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) Postal address Organisation phone number	Dixon Appointments Level 2, 303 Collins Street, MELBOURNE, VIC,3000,AUSTRALIA (03) 9629 9999
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this report	862

Workplace profile
Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	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	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	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 (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	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

Reporting questionnaire

Gender equality indicator 1: gender composition of workforce

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

1.1   Recruitment?
☒ 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, don't have expertise
☐ No, not a priority

1.2   Retention?
☐ 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, don't have expertise
☐ No, not a priority

1.3   Performance management processes?
☒ 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, don't have expertise
☐ No, not a priority

1.4   Promotions?
☐ 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, don't have expertise
☐ No, not a priority

1.5   Talent identification/identification of high potentials?

☒ 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, don't have expertise
☐ No, not a priority

1.6   Succession planning?
☐ 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, don't have expertise
☐ No, not a priority

1.7   Training and development?
☒ 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, don't have expertise
☐ No, not a priority

1.8   Resignations?
☒ 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, don't have expertise
☐ No, not a priority

1.9   Key performance indicators for managers relating to gender equality?
☒ 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, don't have expertise
☐ No, not a priority

1.10   Gender equality overall?

☒ 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, don't have expertise
☐ No, not a priority

1.11   You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

Gender equality indicator 2: gender composition of governing bodies

2   Does your organisation, or any organisation you are reporting on, have a governing body/board? (If you answered no, you will only be required to answer question 2.4, if applicable)
☐ Yes
☒ No

2.4   If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

	F	M
Managing partner	3	
Other equity partners		

Gender equality indicator 3: equal remuneration between women and men

3   Do you have a formal policy or strategy on remuneration generally?
☒ 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, 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

☐ 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 paid market rate
☐ No, not a priority
☐ No, other (provide details):

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):

☐ 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 paid market rate
☐ No, not a priority
☐ No, other (provide details):

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):

☒ No
☐ No 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 paid market rate
☐ No, unable to address cause/s of gaps (provide details why):

☐ No, not a priority

☐ No, other (provide details):

Gender equality indicator 4: availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employess and to working arrangements supporting employees with family or caring responsibilities

5　　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
☐ No, not a priority
☐ No, other (provide details):

6　　Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?
☐ 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 utilised parental leave (paid and/or unpaid) during the last reporting period?

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers				
Non-managers	3			

8　　What proportion of your total workforce has access to employer funded paid parental leave?

	Primary carer's leave	Secondary carer's leave
%	100	100

9　　Do you have a formal policy or formal strategy on flexible working arrangements?
☒ 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, don't offer flexible arrangements
☐ No, not a priority
☐ No, other (provide details):

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

11   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
    ☐ Other worksites only
    ☐ Head office and some other worksites
    ☐ All worksites including head office
☐ None of the above, please complete question 11.3 below

12   Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?
☐ 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, 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 any measures to support employees who 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):

14   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):

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work	☒	☐	☒	☐	☒	☐	☒	☐
Compressed working weeks	☐	☐	☐	☐	☐	☐	☐	☐
Time-in-lieu	☒	☐	☒	☐	☒	☐	☒	☐
Telecommuting	☒	☐	☒	☐	☒	☐	☒	☐
Part-time work	☒	☐	☒	☐	☒	☐	☒	☐
Job sharing	☒	☐	☒	☐	☒	☐	☒	☐
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):

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, 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?

☒ Survey
☒ Consultative committee or group
☒ Focus groups
☒ Exit interviews
☒ Performance discussions
☐ Other (provide details):

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

Other

18   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

List of employee organisations	**Dixon Appointments Pty Ltd**

CEO sign off confirmation

Name of CEO or equivalent	**Lucy Ricanek**
Confirmation CEO has signed the report	**Yes**