Exit interviews</li> <li>Performance discussions</li> <li>Other (provide details):</li> </ul>				
	15.2	Who did you consult?				

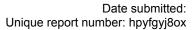
☐ Human resources managers







		<ul> <li>☐ Management</li> <li>☐ Employee representative group(s)</li> <li>☐ Diversity committee or equivalent</li> <li>☐ Women and men who have resigned while on parental leave</li> <li>☐ Other (provide details):</li> </ul>
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	der	equality indicator 6: Sex-based harassment and discrimination
particip	oation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers)  ☑ Policy ☐ Strategy
	□ No	(you may specify why no formal policy or formal strategy is in place)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Included in award/industrial or workplace agreement  Not a priority  Other (provide details):
	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.	_	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:







# Other

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

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





# Gender composition proportions in your workplace

# Important notes:

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

# Based upon your workplace profile and reporting questionnaire responses:

### Gender composition of workforce

1. the gender composition of your workforce overall is 90.4% females and 9.6% males.

# **Promotions**

- 2. 97.7% of employees awarded promotions were women and 2.3% were men
  - i. 95.7% of all manager promotions were awarded to women
  - ii. 97.9% of all non-manager promotions were awarded to women.
- 3. 67.7% of your workforce was part-time and 37.0% of promotions were awarded to part-time employees.

# Resignations

- 4. 98.4% of employees who resigned were women and 1.6% were men
  - i. 83.3% of all managers who resigned were women
  - ii. 98.6% of all non-managers who resigned were women.
- 67.7% of your workforce was part-time and 86.5% of resignations were part-time employees.

# Employees who ceased employment before returning to work from parental leave

- i. 20.0% of all women who utilised parental leave ceased employment before returning to work
- N/A 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
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were

# Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Shane Fallscheer CEO signature: Date: