

# 2020 - 21 Compliance Program

Submitted by:

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# #Workplace overview

## Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Retention	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Succession planning	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise Not a priority
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Not a priority

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)

...Yes	Policy
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3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

## Governing bodies

*Nick Scali Limited*

1: Does this organisation have a governing body?	Yes( <i>Provide further details on the governing body(ies) and its composition</i> )
1.1: What is the name of your governing body?	Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing	

body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	1
...Male (M)	3
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No( <i>Select all that apply</i> )
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

# #Action on gender equality

## Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

Non-award employees paid market rate

2: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

## Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

No(*Select all that apply*)

...No

Salaries for ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

## Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No

Insufficient resources/expertise

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

## Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

No(*Select all that apply*)

...No

Not a priority

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Compressed working weeks

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Time-in-lieu

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Telecommuting (e.g. working from home)

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Part-time work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Job sharing

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Carer's leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Purchased leave

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Unpaid leave

No(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

# #Employee support

## Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Government scheme is sufficient

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

## Support for carers

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

No(*Select all that apply*)

...No

Included in award/industrial or workplace agreement

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...On-site childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Breastfeeding facilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Childcare referral services

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Internal support networks for parents

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Information packs for new parents and/or those with elder care responsibilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...No	Not a priority
...Referral services to support employees with family and/or caring responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Targeted communication mechanisms (e.g. intranet/forums)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Coaching for employees on returning to work from parental leave	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Other (provide details)	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Available at ALL worksites	Keep in touch program whilst on parental leave

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

### Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction Varies across business units
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )



...Yes	At induction
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3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

New online e-learning module to be rolled out in May 2021

## Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

No(*Select all that apply*)

...No	Insufficient resources/expertise
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2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	No( <i>Select all that apply</i> )
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...No	Insufficient resources/expertise
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...Training of key personnel	No( <i>Select all that apply</i> )
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...No	Not a priority
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...A domestic violence clause is in an enterprise agreement or workplace agreement	No( <i>Select all that apply</i> )
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...No	Not a priority
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...Workplace safety planning	No( <i>Select all that apply</i> )
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...No	Not a priority
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...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
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...No	Not a priority
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...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
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...No	Not a priority
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...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
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...No	Not a priority
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...Access to unpaid leave	Yes
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...Confidentiality of matters disclosed	Yes
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...Referral of employees to appropriate domestic violence support services for expert advice	Yes
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...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Other (provide details)	No( <i>Select all that apply</i> )

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

# Workplace Profile Table

Industry: Other Store-Based Retailing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	2	20	0	0	22
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	17	5	0	0	22
Technicians And Trades Workers	Full-time permanent	1	15	0	0	16
Clerical And Administrative Workers	Full-time permanent	34	13	0	0	47
	Part-time permanent	2	0	0	0	2
	Casual	7	0	0	0	7
Sales Workers	Full-time permanent	13	40	0	0	53
	Part-time permanent	77	93	0	0	170
	Casual	20	15	0	0	35
Machinery Operators And Drivers	Full-time permanent	0	37	0	0	37
	Casual	0	11	0	0	11

\* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Gender X

# Workplace Profile Table

Industry: Other Store-Based Retailing

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	0	2	2
GM	-1	Part-time permanent	1	0	1
SM	-1	Full-time permanent	0	1	1
	-2	Full-time permanent	1	4	5
	-3	Full-time permanent	0	1	1
OM	-3	Full-time permanent	1	8	9
	-4	Full-time permanent	0	3	3

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Non-managers	3	9	12
	Part-time	Permanent	Non-managers		2	2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	5	6	11
	Part-time	Permanent	Non-managers	3	1	4
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	1	4	5
			Non-managers	26	41	67
	Part-time	Permanent	Non-managers	79	84	163
	N/A	Casual	Non-managers	36	41	77

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	2	3	5
			Non-managers	31	42	73
	Part-time	Permanent	Non-managers	38	39	77
	N/A	Casual	Non-managers	11	11	22
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	5		5
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		2	2

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	3	3

\* Total employees includes Gender X