



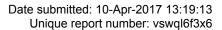
Public report

2016-17

Submitted by

Legal Name: **Dixon Appointments Pty Ltd**



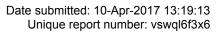






Organisation and contact details

Submitting organisation details	Legal name	Dixon Appointments Pty Ltd			
	ABN	91161004646			
	ANZSIC	N Administrative and Support Services 7211 Employment Placement and Recruitment Services			
	Business/trading name/s	Dixon Appointments			
	ASX code (if applicable)				
	Postal address	Level 2, 303 Collins Street MELBOURNE VIC 3000 AUSTRALIA			
	Organisation phone number	(03) 9629 9999			
Reporting structure	Number of employees covered by this report	1,195			





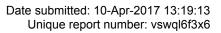


Workplace profile

Manager

Manager equipational estageries	Paparting layed to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	1	0	1	
		Full-time contract	0	0	0	
Key management personnel		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	3	0	3	
		Full-time contract	0	0	0	
Other executives/General managers	-1	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			4	0	4	

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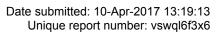


Workplace profile

Non-manager

Non manager appunational actorogrica	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	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
Floressionals	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
Teeliniolane and trace	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
oommann, and possential sormer	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	4	1	0	0	0	0	5
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	1	0	0	0	0	0	1
c.csa. and daminoudate	Part-time contract	0	0	0	0	0	0	0
	Casual	851	318	0	0	0	0	1,169
	Full-time permanent	12	4	0	0	0	0	16
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

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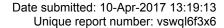






Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	0	0	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		868	323	0	0	0	0	1,191

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Reporting questionnaire

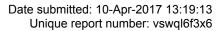
Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act means 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 2016 to 31 March 2017. (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?

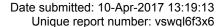
1.1	Recruitment ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, places enter data this is due to be completed.
	 ☐ Currently under development, please enter date this is due to be completed ☐ 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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	1	0
Number of appointments made to NON-MANAGER roles (including promotions)	0	0

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

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

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

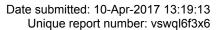
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	2	2
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 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.

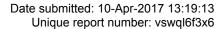






If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

Dixon Appointments		
How many Chairs on this gov	erning body?	
	Female	Male
Number	3	0
How many other members are	e on this governing body (excluding the	Chair/s)?
	Female	Male
Number	0	0
Are you reporting on any othe ☐ Yes ☒ No	er organisations in this report?	
_	on policy and/or formal selection strateg report?	y for governing body members
☐ In place for some go ☐ Currently under deve ☐ Insufficient resources ☐ Do not have control of	formal selection policy or formal selection verning bodies elopment, please enter date this is due to b	e completed
	ate as a partnership structure (i.e. select	





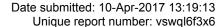


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

K K	res (select all applicable answers)
	☐ Strategy Io (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):
	☐ Other (provide details):
	☐ 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)?
con	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)?
con	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)? The second gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years
con	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	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)? The set of 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 Other (provide details): The set of the
cond	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)? The search 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 Other (provide details): To (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 in for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
cond	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)? The set of 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 Other (provide details): To (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
cond Y In the second of the s	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)? Tes - 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 Other (provide details): Io (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 for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or iffications) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there from for discretion in pay changes (because pay increases can occur with some discretion such as performance
cond Y In the second of the s	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)? The search 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 Other (provide details): The following of the company of the 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 not for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or iffications) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there for discretion in pay changes (because pay increases can occur with some discretion such as performance in the payroll of the payr
cond Y In the second of the s	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 Other (provide details): (a) (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 not of discretion in pay changes (for example because pay increases occur only when there is a change in tenure or infications) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there from for discretion in pay changes (because pay increases can occur with some discretion such as performance tessments)







Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

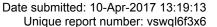
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. 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.

5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?
	Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer): □ By paying the gap between the employee's salary and the government's paid parental leave scheme □ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) □ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY): □ By paying the gap between the employee's salary and the government's paid parental leave scheme □ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) □ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY): □ By paying the gap between the employee's salary and the government's paid parental leave scheme □ By paying the employee's full salary (in addition to the government's paid parental leave scheme □ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) □ No, not available (you may specify why this leave is not provided) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Government scheme is sufficient
	☐ Not a priority ☐ Other (provide details):
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer. Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	 Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):

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	0	0	0	0

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

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

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Females	Males
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	0	0

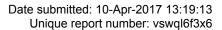
9.	Do you have a forma	I policy and/or forma	l strategy on flexible	working arrangements?
	,			

No. (--I--I -II ---II-----)

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
☐ Don't offer flexible arrangements
☐ Not a priority
☐ Other (provide details):

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

- c you mand a remain perior amand remains a manage to emphasize amplication in the
Policy
☐ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
Included in award/industrial or workplace agreement
☐ Not a priority
Other (provide details):

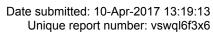




11.



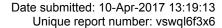
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	 Yes No (you may specify why non-leave based measures are not in place) □ Currently under development, please enter date this is due to be completed ☑ Insufficient resources/expertise □ Not a priority □ Other (provide details):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	☐ Yes (select all applicable answers) ☐ Employee assistance program (including access to a psychologist, chaplain or counsellor) ☐ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid 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): **Note of the provide details of the provide de
	 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? I flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave
	• unpaid leave.







	es, the option/s in place are available to be o, some/all options are not available to bo						
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.						
		Man	Managers		Non-managers		
		Formal	Informal	Formal	Informal		
	Flexible hours of work		\boxtimes	\boxtimes			
	Compressed working weeks						
	Time-in-lieu		\boxtimes				
	Telecommuting						
	Part-time work						
	Job sharing		\boxtimes				
	Carer's leave		\boxtimes	\boxtimes			
	Purchased leave						
	Unpaid leave		\boxtimes				
14.4	If your organisation would like to proplease do so below:	ovide additional inform	nation relating t	o gender equa	lity indicato		
	equality indicator 5: Co		-	yees on	issues		
gender e	equality indicator seeks information on whender equality in the workplace.	•		ers and employ	rees on issue		
erriirig g	ender equality in the workplace.						
	you consulted with employees on issu	ues concerning gende	r equality in yo	ur workplace?			
☐ Ye ⊠ No	es o (you may specify why you have not cons o Not needed (provide details why): ightharpoonup Insufficient resources/expertise	sulted with employees o	on gender equali	ty)			
	☐ Not a priority ☐ Other (provide details):						







Gender equality indicator 6: Sex-based harassment and discrimination

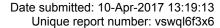
The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

ро уо	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
	 Yes No (you may specify why a grievance process is not included) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority □ Other (provide details):
Do yo	ou 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:
	 Ye No 16.1 Do yo ∨ Ye □ No

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 73.0% females and 27.0% males.

Promotions

- 2. 0.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 0.1% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 50.0% of employees who resigned were women and 50.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 50.0% of all non-managers who resigned were women.
- 5. 0.1% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

Notification and access List of employee organisations: Dixon Appointments CEO sign off confirmation Name of CEO or equivalent: Lucy Ricanek CEO signature: Date: