



# Public report

2017-18

Submitted by

Legal Name: Lovisa Pty Limited

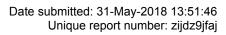






# Organisation and contact details

| Submitting organisation details | Legal name                                 | Lovisa Pty Limited                                   |  |  |
|---------------------------------|--|--|--|--|
|                                 | ABN  | 62120675890  |  |  |
|                                 | ANZSIC                                     | G Retail Trade<br>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<br>AUSTRALIA                       |  |  |
|                                 | Organisation phone number                  | 0398311899   |  |  |
| Reporting structure             | Ultimate parent                            | Lovisa Holdings Limited                              |  |  |
|                                 | Number of employees covered by this report | 1,359  |  |  |



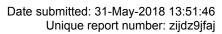




# Workplace profile

# Manager

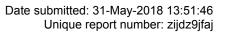
| Manager                           | Deposition level to CEO |                     |   | No. of employees |                 |  |
|-----------------------------------|-------------------------|---------------------|---|------------------|-----------------|--|
| Manager occupational categories   | Reporting 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               |  |
| Other executives/General managers | -1                      | Full-time permanent | 2 | 3                | 5               |  |
|                                   |                         | Full-time contract  | 0 | 0                | 0               |  |
|                                   |                         | Part-time permanent | 1 | 0                | 1               |  |
|                                   |                         | Part-time contract  | 0 | 0                | 0               |  |
|                                   |                         | Casual              | 0 | 0                | 0               |  |
|                                   |                         | Full-time permanent | 1 | 0                | 1               |  |
|                                   |                         | Full-time contract  | 0 | 0                | 0               |  |
|                                   | -1                      | Part-time permanent | 1 | 0                | 1               |  |
|                                   |                         | Part-time contract  | 0 | 0                | 0               |  |
| Canian Managara                   |                         | Casual              | 0 | 0                | 0               |  |
| Senior Managers                   |                         | Full-time permanent | 6 | 4                | 10              |  |
|                                   |                         | 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 | 1 | 0                | 1               |  |
|                                   |                         | Full-time contract  | 0 | 0                | 0               |  |
| Other managers                    | -1                      | Part-time permanent | 0 | 0                | 0               |  |
| -                                 |                         | Part-time contract  | 0 | 0                | 0               |  |
|                                   |                         | Casual              | 0 | 0                | 0               |  |







| Manager occupational categories   | Reporting level to CEO | Employment status   | No. of employees |    |                 |  |
|-----------------------------------|------------------------|---------------------|------------------|----|-----------------|--|
| ivianagei occupational categories | Reporting level to CEO | Employment status   | F                | М  | Total employees |  |
|                                   |                        | Full-time permanent | 2                | 0  | 2               |  |
|                                   |                        | Full-time contract  | 0                | 0  | 0               |  |
|                                   | -2                     | Part-time permanent | 1                | 0  | 1               |  |
|                                   |                        | Part-time contract  | 0                | 0  | 0               |  |
|                                   |                        | Casual              | 0                | 0  | 0               |  |
|                                   |                        | Full-time permanent | 25               | 2  | 27              |  |
|                                   | -3                     | 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               |  |
|                                   | -4                     | Part-time permanent | 0                | 0  | 0               |  |
|                                   |                        | Part-time contract  | 0                | 0  | 0               |  |
|                                   |                        | Casual              | 0                | 0  | 0               |  |
| Grand total: all managers         |                        |                     | 40               | 12 | 52              |  |



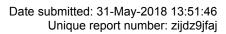




# Workplace profile

# Non-manager

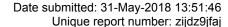
| Non manager equipational estagories | Employment status   | No. of employees (excluding gradu- | ates and apprentices) | No. of graduate | s (if applicable) | No. of apprentic | es (if applicable) | Total ampleyees |
|-------------------------------------|---------------------|------------------------------------|-----------------------|-----------------|-------------------|------------------|--------------------|-----------------|
| Non-manager occupational categories | Limployment status  | F                                  | М                     | F               | М                 | F                | M                  | Total employees |
|                                     | Full-time permanent | 23                                 | 7                     | 0               | 0                 | 0                | 0                  | 30              |
|                                     | Full-time contract  | 0                                  | 0                     | 0               | 0                 | 0                | 0                  | 0               |
| Professionals                       | Part-time permanent | 2                                  | 0                     | 0               | 0                 | 0                | 0                  | 2               |
|                                     | 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 | 26                                 | 5                     | 0               | 0                 | 0                | 0                  | 31              |
|                                     | Full-time contract  | 0                                  | 0                     | 0               | 0                 | 0                | 0                  | 0               |
| Clerical and administrative         | Part-time permanent | 2                                  | 0                     | 0               | 0                 | 0                | 0                  | 2               |
|                                     | Part-time contract  | 0                                  | 0                     | 0               | 0                 | 0                | 0                  | 0               |
|                                     | Casual              | 1                                  | 0                     | 0               | 0                 | 0                | 0                  | 1               |
|                                     | Full-time permanent | 166                                | 1                     | 0               | 0                 | 0                | 0                  | 167             |
|                                     | Full-time contract  | 0                                  | 0                     | 0               | 0                 | 0                | 0                  | 0               |
| Sales                               | Part-time permanent | 929                                | 2                     | 0               | 0                 | 0                | 0                  | 931             |
|                                     | 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 assumptional estageries | Employment status   | No. of employees (excluding gradua | ates and apprentices) | No. of graduate | s (if applicable) | No. of apprentice | es (if applicable) | Total ampleyage |
|-------------------------------------|---------------------|------------------------------------|-----------------------|-----------------|-------------------|-------------------|--------------------|-----------------|
| Non-manager occupational categories | Employment status   | F                                  | М                     | F               | М                 | F                 | М                  | rotai employees |
|                                     | Full-time permanent | 1                                  | 1                     | 0               | 0                 | 0                 | 0                  | 2               |
|                                     | Full-time contract  | 0                                  | 0                     | 0               | 0                 | 0                 | 0                  | 0               |
| Labourers                           | Part-time permanent | 31                                 | 25                    | 0               | 0                 | 0                 | 0                  | 56              |
|                                     | Part-time contract  | 0                                  | 0                     | 0               | 0                 | 0                 | 0                  | 0               |
|                                     | Casual              | 33                                 | 52                    | 0               | 0                 | 0                 | 0                  | 85              |
|                                     | 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       |                     | 1,214                              | 93                    | 0               | 0                 | 0                 | 0                  | 1,307           |







# Reporting questionnaire

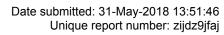
# Gender equality indicator 1: Gender composition of workforce

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

### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 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   | 0      | 0        | 76     | 0      |
| Permanent/ongoing part-time employees   | 7      | 2        | 36     | 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 (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

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

|   | Female | Male |
|---|--------|------|
| Number of appointments made to MANAGER roles (including promotions)     | 7      | 0    |
| Number of appointments made to NON-MANAGER roles (including promotions) | 112    | 0    |

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

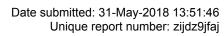
|   | Mana   | Managers |        | nagers |
|---|--------|----------|--------|--------|
|   | Female | Male     | Female | Male   |
| Permanent/ongoing full-time employees   | 15     | 9        | 183    | 15     |
| Permanent/ongoing part-time employees   | 0      | 0        | 1318   | 24     |
| Fixed-term contract full-time employees | 0      | 0        | 0      | 0      |
| Fixed-term contract part-time employees | 0      | 0        | 0      | 0      |
| Casual employees                        | 6      | 7        | 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.

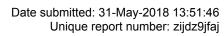
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity,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







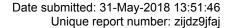
| 2.1    | Please answer the following questions relating to each governing body covered in this report.   |  |                       |  |  |  |
|--------|---|--|-----------------------|--|--|--|
|        | Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.   |  |                       |  |  |  |
|        | If your organisation's governing body organisation's name BUT the numerical   | 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. |                       |  |  |  |
| 2121   | Organisation name?  |  |                       |  |  |  |
| 2.1a.1 | -   |  |                       |  |  |  |
|        | Lovisa P/L  |  |                       |  |  |  |
| 2.1b.1 | How many Chairs on this governing bo  | ody?   |                       |  |  |  |
|        |   | Female   | Male                  |  |  |  |
|        | Number  | 0  | 1                     |  |  |  |
| 2.1c.1 | How many other members are on this  |  | s)?                   |  |  |  |
|        |   | Female   | Male                  |  |  |  |
|        | Number  | 1  | 3                     |  |  |  |
| 0.44   | <ul> <li>Yes</li> <li>No (you may specify why a target has not been set)</li> <li>☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body/board appointments (provide details why):</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul> |  |                       |  |  |  |
| 2.1e.1 | What is the percentage (%) target?  |  |                       |  |  |  |
|        | 40  |  |                       |  |  |  |
| 2.1f.1 | What year is the target to be reached?  |  |                       |  |  |  |
|        | 2019  |  |                       |  |  |  |
| 2.1g.1 | Are you reporting on any other organis  | sations in this report?  |                       |  |  |  |
|        | ☐ Yes<br>⊠ No   |  |                       |  |  |  |
| 2.2    | Do you have a formal selection policy for ALL organisations covered in this   | and/or formal selection strategy for goreport?   | overning body members |  |  |  |
|        | ☐ Insufficient resources/expertise  | odies please enter date this is due to be comp   | leted                 |  |  |  |







|    |                     | Other (provide details):   |
|----|---------------------|--|
|    | 2.3                 | Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?  |
|    |                     | ☐ Yes<br>☑ No  |
|    | 2.5                 | If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.   |
|    |                     |  |
| Ge | nder                | equality indicator 3: Equal remuneration between women and mer   |
|    | remune<br>er equali | eration between women and men is a key component of improving women's economic security and progressing ty.  |
| 3. | Do yo               | u have a formal policy and/or formal strategy on remuneration generally?   |
|    | ☐ Yes               | s (select all applicable answers)  ☐ Policy  |
|    | ⊠ No                | ☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Salaries set by awards/industrial or workplace agreements |
|    |                     | <ul> <li>☑ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>   |
| 4. |                     | you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. icted a gender pay gap analysis)?  |
|    | ☐ Yes               | s - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months  |
|    |                     | ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago  |
|    | ⊠ No                | 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 cations)                          |
|    | ·                   | ☑ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m for discretion in pay changes (because pay increases can occur with some discretion such as performance                                     |
|    | assess              | sments)  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:   |
|    |                     |  |



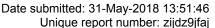




# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

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.

| _   | -  | y for the day-to-day car  |   | DDIMARY CARERS that is  | a sveilable for warmen AND   |  |
|---|--|---|---|---|--|--|
|   |  |   |   | cheme for primary carers?   | s available for women AND  |  |
| time  \[ \sum \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | ☐ By paying t ☐ By paying t over which it is p ☐ As a lump s o, we offer paid p ate how employe ☐ By paying t ☐ By paying t over which it is p ☐ As a lump s o, we offer paid p parental leave is ☐ By paying t ☐ By paying t ☐ By paying t over which it is p ☐ As a lump s o, not available ( ☐ Currently u ☐ Insufficient | the gap between the empthe employee's full salary aid. For example, full paysum payment (paid pre-coparental leave for primary r funded paid parental leathe gap between the empthe employee's full salary aid. For example, full paysum payment (paid pre-coparental leave for primary provided to men ONLY): the gap between the empthe employee's full salary aid. For example, full paysum payment (paid pre-copour may specify why this nder development, pleas resources/expertise at scheme is sufficient ty | ployee's salary and in addition to the in for 12 weeks or her post-parental le in carers that is available is provided to in addition to the in for 12 weeks or her post-parental le in addition to the in post-parental le in leave is not provided. | alf pay for 24 weeks ave, or a combination) ilable to women ONLY (e.g. women ONLY): the government's paid scheme alf pay for 24 weeks ave, or a combination) ilable to men ONLY. (Please the government's paid scheme alf pay for 24 weeks ave, or a combination) avernment's paid scheme alf pay for 24 weeks ave, or a combination) ided) | ental leave scheme ), regardless of the period of maternity leave). (Please ental leave scheme ), regardless of the period of e indicate how employer funded |  |
| prim  | ary carer.   |   |   |   | GENDER, who is not the   |  |
|   |  |   |   | e scheme for secondary care   | at is available for men and arers?   |  |
| □ N   | o, we offer paid p<br>o, we offer paid p<br>o (you may speci<br>☐ Currently u<br>☐ Insufficient  | parental leave for SECON<br>ify why employer funded<br>nder development, pleas<br>resources/expertise<br>nt scheme is sufficient<br>ty  | NDARY CARERS to paid parental leave   | hat is available to men ONL<br>hat is available to women C<br>e for secondary carers is no<br>due to be completed   | NLY  |  |
|   |  | RS have taken parenta<br>arental leave, regardles   |   | reporting period (paid an<br>menced.  | d/or unpaid)? Include  |  |
|   |  | Primary carer'  | s leave   | Secondary carer's leave   |  |  |
|   |  | Female  | Male  | Female  | Male   |  |
| Mon   | agers  | 2   | 0   | 0   | 0  |  |







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

|              | Primary carer's leave |      | Secondary carer's leave |      |
|--------------|-----------------------|------|-------------------------|------|
|              | Female                | Male | Female                  | Male |
| Non-managers | 19                    | 0    | 0                       | 0    |

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

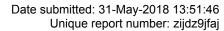
|          | Female | Male |
|----------|--------|------|
| Managers | 0      | 0    |

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

|              | Female | Male |
|--------------|--------|------|
| Non-managers | 2      | 0    |

| 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. | 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> <li>Assessed on a case by case basis</li> </ul>   |

11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?







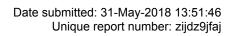
| <ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>  |
|--|
| Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic 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 2019</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> |
| Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?  |
| Yes (select all applicable answers)  |
| <ul> <li>☑ Currently under development, please enter date this is due to be completed 2019</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>   |
| Where any of the following options are available in your workplace, are those option/s available to both women AND men?  • flexible hours of work  • compressed working weeks  • time-in-lieu  • telecommuting  • part-time work  • job sharing  • carer's leave  • purchased leave  • unpaid leave.  Options may be offered both formally and/or informally.  |
|  |





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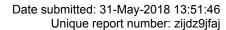
|        | 14.1         | which options from the list below are available? Please tick the related checkboxes.  Unticked checkboxes mean this option is NOT available to your employees. |                 |                   |                |                |  |
|--------|--------------|--|-----------------|-------------------|----------------|----------------|--|
|        |              |  | Mar             | Managers          |                | Non-managers   |  |
|        |              |  | Formal          | Informal          | Formal         | Informal       |  |
|        |              | Flexible hours of work   |                 |                   |                |                |  |
|        |              | Compressed working weeks   |                 |                   |                |                |  |
|        |              | Time-in-lieu   |                 |                   |                | $\boxtimes$    |  |
|        |              | Telecommuting  |                 |                   |                |                |  |
|        |              | Part-time work   |                 |                   | $\boxtimes$    |                |  |
|        |              | Job sharing  |                 |                   |                |                |  |
|        |              | Carer's leave  | $\boxtimes$     |                   | $\boxtimes$    |                |  |
|        |              | Purchased leave  |                 |                   |                |                |  |
|        |              | Unpaid leave   | $\boxtimes$     |                   | $\boxtimes$    |                |  |
|        |              | equality indicator 5: Consu  |                 | •                 | yees on        | issues         |  |
| This g | ender e      | equality indicator seeks information on what consi<br>ender equality in the workplace.   | -               |                   | ers and employ | vees on issues |  |
| 15.    | Have         | you consulted with employees on issues con   | cerning gende   | er equality in yo | ur workplace?  | •              |  |
|        | ⊠ Ye<br>□ No | s (you may specify why you have not consulted w Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):     | ith employees o | on gender equali  | ty)            |                |  |
|        | 15.1         | How did you consult with employees on issu   | ues concernin   | g gender equali   | ty in your wor | kplace?        |  |
|        |              | <ul> <li>☐ Survey</li> <li>☐ Consultative committee or group</li> <li>☐ Focus groups</li> <li>☑ Exit interviews</li> <li>☑ Performance discussions</li> </ul>  |                 |                   |                |                |  |







|          |          | Other (provide details):  |
|----------|----------|---|
|          | 15.2     | Who did you consult?  |
|          |          |   |
|          | 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 | ation. 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)   |
|          | □No      | ☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority                       |
|          |          | Other (provide details):  |
|          | 16.1     | Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?  |
|          |          | <ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</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> |
| 17.      | Do yo    | u provide training for all managers on sex-based harassment and discrimination prevention?  |
|          |          | s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  |
|          | ∐ No     | (you may specify why this training is not provided) ☐ Currently under development, please enter date this is due to be completed  |







|      | ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):   |
|------|--|
| 17.1 | If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below: |

# Other

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

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





# 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 92.3% females and 7.7% males.

# **Promotions**

- 2. 98.3% of employees awarded promotions were women and 1.7% were men
  - i. 77.8% of all manager promotions were awarded to women
  - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 73.1% of your workforce was part-time and 37.2% of promotions were awarded to part-time employees.

### Resignations

- 4. 96.5% of employees who resigned were women and 3.5% were men
  - i. 56.8% of all managers who resigned were women
  - ii. 97.5% of all non-managers who resigned were women.
- 5. 73.1% of your workforce was part-time and 85.1% of resignations were part-time employees.

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

- i. 9.5% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Shane Fallsheer CEO signature: Date: 31.05.2018