



Public report

2017-18

Submitted by

Legal Name: Collection House Limited





Organisation and contact details

Submitting organisation details	Legal name	Collection House Limited		
	ABN	74010230716		
	ANZSIC	N Administrative and Support Services 7293 Credit Reporting and Debt Collection Services		
	Business/trading name/s	Collection House Ltd CLH		
	ASX code (if applicable)			
	Postal address	PO Box 2618 FORTITUDE VALLEY BC QLD 4006 AUSTRALIA		
	Organisation phone number	0730173900		
Reporting structure	Ultimate parent	Collection House Limited		
	Number of employees covered by this report	691		





All organisations covered by this report

Legal name	Business/trading name/s
Collection House Limited	Collection House Ltd
ThinkMe Finance Pty Ltd	
Lion Finance Pty Ltd	
Midstate Credit Management Services	MIDSTATE CREDITCOLLECT PTY LTD
CLH Legal Group Pty Ltd	CLH Legal Group Pty Ltd
Collective Learning and Development	





Workplace profile

Manager

Manager occupational categories	Reporting level to CEO	Employment status		N	o. of employees
ivialitager 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
	1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Kay managament nargannal		Casual	0	3	3
Key management personnel	-1	Full-time permanent	1	2	3
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-1	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other everytives/Coneral managers		Casual	0	0	0
Other executives/General managers		Full-time permanent	2	3	5
		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
Senior Managers	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0





Managan assurational astanavica	Dan artiran laval ta CEO	Coordon on total or		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	1	2	3
		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	1	2
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
	-1	Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	2	3	5
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Other managers		Full-time permanent	7	9	16
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	18	16	34
		Full-time contract	0	0	0
	-4	Part-time permanent	0	0	0
	1	Part-time contract	0	0	0
		Casual	0	1	1
Grand total: all managers			33	44	77

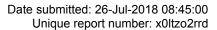




Workplace profile

Non-manager

Non manager equipational estagaries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	18	31	0	0	0	0	49
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	4	0	0	0	0	0	4
Trolessionals	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	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	291	193	0	0	0	0	484
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	33	3	0	0	0	0	36
	Part-time contract	0	0	0	0	0	0	0
	Casual	22	14	0	0	0	0	36
	Full-time permanent	1	3	0	0	0	0	4
	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
, .p	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	graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
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	Grand total: all non-managers		245	0	0	0	0	614





Reporting questionnaire

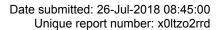
Gender equality indicator 1: Gender composition of workforce

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
	 ✓ 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	7	3	22	2
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 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)	10	13
Number of appointments made to NON-MANAGER roles (including promotions)	235	182

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

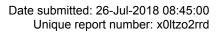
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	9	13	144	113
Permanent/ongoing part-time employees	0	0	28	12
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	5	4

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?					
	Collection House Limited					
2.1b.1	How many Chairs on this governing b	ody?				
		Female	Male			
	Number	0	1			
2.1c.1	How many other members are on this					
	Number	Female 0	Male 2			
	Number	U				
2.1g.1	☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): Are you reporting on any other organi ☐ Yes ☐ No	nder balance (e.g. 40% women/40% mer please enter date this is due to be comple erning body/board appointments (provide sations in this report?	leted details why):			
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALL			
	☐ In place for some governing be ☐ Currently under development, ☐ Insufficient resources/expertis	please enter date this is due to be compl	leted			
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an			
	☐ Yes ⊠ No					



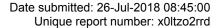


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

⊠ Y	es (select all applicable answers) ☑ Policy ☐ Strategy
□N	 ○ (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):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed ☑ Salaries set by awards/industrial or workplace agreements □ Insufficient resources/expertise
	☑ Non-award employees paid market rate☐ Not a priority☐ Other (provide details):
	☐ Not a priority
cond	□ Not a priority □ Other (provide details): e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months
cond	□ Not a priority □ Other (provide details): e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? 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
Conc	Not a priority Other (provide details): a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): o (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
Conc ☐ Y	Not a priority Other (provide details): a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 years More than 2 years ago but less than 4 years ago Other (provide details): o (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 a for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
Conc ☐ Yo ☑ N room quali	Not a priority Other (provide details): e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 years More than 2 years ago but less than 4 years ago Other (provide details): o (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







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.

On vali prov	ide FMPI OVER FIII	IDED naid narenta	I leave for PRIMAR	RY CARERS that is a	vailable for women AND
	tion to any governn				valiable for women AND
By By By By By By By By Ime over whi By Ime over whi Daid parental By By By Ime over whi By Mo, not av Cu	paying the gap between paying the employed chit is paid. For exama a lump sum payment er paid parental leavemployer funded paid paying the gap between paying the employed chit is paid. For exama lump sum payment er paid parental leave is provided to paying the employed chit is paid. For exama lump sum payment employed chit is paid. For exama lump sum payment allump sum payment allump sum payment ailable (you may sperrently under develop	een the employee's full salary (in addingle, full pay for 12 t (paid pre- or poster for primary carers of parental leave is peen the employee's full salary (in addingle, full pay for 12 t (paid pre- or poster for primary carers men ONLY): een the employee's s's full salary (in addingle, full pay for 12 t (paid pre- or poster for primary carers men ONLY): een the employee's the full pay for 12 t (paid pre- or posterify why this leave it or pease or p	salary and the governmeeks or half pay for parental leave, or a that is available to provided to women (a salary and the governmeeks or half pay for parental leave, or a that is available to be salary and the governmental leave, or a salary and the governmeeks or half pay for parental leave, or a salary and the governmeeks or half pay for parental leave, or a sont provided)	or 24 weeks a combination) women ONLY (e.g. m ONLY): ernment's paid paren; nent's paid scheme), or 24 weeks a combination) men ONLY. (Please in ernment's paid paren; nent's paid scheme), or 24 weeks a combination)	cal leave scheme regardless of the period of atternity leave). (Please cal leave scheme regardless of the period of andicate how employer funder
	ufficient resources/e				
☐ No	t a priority				
∐Ot	ner (provide details):				
A "SECOND primary care		ember of a couple	or a single carer,	REGARDLESS OF G	SENDER, who is not the
o you prov	ide EMPLOYER FUI			DARY CARERS that e for secondary care	is available for men and ers?
\square No, we of \boxtimes No (<u>yo</u> u m	er paid parental leav	e for SECONDARY byer funded paid pa	CARERS that is av irental leave for sec	ailable to men ONLY ailable to women ONI ondary carers is not p	Ý
☐ Ins ☑ Go	sufficient resources/e evernment scheme is t a priority ner (provide details):	kpertise			

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.

7.





	Primary carer's leave		Secondary carer's leave	
	Female Male		Female	Male
Managers	3	0	0	2

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	22	0	0	7

- 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.

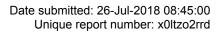
	Female	Male
Non-managers	6	0

9	Do you have a	formal policy ar	nd/or formal strated	ıv on flexible workind	arrangements?

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

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 complete
☐ Insufficient resources/expertise
☐ Included in award/industrial or workplace agreement
□ Not a priority
Other (provide details):

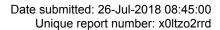
10.







⊠ Ye	s
	(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 some worksites only
	☐ Available at all worksites
	 ☑ Breastfeeding facilities ☑ Available at some worksites only
	☐ Available at some worksites
	Childcare referral services
	Available at some worksites only
	Available at all worksites
	☐ Internal support networks for parents
	☐ Available at some worksites only
	Available at all worksites
	Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave
	when an employee returns from leave)
	Available at some worksites only
	Available at all worksites
	Information packs to support new parents and/or those with elder care responsibilities
	☐ Available at some worksites only ☐ Available at all worksites
	Referral services to support employees with family and/or caring responsibilities
	Available at some worksites only
	☐ Targeted communication mechanisms, for example intranet/ forums
	Available at some worksites only
	Available at all worksites
	Support in securing school holiday care
	☐ Available at some worksites only
	_ Available at all worksites
	Coaching for employees on returning to work from parental leave
	Available at some worksites only
	Available at all worksites
	Parenting workshops targeting mothers
	Available at some worksites only
	Available at all worksites
	☐ Parenting workshops targeting fathers ☐ Available at some worksites only
	Available at some worksites
	☐ None of the above, please complete question 11.2 below
	There of the above, please complete question 11.2 below
o yo ioler	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic ice?
7 v.	a (calcat all applicable appurary)
_ те	s (select all applicable answers) □ Policy
	☐ Strategy
⊠ N∩	(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
	31/12/18







	☐ 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?
	Employee assistance program (including access to a psychologist, chaplain or counsellor)
	☐ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement
	☐ Workplace safety planning
	Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
	Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
	 ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) ☒ Access to unpaid leave
	☐ Confidentiality of matters disclosed
	Referral of employees to appropriate domestic violence support services for expert advice
	 ☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence ☒ Flexible working arrangements
	☐ 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):
	☐ 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?
	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.
	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.
	 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.
	Charles chocked the and option is ite i attainable to Jose employees.





	Mar	Managers		anagers
	Formal	Informal	Formal	Informal
Flexible hours of work	\boxtimes		\boxtimes	
Compressed working weeks			\boxtimes	
Time-in-lieu		\boxtimes		
Telecommuting		\boxtimes		\boxtimes
Part-time work			\boxtimes	
Job sharing			\boxtimes	
Carer's leave			\boxtimes	
Purchased leave				
Unpaid leave				

		JOD SHAIRING							
		Carer's leave	\boxtimes		\boxtimes				
		Purchased leave							
		Unpaid leave			\boxtimes				
	14.3	You may specify why any of the above options are NOT available to your employees.							
		 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☑ Not a priority ☐ Other (provide details): 							
	14.4	4.4 If your organisation would like to provide additional information relating to gender equality indic please do so below:							
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace									
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.									
15.		you consulted with employees on issues conc	erning gende	r equality in you	ır workplace?				
	 ☐ Yes ☒ No (you may specify why you have not consulted with employees on gender equality) ☒ Not needed (provide details why): 								
		Policies and strategies directed towards equinosities and strategies directed towards equinosities in large provide details with provid	al employment	opportunity are a	adopted across	s the business.			
	15.3	If your organisation would like to provide add	ditional inform	nation relating to	gender equa	ılity indicator 5,			

Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention? 16.





		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?
		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 58.2% females and 41.8% males.

Promotions

- 2. 85.3% of employees awarded promotions were women and 14.7% were men
 - i. 70.0% of all manager promotions were awarded to women
 - ii. 91.7% of all non-manager promotions were awarded to women.
- 3. 5.8% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 56.7% of employees who resigned were women and 43.3% were men
 - i. 40.9% of all managers who resigned were women
 - ii. 57.8% of all non-managers who resigned were women.
- 5.8% of your workforce was part-time and 12.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 24.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all 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.

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:			
Anthony Rivas				
CEO signature:	Date:			