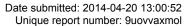


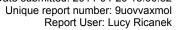


## 2013-14 public report form submitted by Dixon Appointments Pty Ltd to the Workplace Gender Equality Agency

### Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Dixon Appointments Pty Ltd 91161004646 7211 Employment Placement and Recruitment Services
Organisation details	Trading name/s ASX code (if relevant)	Dixon Appointments
	Postal address	Level 2, 303 Collins Street, MELBOURNE, VIC,3000,AUSTRALIA
	Organisation phone number	(03) 9629 9999
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this	862









# Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
			F	М	Total employees		
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0		
		Full-time contract	0	0	0		
		Part-time permanent	1	1	2		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other managers	-1	Full-time permanent	3	0	3		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers	_		4	1	5		



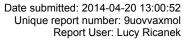
#### Non-manager

Non-manager occupational categories	Employment status		oyees (excluding graduates and No apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)	
		F	М	F	M	F	M	
Professionals	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Technicians and trade	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Clerical and administrative	Full-time permanent	3	0	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	628	216	0	0	0	0	844
Sales	Full-time permanent	6	3	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status	No. of employees (ex appre	No. of gr appli	aduates (if icable)	No. of appliappli	Total employees		
		F	M	F	М	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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		638	219	0	0	0	0	857







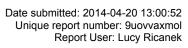
1.5

### Reporting questionnaire

Gender equality indicator 1: gender composition of workforce

1 SUPPC	Do you have formal policies or formal strategies in place that SPECIFICALLY DRT GENDER EQUALITY in relation to:
☐ No, ☐ No,	Recruitment?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority
⊠ No, □ No,	Retention?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority
☐ No, ☐ No,	Performance management processes?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority
⊠ No, □ No,	Promotions?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority

Talent identification/identification of high potentials?







⊠ Yes	Standalone policy  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 □ Yes	Succession planning?
⊠ No	Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, ☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
<u> </u>	Standalone policy  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ⊠ Yes	Resignations?
	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 ⊠ Yes	Key performance indicators for managers relating to gender equality?
	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10	Gender equality overall?





<ul> <li>Yes</li> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> <li>☐ No</li> <li>☐ No, currently under development</li> <li>☐ No, insufficient human resources staff</li> <li>☐ No, don't have expertise</li> <li>☐ No, not a priority</li> <li>1.11 You may provide details of other formal policies or formal support gender equality that may be in place:</li> </ul>	strategies th	at specifically
Gender equality indicator 2: gender composition of governing bodi	es	
Does your organisation, or any organisation you are report body/board? (If you answered no, you will only be required to answapplicable)  ☐ Yes ☐ No		
2.4 If your organisation, or any organisation you are reporting enter the total number of male and female EQUITY PARTNERS ir managing partner is also an equity partner enter those details sep below). If you have a separate governing body/board of directors, in 2.1	the followin arately in the	g table (if your relevant row
Managing partner	3	IVI
Other equity partners		
Gender equality indicator 3: equal remuneration between women a  3 Do you have a formal policy or strategy on remuneration of the strategy of		
<ul> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul> 3.1 Are specific gender pay equity objectives included in your	formal police	or formal





<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:  Dixon Appointments is committed to providing a workplace that is free of the following Discrimination  Unlawful discrimination occurs when a person considers they have been treated less favourably owing to an attribute when compared with a person not of that attribute. Protected attributes in Victoria include  lawful sexual activity  gender identity  marital status, including domestic partner  physical features
4 Has a gender remuneration gap analysis been undertaken?  ☐ Yes - please indicate when this analysis was most recently undetaken ☐ Within last 12 months ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
4.1 Were any actions taken as a result of your gender remuneration gap analysis?  Yes - please indicate what actions were taken:  Identified cause/s of the gaps  Created an action plan to address causes  Reviewed remuneration decision-making processes  Reviewed individual remuneration outcomes  Conducted a gender-based job evaluation process  Implemented other changes (provide details):
<ul> <li>No</li> <li>No gaps identified</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, unable to address cause/s of gaps (provide details why):</li> </ul>
☐ No, not a priority





☐ No, other (provide d	letails):									
Gender equality indicat practices relating to flex arrangements supporting	xible working arran	gements for e	mployess and to wo							
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?  Yes  No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement										
<ul><li>☐ No, not a priority</li><li>☐ No, other (provide d</li></ul>	letails):									
6 Do you provide addition to any governr Yes, one week or grayes, less than one variety being No, currently being No, insufficient hum No, government schap No, don't know how No, not a priority No, other (provide decided)	ment funded parent reater week considered an resources staff neme is sufficient to implement		e for SECONDARY (							
			nale and male non-n							
utilised parental leave (	Primary care		Secondary ca							
Maraanana	Female	Male	Female	Male						
Managers										
Non-managers	3									
8 What proportio leave?	n of your total work	xforce has acc	ess to employer fun	ded paid parenta						
	ry carer's leave		Secondary carer's	leave						
%	100		100							
⊠ Yes _		rmal strategy o	on flexible working a	rrangements?						





	don't have expertise
	don't offer flexible arrangements
	not a priority other (provide details):
	(provide detaile).
10	Do you have a formal policy or formal strategy to support employees with family and
-	responsibilities?
⊠ Yes	
	Standalone policy
	Policy is contained within another policy
	<ul><li>☐ Standalone strategy</li><li>☐ Strategy is contained within another strategy</li></ul>
□No	Strategy is contained within another strategy
	currently under development
	insufficient human resources staff
	included in workplace agreement
	don't have expertise not a priority
	other (provide details):
	(p. 6.1.00 203).
11	Do you have any non-leave based measures to support employees with family and responsibilities?
X Yes	
□No	
	currently under development
	insufficient human resources staff
	don't have expertise not a priority
	other (provide details):
11.1	To understand where these measures are available, do you have other worksites in
	n to your head office?
☐ Yes	
⊠ No	
11.2	Please indicate what measures are in place and in which worksites they are available
	do not have multiple worksites, you would select 'Head office only'):
	ployer subsidised childcare
	Head office only
	☐ Other worksites only ☐ Head office and some other worksites
	All worksites including head office
On-	-site childcare
	Head office only
	Other worksites only
	<ul><li>☐ Head office and some other worksites</li><li>☐ All worksites including head office</li></ul>
⊠ Bre	eastfeeding facilities
	☐ Head office only
	Other worksites only
	Head office and some other worksites
□ Chi	☐ All worksites including head office Idcare referral services
0,11	Head office only
	Other worksites only
	Head office and some other worksites
	All worksites including head office





Internal support network for parents
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Return to work bonus
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Information packs to support new parents and/or those with elder care responsibilities
☐ Head office only
☐ Other worksites only
☐ Head office and some other worksites
All worksites including head office
Referral services to support employees with family and/or caring responsibilities
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Targeted communication mechanisms, for example intranet/forums
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
None of the above, please complete question 11.3 below
Thorse of the above, please complete question 11.0 below
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
Yes
Standalone policy
<ul><li>☐ Policy is contained within another policy</li><li>☐ Standalone strategy</li></ul>
☐ Strategy is contained within another strategy
No
No, currently under development
No, insufficient human resources staff
No, included in workplace agreement
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):
Other than a policy or strategy, do you have any measures to support employees wh
are experiencing family or domestic violence?
Yes - please indicate the type of measures in place:
☐ Employee assistance program
☐ Access to leave
☐ Training of human resources (or other) staff
Other (provide details):
•
⊠ No
No, currently under development
No, insufficient human resources staff
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):





Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

Indicates that a particular employment term, condition or practice is not in place):  Managers  Non-managers						anagers			
		male	M	ale	Female		M	Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal	
Flexible hours of work									
Compressed working weeks									
Time-in-lieu									
Telecommuting	$\boxtimes$		$\boxtimes$						
Part-time work									
Job sharing									
Carer's leave									
Purchased leave									
Unpaid leave									
14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below?  ☐ Currently under development ☐ Insufficient human resources staff ☐ Don't have expertise ☐ Not a priority ☐ Other (provide details):									
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace  15 Have you consulted with employees on issues concerning gender equality in your workplace?  ☑ Yes ☐ No ☐ No, not needed (provide details why):									
☐ No, insufficier ☐ No, don't have ☐ No, not a prio ☐ No, other (pro	it human re e expertise rity	esources st	•						

15.1 How did you consult with employees on issues concerning gender equality in your workplace?





<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups</li> <li>Exit interviews</li> <li>Performance discussions</li> <li>Other (provide details):</li> </ul>
15.2 What categories of employees did you consult?  ☐ All staff ☐ Women only ☐ Men only ☐ Human resources managers ☐ Management ☐ Employee representative group(s) ☐ Diversity committee or equivalent ☐ Other (provide details):
Gender equality indicator 6: Sex-based harassment and discrimination
16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☑ Yes ☐ Standalone policy ☑ Policy is contained within another policy
☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?  ☑ Yes □ No
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  ☐ Yes - please indicate how often this training is provided: ☐ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years ☐ Varies across business units ☐ Other (provide details): ☐ legislative change, process is updated and training update conducted

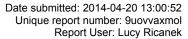




□ No	
□ No, insufficient human resources staff	
□ No, don't have expertise	
□ No, not a priority	
☐ No, other (provide details):	

#### Other

- Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)
- 19 You may provide additional details on any information provided in the report below.







#### **Notification and access**

CEO sign off confirmation

Name of CEO or equivalent

Confirmation CEO has signed the report

Dixon Appointments Pty Ltd

Lucy Ricanek