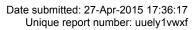




2014-15 public report form submitted by Dixon Appointments Pty Ltd to the Workplace Gender Equality Agency

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 report	967







Workplace profile Manager

Managar aggunational actorories	Poparting level to CEO	Employment status No. of employees		lo. of employees	
Manager occupational categories	Reporting level to CEO	F M Total			Total employees
	F M Total employee Full-time permanent 3 0 3 3 5 5 5 5 5 5 5 5		3		
		Full-time contract			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
Other managers	-1	Part-time permanent	0	0	0
	Full-time permanent 3				0
		Casual	0	0	0
Grand total: all managers			3	1	4





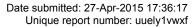
Non-manager

Non-manager occupational	Employment		cluding graduates and ntices)	No. of gr appli	aduates (if icable)	No. of apprentices (if applicable)		Total	
categories	status	F	М	F	М	F	М	employees	
	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
Professionals	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	
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	3	0	0	0	0	0	3	
	Full-time contract	0	0	0	0	0	0	0	
Clerical and administrative	Part-time permanent	1	0	0	0	0	0	1	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	655	294	0	0	0	0	949	
	Full-time permanent	9	1	0	0	0	0	10	
Sales	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		apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)	
Calegories		F	M	F	M	F	М	employees
	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
	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		668	295	0	0	0	0	963







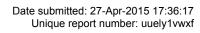
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

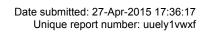
1.1 Recruitment? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority	
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	







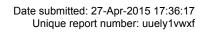
		Talent identification/identification of high potentials? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
	No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 \[\] \		Succession planning? (you can select policy and/or strategy options) 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 \(\)	⁄es	Training and development? (you can select policy and/or strategy options) ☐ 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 ⊠ \	⁄es	Resignations? (you can select policy and/or strategy options) 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 \[\]	res	Key performance indicators for managers relating to gender equality? (you can select policy and/or strategy options) 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







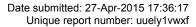
1.10 ⊠ Yes	Gender equality overall? (you can select policy and/or strategy option Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy	,			
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority	negy			
1.11 support	You may provide details of other formal pole gender equality that may be in place:	icies or for	mal strateg	jies that s	pecifically
1.12 Gender	Should you wish to provide additional inform equality indicator 1, please do so below:	mation on a	any of your	response	s under
Gender	equality indicator 2: Gender composition of	governing	bodies		
2 body/bo ☐ Yes ⊠ No		n you are r	eporting or	ı, have a (governing
female Details workpla	Partnership structures only: (do NOT answarated entity (i.e. Pty Ltd, Ltd or Inc)). For parand male equity partners (excluding the mark of your managing partner should be included ace profile. If you have a separate governing sition in question 2.1.	tnerships, naging par d separate	please ent tner) in the ly in the Cl	er the tota following EO row of	al number of table.
		Full- time females	Part- time females	Full- time males	Part- time males
	ity partners who ARE key management onnel (KMPs) (excluding your managing partner)				
Equity	partners who are NOT key management personnel (KMPs)				
2.5 Gender	Should you wish to provide additional inform equality indicator 2, please do so below:	mation on a	any of your	response	s under
Gender	equality indicator 3: Equal remuneration be	tween won	nen and m	en	
3 ⊠ Yes	Do you have a formal policy or strategy on ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy		on genera	lly?	
☐ No ☐ No,	currently under development				







 No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy? Yes (provide details in questions 3.2 and/or 3.3 below) No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, not a priority No, other (provide details):
3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected): To achieve gender pay equity To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at salary, out-of-cycle pay reviews, and performance pay reviews) To be transparent about pay scales and/or salary bands To ensure managers are held accountable for pay equity outcomes To implement and/or maintain a transparent and rigorous performance assessment process Other (details provided in question 3.3 below)
3.3 Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives:
4 Has a gender remuneration gap analysis been undertaken? ☐ Yes. When was the most recent gender remuneration gap analysis undertaken? ☐ Within last 12 months ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):







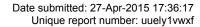
Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below: Were any actions taken as a result of your gender remuneration gap analysis? Yes - please indicate what actions were taken (more than one option can be selected): Created a pay equity strategy or action plan ☐ 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 like-for-like gaps ☐ Set targets to reduce any organisation-wide gaps Reported pay equity metrics to the board Reported pay equity metrics to the executive ☐ Corrected like-for-like gaps Conducted a gender-based job evaluation process Implemented other changes (provide details): No unexplainable or unjustifiable gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, unable to address cause/s of gaps (provide details why): No, not a priority No, other (provide details): 4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below: Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities 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

Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?

No, government scheme is sufficientNo, don't know how to implement

No, not a priority

No, other (provide details):





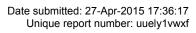


 Yes, one week or greater Yes, less than one week No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details): 7 How many female and male managers, and female and male non-managers, have									
-			d) during the p	east reporting period? Secondary car					
		Female	Male	Female	Male				
N	Managers	0	0	0	0				
Noi	n-managers	1	0	0	0				
8 leave?		on of your total worl	kforce has acc	cess to employer fund	ded paid parenta				
	Primar	y carer's leave		Secondary carer's	leave				
%		0		0					
No, No, No, No,	Standalone Standalone Standalone Strategy is currently under insufficient hum included in wor don't have expe	e policy entained within anot e strategy contained within ar development nan resources staff kplace agreement ertise ole arrangements	ther policy	on flexible working ar	rangements?				
Yes □ No □ No, □ No,	responsibilities? Standalone Policy is co Standalone Strategy is currently under	e policy intained within anot e strategy contained within ar	ther policy	to support employees	s with family and				

☐ No, included in workplace agreement☐ No, don't have expertise☐ No, don't offer flexible arrangements

☐ No, not a priority

No, other (provide details):







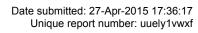
Do you have any non-leave based measures to support employees with family and caring responsibilities? ☐ Yes ☐ No
No, currently under development No, insufficient human resources staff No, don't have expertise
☐ No, not a priority☐ No, other (provide details):
11.1 To understand where these measures are available, do you have other worksites in addition to your head office? ☐ Yes ☐ No
11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'): Employer 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 ☐ Head office and some other worksites ☐ All worksites including head office
☐ Breastfeeding facilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ Childcare referral services ☐ 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





1 31116113	ormal Formal Inforr	
Female Male	Female	Male
14 Please tick the checkboxes in the table beloconditions or practices are available to your employ indicates that a particular employment term, conditionally Managers	vees (please note that non or practice is not in p	ot ticking a box
 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): 		
13 Other than a policy or strategy, do you have are experiencing family or domestic violence? Yes - please indicate the type of measures in plaselected): Employee assistance program Access to leave Training of human resources (or other) services Referral to support services Other (provide details):	ace (more than one opt	
Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another stra ☐ 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):		
Do you have a formal policy or formal strate experiencing family or domestic violence?	egy to support employe	es who are
11.3 Please provide details of any other non-leavat which worksites they are available:	ve based measures tha	it are in place and
☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office ☑ None of the above, please complete question 11	1.3 below	

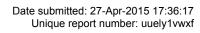
indicates that a particular employment term, condition of practice is not in place).										
		Mana	agers		Non-managers					
	Fer	male	M	ale	Fer	male	Male			
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal		
Flexible hours										
of work										
Compressed										
working weeks										
Time-in-lieu										
rime-in-lieu										
Telecommuting										
releconlinuting										
Part-time work			\boxtimes							







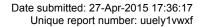
	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Job sharing							\boxtimes	
Carer's leave								
Purchased leave								
Unpaid leave								
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: 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):								
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below: Gender equality indicator 5: Consultation with employees on issues concerning gender								
equality in the workplace								
Have you consulted with employees on issues concerning gender equality in your workplace? ☐ Yes ☐ No ☐ No, not needed (provide details why):								
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details): 								
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? ☑ Survey ☐ Consultative committee or group ☐ Focus groups ☑ Exit interviews ☑ Performance discussions ☑ Other (provide details): Training								
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 Women and men who have resigned while on parental leave ✓ Other (provide details): All Fulltime & Part time staff
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
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 ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
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):
17 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' AND one of the other options can be selected): ☑ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority





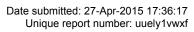


	No,	other	(provide	details):
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17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:

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







Notification and access

List of employee organisations	Dixon Appointments Pty Ltd
CEO sign off confirmatio	n
Name of CEO or equivalent	Lucy Ricanek
Confirmation CEO has signed the report	Yes
CEO Signature:	Date: