



## 2015-16 public report form submitted by Countplus Limited to the Workplace Gender Equality Agency

### Organisation and contact details

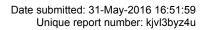
Organisation	Legal name	Countplus Limited
registration	ABN	11126990832
	ANZSIC	6932 Accounting Services
Organisation details	Trading name/s ASX code (if relevant)	CUP
	Postal address	GPO Box 1453 SYDNEY NSW 2001
		AUSTRALIA
	Organisation phone number	0284884500
Reporting	Ultimate parent	Countplus Limited
structure	Number of	663
	employees covered	
	in this report	
	submission	
	Other	Kidmans Partners Pty Ltd
	organisations	Wearne & Co Pty Ltd
	reported on in this	Kidmans PEC Pty Ltd
	report	Cartwright Brown & Company Financial Planning Pty Ltd
		Change Accountants & Advisors Pty Ltd
		Countplus FS Holdings Pty Ltd
		The MBA Partnership Pty Ltd
		Achieve, Corporation Pty Ltd
		Robson Partners Pty Ltd
		Specialised Business Solutions Pty Ltd
		Evolution Advisers Pty Ltd
		Countplus One Pty Ltd
		Crosby Dalwood Pty Ltd
		Twomeys Pty Ltd
		Bentleys (WA) Pty Ltd
		360 Financial Advantage Pty Ltd
		Cooper Reeves Pty Ltd
		Beames & Associates Accounting and
		Financial Services Pty Ltd
		Mogg Osborne Pty Ltd





# Workplace profile Manager

Managar accompational automotica	Deposition level to CEO	Canalas and atativa		No. o	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	0	17	17
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	3	3
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	10	35	45
		Full-time contract	0	0	0
	-1	Part-time permanent	0	2	2
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel		Full-time permanent	0	0	0
		Full-time contract	0	0	0
	-2	Part-time permanent	0	1	1
		Part-time permanent Part-time contract			0
		Casual	0	0	0
	-1	Full-time permanent	1	5	6
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
011 11 10 1		Casual	0	0	0
Other executives/General managers		Full-time permanent	2	4	6
		Full-time contract	0	0	0
	-2	Part-time permanent	2	1	3
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	5	6
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Carian Managara		Casual	0	0	0
Senior Managers		Full-time permanent	13	10	23
		Full-time contract	0	0	0
	-2	Part-time permanent	4	0	4
		Part-time contract	0	0	0
		Casual	1	0	1







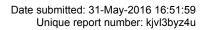
Manager occupational categories	Paparting layed to CEO	Employment status		No.	of employees
iviariager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	2	5	7
		Full-time contract	0	0	0
	Full-time permanent 2 5			0	
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	3	7
		0	0	0	
	-1	1			
		Part-time contract	0     0       1     0       1     0       0     0       1     0       1     1       1     1       1     1       26		
		Casual	1	0	1
		Full-time permanent	11	15	26
		Full-time contract	0	0	0
Other managers	-2	2	10		
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
	F M Total		0		
	-3	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			63	112	175





### Non-manager

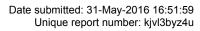
Non-manager occupational	Employment status		cluding graduates and ntices)	No. of gra applic	duates (if able)	No. of application	prentices (if icable)	Total
categories	Status	F	M	F	М	F	М	employees
	Full-time permanent	78	87	7	4	0	0	176
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	49	8	3	0	0	0	60
	Part-time contract	0	1	0	0	0	0	1
	Casual	4	4	0	0	0	0	8
	Full-time permanent	6	4	0	0	0	0	10
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	4	3	0	0	0	0	7
	Part-time contract	1	0	0	0	0	0	1
	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	117	10	0	0	0	0	127
	Full-time contract	1	2	0	0	0	0	3
Clerical and administrative	Part-time permanent	59	0	0	0	0	0	59
	Part-time contract	0	1	0	0	0	0	1
	Casual	14	1	0	0	0	0	15
	Full-time permanent	0	8	0	0	0	0	8
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0







Non-manager occupational	Employment status		cluding graduates and ntices)	No. of gra applic			prentices (if icable)	Total employees	
categories		F	M	F	М	F	М	employees	
	Part-time contract	1	0	0	0	0	0	1	
	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	1	0	3	0	0	4	
	Full-time contract	0	0	0	0	0	0	0	
Others	Part-time permanent	1	0	0	0	0	0	1	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	3	3	0	0	0	0	6	
Grand total: all non-managers		338	133	10	7	0	0	488	



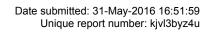




## Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/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
<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, not a priority</li> </ul>
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
1.5 Talent identification/identification of high potentials?  ☑ Yes (you can select policy and/or strategy options)







<ul><li>☐ Standalone policy</li><li>☐ Policy is contained within another policy</li><li>☐ Standalone strategy</li></ul>
☐ 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, don't have expertise</li> <li>No, not a priority</li> </ul>
1.6 Succession planning?  ☐ 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
<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, not a priority</li> </ul>
1.7 Training and development?  ☐ 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
<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, not a priority</li> </ul>
1.8 Resignations?  ☐ 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
1.9 Key performance indicators for managers relating to gender equality?  ☐ 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
<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, not a priority</li> </ul>
<ul><li>1.10 Gender equality overall?</li><li>☑ Yes (you can select policy and/or strategy options)</li></ul>





☐ 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:

As a publicly listed company we have a Corporate Governance Statement that sets certain minimum standards (which also addresses gender equality, gender diversity) that must be maintained and adhered to. This Corporate Governance statement is available on our website.

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Manag	Managers		agers
	Female	Male	Female	Male
NUMBER of appointments made	8	12	76	27

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

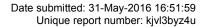
('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	4	7	7
Permanent/ongoing part-time employees	0	0	1	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

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)







No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	5	16	39	23
Permanent/ongoing part-time employees	1	4	10	1
Fixed-term contract full-time employees	0	1	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	2	2

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

Oile	chary o governing body/bodia in the table below.									
	Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached					





		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	Countplus Limited	0	1	0	3	30	2019
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							





27				
28				
29				
30				
		l		

29							
30							
	erning bodies lis Governing body Currently under nsufficient huma Don't have expe	sted above /board has developm an resourd rtise trol over o	e, you ma s gender ent ces staff	y specify v balance (e	why below: e.g. 40% wo	as not been set for men/20 men/20 ments (provide det	9% either)
	y/board membe 'es (you can se	rs for ALL lect policy one policy contained is contained is contained is contained der develouman res	d within a gy ned withir erning boopment cources st	trategy op nother pol n another s dies/board	ered in this itions) icy strategy	selection strategy report? sintments (provide	
	as the Diversity	, de details) es are ma Policy, Catement p	inly smal ode of Etl	hics & Cor	nduct as we	up policies that are Il as the group's ( ramework to direc	Corporate
		structure				ion if your organis tity (ie Pty Ltd, Ltd	
part	ner) in the follow	ving table	against t	he relevar	it WGEA st	rtners (excluding tandardised mana vorkplace profile.	
	ails of your man oplace profile.	aging par	tner shou	ld be inclu	ded separa	ately in the CEO ro	ow of your

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full-	Part-	Full-	Part-
	time	time	time	time
	females	females	males	males
Equity partners who ARE key management				
personnel (KMPs) (excluding your managing				





	Full- time females	Part- time females	Full- time males	Part- time males
partner)				
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally?  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
<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, 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>
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)  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):
<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 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)</li> <li>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)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>





4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:

Various policies such as "Diversity Policy", "Code of Ethics and Conduct Policy" and "Whistle Blowers Policy" all play a vital part to guide conduct and actions within our group.

Gender equality indicator 4: Flexible working	g and support for	employees wi	th family a	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. (Please indicate how employer funded paid parental leave is provided to the primare parents).	у
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)	
<ul> <li>No</li> <li>No, currently being considered</li> <li>No, insufficient human resources staff</li> <li>No, government scheme is sufficient</li> <li>No, don't know how to implement</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>Some of the firms within our group provide employer funded paid parental leave, however the majority don't.</li> </ul>	⁄er
Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?  Yes, one week or greater (please go to 6.1)  Yes, less than one week (please go to 6.2)  No	1
<ul> <li>No, currently being considered</li> <li>No, insufficient human resources staff</li> <li>No, government scheme is sufficient</li> <li>No, don't know how to implement</li> </ul>	
☐ 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 past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

No cell should be left blank, please enter '0' (zero) where there is no data.

	Primary care	r's leave	Secondary carer's leave		
	Female Male		Female	Male	
Managers	3	0	0	1	
Non-managers	8	0	2	3	

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

Male

0





This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

Female

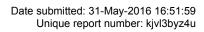
0

No cell should be left blank, please enter '0' (zero) where there is no data.

Managers

Non-managers	1	0
9 Do you have a formal policy and/or formal yes (you can select policy and/or strategy Standalone policy Policy is contained within another Standalone strategy Strategy is contained within another 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	options)	orking arrangements
No, other (provide details):	ormal atratagy to aumort an	malayaaa with family
10 Do you have a formal policy and/or for caring responsibilities?		npioyees with family
	options)	
Policy is contained within another	policy	

Policy is contained within another policy
☐ 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):
Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?
□ Yes
□ No
No, currently under development
☐ No, insufficient human resources staff
No, don't have expertise
☐ No, not a priority
⊠ No, other (provide details):
" ,
Some of the firms within our group provide non-leave based measures to support employees with family or caring responsibilities, however the majority don't.



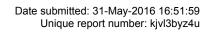




Do you have a formal policy and/or formal strategy to support employees who are
experiencing family or domestic violence?
Yes (you can select policy and/or strategy options)  Standalone policy
☐ Policy is contained within another policy
Standalone strategy
Strategy is contained within another strategy
□ No
No, currently under development
No, insufficient human resources staff
<ul><li>No, included in workplace agreement</li><li>No, not aware of the need</li></ul>
No, don't have expertise
No, not a priority
No, other (please provide details):
Other than a policy and/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 (more than one option can be selected):
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 paid domestic violence leave (not 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
Provide 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):
⊠ 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,

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):

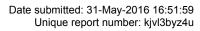
Managers				Non-managers			
Female Male		Female		Male			
Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal







	Managers Female Male				Non-managers Female Male				
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Infor	
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: Our organisation is made up of 19 member firms plus Head Office.  The above terms such as "Flexible Hours of Working", "Part time Work", and "Unpaid Leave" are available within most of our member firms across both genders and across both manager and non-manager categories.  Some member firms offer these employment terms both formally and informally, while other firms offer either a formal or an informal option. Relevant breakdown is as follows,  Flexible Hours of Work: 8 firms offer this through formal means, 4 firms informaly, and 8 others through both formal and informal									
Part-Time Work: 10 firms offer this through formal means, 0 firms informaly, 7 firms through both formal and informal, and 3 others did not offer this term  Unpaid Leave: 9 firms offer this through formal means, 4 firms informaly, and 7 others through both formal and informal									
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):									

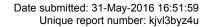






14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:

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):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>No official procedure is in place, however a number of firms within the group consult with staff around any gender issues that may rise. Also member firm board meetings have an agenda item around human resource and work place matters that give the opportunity to raise any gender equality issues which are then dealt with by the board.</li> </ul>
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  16 Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention?  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, 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 and/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):  We have an outsourced arrangement with human resource lawyers where any issues including sex-based harassment and discrimination issues are referred to these lawyers who advise of our obligations accordingly.







1/ dicorimi	ination prevention?
	- please indicate how often this training is provided ('At induction' AND one of the
	otions can be selected):
oo. o <sub>1</sub>	At induction
	At least annually
	Every one-to-two years
	Every three years or more
	☐ Varies across business units
	Other (provide details):
_	
∐ No	
	currently under development
	insufficient human resources staff
	don't have expertise
	not a priority
∐ No,	other (provide details):
17.1	Should you wish to provide additional information on any of your responses under
	equality indicator 6, please do so below:
gender	equality indicator 6, picace do so below.
Other	
10	Chould you wish to provide details of any initiatives that you feel are marticularly
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. (As with all of the questions in this questionnaire, any

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.
- 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 62.0% females and 38.0% males.

#### **Promotions**

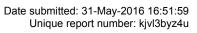
- 2. 52.2% of employees awarded promotions were women and 47.8% were men
  - . 50.0% of all manager promotions were awarded to women
  - ii. 53.3% of all non-manager promotions were awarded to women.
- 3. 23.7% of your workforce was part-time and 4.3% of promotions were awarded to part-time employees.

#### Resignations

- 4. 54.8% of employees who resigned were women and 45.2% were men
  - 22.2% of all managers who resigned were women
  - . 66.2% of all non-managers who resigned were women.
- 23.7% of your workforce was part-time and 15.4% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- 7.7% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- iii. 0.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 7.7% of all non-managers who utilised parental leave and ceased employment before returning to work were women.







## **CEO** sign off confirmation

Name of CEO or equivalent	Phil Aris		
Confirmation CEO has signed the report	Yes		
CEO Signature:	Date:		