



Public report

2019-20

Submitted by

Legal Name:

JB Hi-Fi Education Solutions Pty Ltd







Organisation and contact details

Submitting organisation details	Legal name	JB Hi-Fi Education Solutions Pty Ltd
	ABN	66161246751
	ANZSIC	M Professional, Scientific and Technical Services 7000 Computer System Design and Related Services
	Business/trading name/s	JB Hi-Fi Education Solutions Pty Ltd
	ASX code (if applicable)	
	Postal address	Podium Level, 60 City Road
		Southbank VIC 3006
		AUSTRALIA
	Organisation phone number	0385307333
Reporting structure	Ultimate parent	JB Hi-Fi Limited
	Number of employees covered by this report	165





Workplace profile

Manager

Manager equipational estageries	Poparting 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	
	0	Full-time contract	0	0	0	
CEO/Head of Business in Australia		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			0	1	1	

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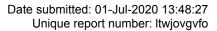


Workplace profile

Non-manager

Non manager appunational estagaries	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	3	94	0	0	0	0	97
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	1	11	0	0	0	0	12
	Part-time contract	0	0	0	0	0	0	0
	Casual	4	51	0	0	0	0	55
	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	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	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
Sales	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
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

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Non manager equipational estageries	Employment status	No. of employees (exc	cluding graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentices (if applicable)		Total employees	
Non-manager occupational categories	Employment status	F	M	F	M	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	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		8	156	0	0	0	0	164	

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Reporting questionnaire

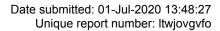
Gender equality indicator 1: Gender composition of workforce

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







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





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

	Mana	Managers		nagers
	Female Male		Female	Male
Permanent/ongoing full-time employees	0	0	0	9
Permanent/ongoing part-time employees	0	0	0	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	1

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)	0	0
Number of appointments made to NON-MANAGER roles (including promotions)	2	39

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

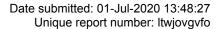
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	0	12
Permanent/ongoing part-time employees	0	0	0	3
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	7

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.



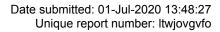




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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?							
	JB Hi-Fi Group Pty Ltd							
2.1b.1	What gender is the Chair on this (Chair at your last meeting)?	What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?						
		Female	Male					
	Number	0	1					
2.1c.1	How many other members are on	this governing body (excluding the	e Chair/s)?					
		Female	Male					
	Number	1	4					
24-4	☐ Currently under developr☐ Insufficient resources/exp☐ Do not have control over☐ Not a priority☐ Other (provide details): Gender representation is target has been set. The based on merit, qualifica influenced, affected or lir prevents this from occurrence.	as gender balance (e.g. 40% women/4 nent, please enter date this is due to be pertise governing body/board appointments (a considered during the appointment a Group's objective is that all appointment tions and competence, and that employited by discrimination. The Group be ring.	pe completed (provide details why): and selection process however no formal pents, including Board appointments are					
2.1g.1	Are you reporting on any other or	ganisations in this report?						
	⊠ No							
2.2	Do you have a formal selection porganisations covered in this rep		gy for governing body members for ALL					
		rs)						
	☐ Strategy	nal selection policy or formal selection	ı strategy is in place)					
	☐ In place for some govern		, ,					
	☐ Insufficient resources/exp							
	☐ Not a priority☐ 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 ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		equality indicator 3: Equal remuneration between women and men
Equal r gender		ration 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)
		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. cted 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
	П №	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
	room f	or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	qualific	cations)
	IS roor	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance
		sments)
		Non-award employees paid market rate
		☐ Not a priority ☐ Other (provide details):
	4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
		Conducted gender pay gap analysis across all levels of the organisation.
	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		☐ Yes – indicate what actions were taken (select all applicable answers) ☐ Created a pay equity strategy or action plan



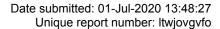
5.



	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 organisation-wide gaps Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Reported pay equity metrics (including gender pay gaps) to all employees Reported pay equity metrics (including gender pay gaps) externally Corrected like-for-like gaps Conducted a gender-based job evaluation process Implemented other changes (provide details): No (you may specify why no actions were taken resulting from your remuneration gap analysis) No unexplainable or unjustifiable gaps identified Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements Non-award employees are paid market rate Unable to address cause/s of gaps (provide details why): 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:
	equality indicator 4: Flexible working and support for employees nily and caring responsibilities
employment to supporting em	will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements aployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and mentaid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamenta

to combine pa ıtal to gender equality and to maximising Australia's skilled workforce.

A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, 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 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, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY): □ By paying the gap between the employee's salary and the government's paid parental leave scheme ☑ 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, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):
By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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, not available (you may specify why this leave is not provided)





5a.

6.

7.



	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Government scheme is sufficient ☐ Not a priority ☐ Other (provide details):
5.1.1	How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
	6
carers	r organisation would like to provide additional information on your paid parental leave for primary e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
by the	ity for employer funded maternity leave is subject to meeting the same pre-requisites as those imposed NES in relation to the entitlement to 12 month's unpaid parental leave. Paid maternity leave may be as 6 weeks on full pay or 12 weeks on half pay. We also provide a \$150 gift voucher to new parents.
5.2.1	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY? In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
	□ <10% □ 10-20% □ 21-30% □ 31-40% ⋈ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 100%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	□ Adoption □ Surrogacy □ Stillbirth
	CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
	u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
☐ No	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details): We launched a paid maternity leave scheme. We will continue to monitor and learn and consider an extension to the policy in the future.

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





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

- How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from 8.1 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	0	0

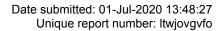
Do you have a formal policy and/or formal strategy on flexible working arranger

☐ Manager training on flexible working is provided throughou
 ☐ Employee training is provided throughout the organisation

Team-based training is provided throughout the organisation ☐ Employees are surveyed on whether they have sufficient flexibility

Manager training on flexible working is provided throughout the organisation

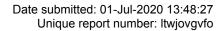
	☑ Policy
	☑ Strategy
☐ No	(you may specify why no formal policy or formal strategy is in place)
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements
	Not a priority
	Other (provide details):
9.1	You may indicate which of the following are included in your flexible working arrangements strategy:
	☐ A business case for flexibility has been established and endorsed at the leadership level
	Leaders are visible role models of flexible working
	Flexible working is promoted throughout the organisation
	☐ Targets have been set for engagement in flexible work
	☐ Targets have been set for men's engagement in flexible work
	Leaders are held accountable for improving workplace flexibility







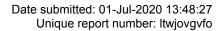
		 ☐ The organisation's approach to flexibility is integrated into client conversations ☐ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement) ☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel ☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body
10.	Do yo	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
11.		u offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	(you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		Employer subsidised childcare Available at some worksites only Available at all worksites On-site childcare Available at all worksites only Available at all worksites Breastfeeding facilities Available at all worksites Childcare referral services Available at all worksites Childcare referral services Available at some worksites only Available at all worksites Internal support networks for parents 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







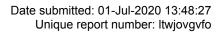
	 □ Available at all worksites □ Parenting workshops targeting mothers □ Available at some worksites only □ Available at all worksites □ Parenting workshops targeting fathers □ Available at some worksites only □ Available at all worksites □ None of the above, please complete question 11.2 below
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 ✓ Yes (select all applicable answers) ✓ Policy ─ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 Yes (select all applicable answers) ☑ Employee assistance program (including access to a psychologist, chaplain or counsellor) ☐ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement) ☐ Access to unpaid leave ☐ Confidentiality of matters disclosed ☐ Referral of employees to appropriate domestic violence support services for expert advice ☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence ☐ Flexible working arrangements ☐ Provision of financial support (e.g. advance bonus payment or advanced pay) ☐ Offer change of office location ☐ Emergency accommodation assistance ☐ Access to medical services (e.g. doctor or nurse) ☐ Other (provide details): ☐ We also allow personal/carers leave to be used in cases of family or domestic violence. ☐ No (you may specify why no other support mechanisms are in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not aware of the need ☐ Not a priority ☐ Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? Ilexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave.







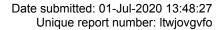
14.1	Which options from the list below are Unticked checkboxes mean thi				
		Mar	agers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work				
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting				
	Part-time work				
	Job sharing				
	Carer's leave				
	Purchased leave				
	Unpaid leave				
14.4	☐ Other (provide details): If your organisation would like to prov	ride additional inforn	nation relating t	o gender equa	ility indicato
14.4		ride additional inforn	nation relating t	o gender equa	lity indicato
ender Inceri	If your organisation would like to prov	nsultation w he workplac	ith emplo e	yees on	issues
ender enceri gender o cerning g	If your organisation would like to provide please do so below: The equality indicator 5: Coning gender equality in the equality in the equality indicator seeks information on what	nsultation whe workplace	ith emplo e between employ	yees on lead of the sers and employ	issues rees on issues
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		☐ Performance discussions ☐ 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	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?
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Yes	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
	☐ No	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):
If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

Other

17.1

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.)

In the last 12 months we have launched a number of key initiatives which reinforce the importance of gender diversity in our Company and are expected to result in continued improvement in gender diversity in coming years. These initiatives include:

- Introduction of a Group Diversity Strategy and associated program of work to identify and grow diverse talent and support women's progression to leadership roles
- Reviewed the experiences and outcomes of women at various levels and roles in the organisation through facilitated focus groups.
- Delivered systematic talent mapping across key roles in the organisation to highlight women with high leadership potential
- Delivered diversity and unconscious bias training across key leadership roles facilitated by an expert external diversity advisor
- Conducted gender pay gap analysis across all levels in the organisation, an annual pay gap analysis and a quarterly dashboard
- Delivered gender diversity dashboard reporting for management and executive
- Participation of leaders in an external Women in Leadership program
- Continued focus on our Flexible Working Arrangements policy and strategy





Gender composition proportions in your workplace

Important notes:

- Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press Submit at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 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 4.8% females and 95.2% males.

Promotions

- 2. 0.0% of employees awarded promotions were women and 100.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 7.3% of your workforce was part-time and 16.7% of promotions were awarded to part-time employees.

Resignations

- 4. 0.0% of employees who resigned were women and 100.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 0.0% of all non-managers who resigned were women.
- 5. 7.3% of your workforce was part-time and 13.6% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. N/A 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. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Tim Carter	
CEO signature:	Date:
	2 7/20