



Public report

2018-19

Submitted by

Legal Name:

Sigma Healthcare Limited







Organisation and contact details

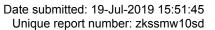
Submitting organisation details	Legal name	Sigma Healthcare Limited
	ABN	15088417403
		F Wholesale Trade
	ANZSIC	3720 Pharmaceutical and Toiletry Goods Wholesaling
	Business/trading name/s	
	ASX code (if applicable)	SIP
	Postal address	PO Box 2890
		ROWVILLE VIC 3178
		AUSTRALIA
	Organisation phone number	(03) 9215 9215
Reporting structure	Ultimate parent	Sigma Healthcare Limited
	Number of employees covered by this report	1,094





All organisations covered by this report

Legal name	Business/trading name/s
Sigma Healthcare Limited	
Discount Drug Stores Pty Ltd	
Central Healthcare Services Pty Ltd	
Sigma Company Limited	
Pharmasave Australia Pty Ltd	



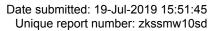




Workplace profile

Manager

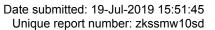
Managanasanatianalastagania	Deposition level to CEO	Considerate and address		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
-Sinisad of Basinose III / astana		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	0	1
		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
	-1	Full-time permanent	1	5	6
		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	-2	Full-time permanent	0	5	5
		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	0	1	1
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Conjex Menosos		Casual	0	0	0
Senior Managers		Full-time permanent	2	11	13
		Full-time contract	0	0	0
	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0







Manager accumational estagerica	Reporting level to CEO	Employment status		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	4	4	8
		Full-time contract	1	0	1
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	2	5
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	8	20	28
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Other managers	-4	Full-time permanent	6	16	22
		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	1	1	2
		Full-time contract	0	0	0
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			29	66	95



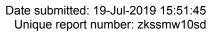




Workplace profile

Non-manager

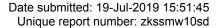
Non manager accumational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	49	41	0	0	0	0	90
	Full-time contract	2	0	0	0	0	0	2
Professionals	Part-time permanent	10	1	0	0	0	0	11
Professionals	Part-time contract	0	1	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	6	0	0	0	0	6
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	133	45	0	0	0	0	178
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	28	0	0	0	0	0	28
	Part-time contract	0	0	0	0	0	0	0
	Casual	4	1	0	0	0	0	5
	Full-time permanent	34	22	0	0	0	0	56
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	5	2	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	237	221	0	0	0	0	458
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	90	35	0	0	0	0	125
	Part-time contract	0	0	0	0	0	0	0
	Casual	16	16	0	0	0	0	32







Non manager equipational estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		608	391	0	0	0	0	999







Reporting questionnaire

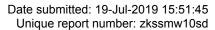
Gender equality indicator 1: Gender composition of workforce

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







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





1.10 How many 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	16	2
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	17	15

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)	1	4
Number of appointments made to NON-MANAGER roles (including promotions)	102	64

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

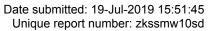
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	1	33	35
Permanent/ongoing part-time employees	0	0	8	6
Fixed-term contract full-time employees	0	0	1	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	5	3

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.

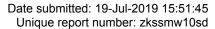
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, 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 organisation's name BUT the numeric	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?							
	Sigma Healthcare Limited							
2.1b.1	How many Chairs on this governing be	ody?						
		Female	Male					
	Number	0	1					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)? Male					
	Number	2	5					
2.1g.1	☐ Insufficient resources/expertise ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): Are you reporting on any other organi ☐ Yes ☑ No	rning body/board appointments (provide	details why):					
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for g	overning body members for ALL					
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal see 	election policy or formal selection strateg	y is in place)					
	 ☐ In place for some governing bodies ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise 							
	☐ Do not have control over gove☐ Not a priority☐ Other (provide details):	rning body appointments (provide details	wity)					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an					
	☐ Yes ⊠ No							





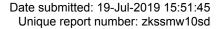


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

⊠ Ye	es (select all applicable answers) ⊠ Policy
ПМ	Strategy
∐ N	o (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Salaries set by awards/industrial or workplace agreements
	 ☐ Non-award employees paid market rate ☐ Not a priority
	Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
	 ☐ Currently under development, please enter date this is due to be completed ☐ Salaries set by awards/industrial or workplace agreements
	☐ Insufficient resources/expertise
	☐ Non-award employees paid market rate
	☐ Not a priority☐ Other (provide details):
	Circl (provide details).
3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
	☑ To achieve gender pay equity
	☐ 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) To be transparent about pay scales and/or salary bands
	☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes
	☑ To implement and/or maintain a transparent and rigorous performance assessment process
	☐ Other (provide details):
	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
cond	ucted a gender pay gap analysis)?
	es - the most recent gender remuneration gap analysis was undertaken:
$\boxtimes Y_0$	☑ Within last 12 months
⊠ Ye	
⊠ Ye	☐ Within last 1-2 years
⊠ Ye	☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago
	 ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details): ○ (you may specify why you have not analysed your payroll for gender remuneration gaps)
	☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):



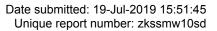




qualific IS roor	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) Salaries for SOME or ALL employees (including managers) are 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) Non-award employees paid market rate Not a priority Other (provide details):
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).
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)
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

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

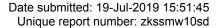
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.







5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
	Do yo men,	ou 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?
	time of indications of time of paid p	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 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), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please 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 employee's full salary (in addition to the government's paid scheme), regardless of the period of 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) of we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the pap between the employee's null salary (in addition to the government's paid scheme), regardless of the period of 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) of the pay for 24 weeks or half pay for 24 weeks Currently under development, please enter date this is due to be completed insufficient resources/expertise Government scheme is sufficient Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		2
5a.	carer	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	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. □ <10%
		☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60%
		☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100%
	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:







No, we offer paid No (you may specturently	parental leave for SECC cify why employer funder under development, pleat tresources/expertise ent scheme is sufficient rity pride details):	ONDARY CARERS ed paid parental leave	that is available to men C that is available to wome ve for secondary carers is is due to be completed	en ONLY
	·	tal leave during th	erprise agreements only, ty ne reporting period (paid mmenced.	
	Primary care	er's leave	Secondary of	carer's leave
	Female	Male	Female	Male

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

	Primary carer	's leave	Secondary care	r's leave
	Female	Male	Female	Male
Non-managers	29	1	0	22

- 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.

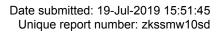
	Female	Male
Managers	0	0

- 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	0	4

9.	Do 1	you have	a formal	policy	and/or	formal	strategy	on	flexible	working	arrand	gements'

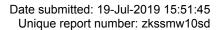
	applicable	answers)
Policy		







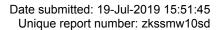
	□No	 Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	s (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	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







	
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Included in award/industrial or workplace agreements □ Not aware of the need □ Not a priority □ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence? Yes (select all applicable answers)
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men? Illustration for the following options are available in your workplace, are those option/s available to both women AND men?



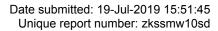




_	purchased leave unpaid leave. ns may be offered both formally and/o xample, if time-in-lieu is available to w s, the option/s in place are available to b	omen formally but to i	men informally,	, you would se	lect NO.
	o, some/all options are not available to be				
14.1	Which options from the list below ar Unticked checkboxes mean t				
		Man	nagers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work			\boxtimes	
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting				
	Part-time work			\boxtimes	
	Job sharing				
	Carer's leave	\boxtimes		\boxtimes	
	Purchased leave			\boxtimes	
	Unpaid leave			\square	
14.3	You may specify why any of the abo	•	•		
14.3	_	e enter date this is due	to be completed	ı	ality indicat
14.4 Inder	Currently under development, pleas Insufficient resources/expertise Not a priority Other (provide details): If your organisation would like to preplease do so below: equality indicator 5: Coning gender equality in	ee enter date this is due ovide additional information with the workplace	to be completed nation relating to	to gender equa	issues
14.4 nder ncerr gender e erning g	Currently under development, pleas Insufficient resources/expertise Not a priority Other (provide details): If your organisation would like to proplease do so below: equality indicator 5: Co	ee enter date this is due ovide additional information withe workplace that consultation occurs to the	to be completed nation relating t ith emplo e between employ	to gender equa	issues /ees on issu

How did you consult with employees on issues concerning gender equality in your workplace?

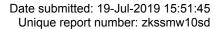
15.1







		 ☑ Consultative committee or group ☑ Focus groups ☑ Exit interviews ☑ Performance discussions ☑ Other (provide details): new employee questionnaire
	15.2	Who did you consult?
		 All staff Women only Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
The pr	reventio pation. S hether t	equality indicator 6: Sex-based harassment and discrimination 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. u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) ☑ Policy
	□No	Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Ye	s - please indicate how often this training is provided: At induction At least annually Every one-to-two years







17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:
□ No	□ 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):

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 58.2% females and 41.8% males.

Promotions

- 2. 64.2% of employees awarded promotions were women and 35.8% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 66.7% of all non-manager promotions were awarded to women.
- 3. 15.9% of your workforce was part-time and 1.9% of promotions were awarded to part-time employees.

Resignations

- 4. 51.1% of employees who resigned were women and 48.9% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 51.6% of all non-managers who resigned were women.
- 15.9% of your workforce was part-time and 15.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 17.4% 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. 0.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations: Sigma Healthcare Limited Sigma Company Limited Central Healthcare Services Pty Ltd Discount Drugstore Pty Ltd Chemist King Pty Ltd Pharmasave Pty Ltd

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Mark Hooper	
CEO signature:	Date:

