

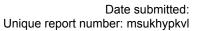


# Public report

2018-19

Submitted by

Legal Name: Blackmores Limited

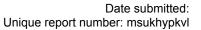






# Organisation and contact details

Submitting organisation details	Legal name	Blackmores Limited
	ABN	35009713437
	ANZSIC	C Manufacturing 1841 Human Pharmaceutical and Medicinal Product Manufacturing
	Business/trading name/s	Blackmores Ltd
	ASX code (if applicable)	BKL
	Postal address	PO Box 1725 WARRIEWOOD NSW 2102 AUSTRALIA
	Organisation phone number	(02) 9910 5000
Reporting structure	Ultimate parent	Blackmores Limited
	Number of employees covered by this report	577







# All organisations covered by this report

Legal name	Business/trading name/s
Blackmores Limited	Blackmores Ltd
Global Therapeutics Pty Ltd	
Pure Animal Wellbeing Pty Ltd	





# Workplace profile

## Manager

Managanasanatianalastagania	Deporting level to CEO	Franks was not at a training		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	0	1	1
	0	Full-time contract	0	0	0
CEO/Head of Business in Australia		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	4	7
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
	-2	Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other averaging of Camaral managers		Casual	0	0	0
Other executives/General managers	-3	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	10	15	25
		Full-time contract	0	0	0
	-2	Part-time permanent	3	0	3
		Part-time contract	0	0	0
Conjex Menosos		Casual	0	0	0
Senior Managers		Full-time permanent	2	8	10
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0





Manager occupational categories	occupational categories Reporting level to CEO			N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	0	2	2
		Full-time contract	0	0	0
	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	12	5	17
		Full-time contract	0	0	0
		Part-time permanent	5	0	5
		Part-time contract	1	0	1
hther managers		Casual	0	0	0
other managers	-4	Full-time permanent	10	7	17
		Full-time contract	2	0	2
		Part-time permanent	4	0	4
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	6	8
		Full-time contract	0	0	0
	-5	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			57	49	106

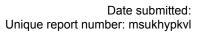




# Workplace profile

## Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	57	54	0	0	0	0	111
Professionals	Full-time contract	9	7	0	0	0	0	16
	Part-time permanent	31	2	0	0	0	0	33
	Part-time contract	6	0	0	0	0	0	6
	Casual	1	2	0	0	0	0	3
	Full-time permanent	0	10	0	0	0	0	10
	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	2	1	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	30	7	0	0	0	0	37
	Full-time contract	3	0	0	0	0	0	3
Clerical and administrative	Part-time permanent	25	0	0	0	0	0	25
	Part-time contract	5	0	0	0	0	0	5
	Casual	17	0	0	0	0	0	17
	Full-time permanent	39	18	0	0	0	0	57
	Full-time contract	3	1	0	0	0	0	4
Sales	Part-time permanent	12	0	0	0	0	0	12
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	3	38	0	0	0	0	41
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	М	rotal employees
	Full-time permanent	41	37	0	0	0	0	78
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	3	0	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	1	2	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	1	1	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		290	181	0	0	0	0	471





# Reporting questionnaire

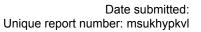
## Gender equality indicator 1: Gender composition of workforce

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 mean 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 2018 to 31 March 2019. (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
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>─ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.4

**Promotions** 



	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>☑ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>─ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	2	0	0
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

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	11	11
Number of appointments made to NON-MANAGER roles (including promotions)	68	63

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

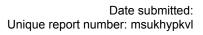
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	7	6	22	12
Permanent/ongoing part-time employees	2	0	5	0
Fixed-term contract full-time employees	1	0	7	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	3	1

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.

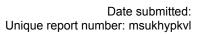
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.







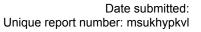
2.1	Please answer the following questions relating to each governing body covered in this report.							
	Note: If this report covers more than one organisation, the questions below will be repeated for each							
	organisation before proceeding to question 2.2.							
	If your organisation's governing 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.							
2.1a.1	Organisation name?							
	Blackmores Ltd							
2.1b.1	How many Chairs on this governing body?							
		Female	Male					
	Number	0	1					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?					
		Female	Male					
	Number	3	3					
	<ul> <li>Yes</li> <li>No (you may specify why a target has not been set)</li> <li>Governing body/board has gender balance (e.g. 40% women/40% men/20% either)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Do not have control over governing body/board appointments (provide details why):</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>							
2.1e.1	What is the percentage (%) target?							
	50							
2.1f.1	What year is the target to be reached?	•						
	2025							
2.1g.1	Are you reporting on any other organi	sations in this report?						
	☐ Yes ⊠ No							
2.2	Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?							
	Yes (select all applicable answers)							
	<ul><li>Strategy</li><li>No (you may specify why no formal set</li><li>☐ In place for some governing be</li></ul>		y is in place)					
	Currently under development,	please enter date this is due to be compl	leted					
	☐ Insufficient resources/expertise ☐ Do not have control over governing body appointments (provide details why) ☐ Not a priority							







		☐ Other (provide details):
	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Ger	nder	equality indicator 3: Equal remuneration between women and men
	remune er equali	ration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers)  Policy
	□ No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Salaries set by awards/industrial or workplace agreements</li> <li>□ Non-award employees paid market rate</li> <li>□ Not a priority</li> </ul>
		Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>☐ To achieve gender pay equity</li> <li>☐ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)</li> <li>☐ To be transparent about pay scales and/or salary bands</li> <li>☐ To ensure managers are held accountable for pay equity outcomes</li> <li>☐ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>☐ Other (provide details):</li> </ul>
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
	⊠ Yes	s - the most recent gender remuneration gap analysis was undertaken:   Within last 12 months

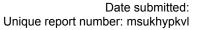






room f qualific	<ul> <li>Within last 1-2 years</li> <li>More than 2 years ago but less than 4 years ago</li> <li>Other (provide details):</li> <li>(you may specify why you have not analysed your payroll for gender remuneration gaps)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>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 cations)</li> <li>Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)</li> <li>Non-award employees paid market rate</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	Like for like comparison (each female compared to average male salary for same job role)
4.1	Did you take any actions as a result of your gender remuneration gap analysis?    Yes - indicate what actions were taken (select all applicable answers)   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 (including gender pay gaps) to the governing body   Reported pay equity metrics (including gender pay gaps) to the executive   Reported pay equity metrics (including gender pay gaps) to all employees   Reported pay equity metrics (including gender pay gaps) to all employees   Reported pay equity metrics (including gender pay gaps) externally   Corrected like-for-like gaps   Conducted a gender-based job evaluation process   Implemented other changes (provide details):   No (you may specify why no actions were taken resulting from your remuneration gap analysis)   No unexplainable or unjustifiable gaps identified   Currently under development, please enter date this is due to be completed   To be addressed through annual salary review process in Jul/Aug 2019   Insufficient resources/expertise   Salaries set by awards/industrial or workplace agreements   Non-award employees are paid market rate   Unable to address cause/s of gaps (provide details why):   Not a priority   Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
	Very few unexplained gaps identified Recent data cleanse exercise to improve data integrity and some further investigation important before any specific corrections are made

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

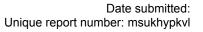






This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.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

	u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND
	in addition to any government funded parental leave scheme for primary carers?
⊠ Υε	s. (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
ime d	ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
<b>-</b> ,	As a lump sum payment (paid pre- or post- parental leave, or a combination)
	, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please
nuica	te 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 gap between the employee's salary and the government's paid scheme), regardless of the period of
ime d	ver 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)
	, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funder
oaid p	arental 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 scheme), regardless of the period of
ime d	ver 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)
<u> </u>	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):
	amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
carer	provided to eligible employees:
carer arran Must	provided to eligible employees:  12  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.  nave 12mths continuous service with the Blackmores Group at the date of the birth or day of placement
carer arran Must	provided to eligible employees:  12  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
carer arran Must for ad	provided to eligible employees:  12  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.  nave 12mths continuous service with the Blackmores Group at the date of the birth or day of placement option
carer arran Must	provided to eligible employees:  12  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.  nave 12mths continuous service with the Blackmores Group at the date of the birth or day of placement option  What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY
carer arran Must for ad	provided to eligible employees:  12  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.  nave 12mths continuous service with the Blackmores Group at the date of the birth or day of placement option  What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?
carer arran Must for ad	provided to eligible employees:  12  r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.  nave 12mths continuous service with the Blackmores Group at the date of the birth or day of placement option  What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY
carer arran Must for ad	r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.  nave 12mths continuous service with the Blackmores Group at the date of the birth or day of placement option  What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
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	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
		□ Adoption
		Surrogacy
		☐ Stillbirth
6.		CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ary carer.
		ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
	☐ No	s, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (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):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
		10
6a.	If vou	r organisation would like to provide additional information on your paid parental leave for SECONDARY
		RS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
	6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?
		In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		☐ <10%
		☐ 10-20% ☐ 21-30%
		<u> </u>
		☐ 41-50% ☐ 51-60%
		<u> </u>
		☐ 71-80% ☐ 81-90%
		⊠ 91-99% □ 100%
	6.3	Please indicate whether your employer funded paid parental leave for secondary carers covers:
		Adoption
		☐ Surrogacy ☐ Stillbirth
7.		many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include byees still on parental leave, regardless of when it commenced.





	Primary carer'	s leave	Secondary carer's leave	
	Female	Male	Female	Male
Managers	2	1	0	1

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 car	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male	
Non-managers	27	1	0	5	

- 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.

	Female	Male
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.

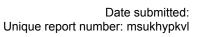
	Female	Male
Non-managers	1	0

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?

∑ Yes (select all applicable answers)	
Policy	
☐ Strategy	
No (you may specify why no formal policy or formal strategy is	s in place)
☐ Currently under development, please enter date this is	s 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?

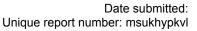
Do you h	lave a formal policy and/or formal strategy to support employees with fa
⊠ Yes (s	select all applicable answers)
$\stackrel{\circ}{\boxtimes}$	Policy
$\overline{\boxtimes}$	Strategy
☐ No (yo	ou may specify why no formal policy or formal strategy is in place)
_ \_	Currently under development, please enter date this is due to be completed
F	Insufficient resources/expertise
F	Included in award/industrial or workplace agreement
	Not a priority
	Other (provide details):







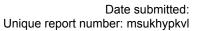
X Y	es o (you may specify why non-leave based measures are not in place)
IN	☐ Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	☐ Not a priority
	Other (provide details):
11.1	Please select what support mechanisms are in place and if they are available at all worksites.  • Where only one worksite exists, for example a head-office, select "Available at all worksites".
	☐ Employer subsidised childcare
	Available at some worksites only
	☐ Available at all worksites ☐ On-site childcare
	☐ Available at some worksites only
	☐ Available at all worksites
	☐ Available at all worksites  ☐ Breastfeeding facilities
	Available at some worksites only
	National at some worksites     National at all worksites
	☐ Childcare referral services
	Available at some worksites only
	Available at all worksites
	☐ Internal support networks for parents
	Available at some worksites only
	Available at all worksites
	Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave
	when an employee returns from leave)
	Available at some worksites only
	Available at all worksites
	☐ Information packs to support new parents and/or those with elder care responsibilities
	☐ Available at some worksites only
	<ul> <li>☑ Available at all worksites</li> <li>☐ Referral services to support employees with family and/or caring responsibilities</li> </ul>
	Available at some worksites only
	☐ Available at all worksites
	☐ Available at all worksites  ☐ Targeted communication mechanisms, for example intranet/ forums
	Available at some worksites only
	Natigable at all worksites     Natigable at all worksites
	Support in securing school holiday care
	Available at some worksites only
	Available at all worksites
	☐ Coaching for employees on returning to work from parental leave
	Available at some worksites only
	Available at all worksites
	□ Parenting workshops targeting mothers
	Available at some worksites only
	Available at all worksites
	□ Parenting workshops targeting fathers
	Available at some worksites only
	Available at all worksites
	☐ None of the above, please complete question 11.2 below
	ou have a formal policy and/or formal strategy to support employees who are experiencing family or domestic nce?
<b>7</b>	on Andret all and Problem and and
Ŋ Y€	es (select all applicable answers)
	☑ Policy ☐ Strategy
¬ м	□ Strategy o (you may specify why no formal policy or formal strategy is in place)
140	☐ Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	I I MOGNICION TOCOMOCAPOLICO







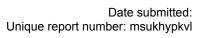
	<ul> <li>☐ Included in award/industrial or workplace agreements</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (please provide details):</li> </ul>
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
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.  Options may be offered both formally and/or informally.  For example, if time-in-lieu is available to women formally but to men informally, you would select NO.  Yes, the option/s in place are available to both women and men.  No, some/all options are not available to both women AND men.
	<ul> <li>14.1 Which options from the list below are available? Please tick the related checkboxes.</li> <li>Unticked checkboxes mean this option is NOT available to your employees.</li> </ul>







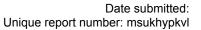
			Man	nagers	Non-m	anagers
			Formal	Informal	Formal	Informal
		Flexible hours of work	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$
		Compressed working weeks				
		Time-in-lieu				
		Telecommuting				
		Part-time work	$\boxtimes$			
		Job sharing				
		Carer's leave				
		Purchased leave				
		Unpaid leave				
		Cipala loave				
	14.3	You may specify why any of the above opti  Currently under development, please enter Insufficient resources/expertise Not a priority Other (provide details):		-	employees.	
	14.4	If your organisation would like to provide a please do so below:	dditional inforn	nation relating t	o gender equa	llity indicator 4
		Additional support mechanisms to support em 'keeping in touch days' (up to 10) while on unp connect with community				
<b>CO</b> I	nceri gender e	equality indicator 5: Consuming gender equality in the requality indicator seeks information on what consender equality in the workplace.	workplac	е		
15.	Have	you consulted with employees on issues co	ncerning gende	r equality in yo	ur workplace?	
	⊠ Ye	(you may specify why you have not consulted we have not consulted we have not consulted we have not consulted we have not needed (provide details why):    Insufficient resources/expertise   Not a priority   Other (provide details):	with employees o	on gender equalit	y)	
	15.1	How did you consult with employees on iss	sues concernin	g gender equali	ty in your worl	kplace?
		<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups</li> <li>Exit interviews</li> <li>Performance discussions</li> <li>Other (provide details):</li> </ul>				
	15.2	Who did you consult?				
		☐ All staff ☐ Women only				







		<ul> <li>Men only</li> <li>Human resources managers</li> <li>Management</li> <li>Employee representative group(s)</li> <li>Diversity committee or equivalent</li> <li>Women and men who have resigned while on parental leave</li> <li>✓ Other (provide details):</li> <li>Senior Leaders</li> </ul>
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
		We are undertaking further review and ongoing efforts in the Diversity & Inclusion space
		equality indicator 6: Sex-based harassment and discrimination
particip	ation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers)  Policy
	□ No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do yo	u 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:

## 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 60.1% females and 39.9% males.

#### **Promotions**

- 2. 33.3% of employees awarded promotions were women and 66.7% were men
  - 0.0% of all manager promotions were awarded to women
  - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 17.9% of your workforce was part-time and 33.3% of promotions were awarded to part-time employees.

#### Resignations

- 4. 70.6% of employees who resigned were women and 29.4% were men
  - i. 62.5% of all managers who resigned were women
  - ii. 73.1% of all non-managers who resigned were women.
- 5. 17.9% of your workforce was part-time and 11.8% of resignations were part-time employees.

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

- i. 3.4% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all 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. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women

List of employee organisations:	
CEO sign off confirmation	
CEO sign off confirmation	Confirmation CEO has signed the report: