2020 - 21 Compliance Program

Submitted by:

**Slade Dispensary Services Pty Ltd
(ABN:60606897929)**

#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

…Recruitment	Yes(*Select all that apply*)
…Yes	Policy
…Retention	No(*Select all that apply*)
…No	Other (please provide)
…Other (please provide)	No specific policy available, although, the Recruitment Policy does outline that all appointments are on a merit based system. Formal programs have been designed and launched for leadership training that include recruitment, retention, talent identification and growth and succession planning. HR Business Partner engagement is also in place for workforce and succession planning
…Performance management processes	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Promotions	Yes(*Select all that apply*)
…Yes	Strategy
…Talent identification/identification of high potentials	No(*Select all that apply*)
…No	Other (please provide)
…Other (please provide)	No formal policy in place however included in Recruitment, Selection and Probity Policy. Formal programs have been designed and launched for leadership training that include talent identification for growth and succession planning. HR Business Partner engagement is also in place for workforce planning.
…Succession planning	No(*Select all that apply*)
…No	Other (please provide)
…Other (please provide)	No formal policy in place however included in formal programs for leadership training. HR Business Partner engagement is also in place for workforce planning and is in scope for future HRIS requirements.
…Training and development	Yes(*Select all that apply*)

…Yes	Policy
…Key performance indicators for managers relating to gender equality	No(*Select all that apply*)
…No	Other (please specify)
…Currently under development	
…Other (please specify)	The launch of the Diversity and Inclusion framework will incorporate considerations of KPI's for business leaders.

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)	
…Yes	Policy

3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Governing bodies

Slade Dispensary Services Pty Ltd

1: Does this organisation have a governing body?	Yes(*Provide further details on the governing body(ies) and its composition*)
1.1: What is the name of your governing body?	Slade Dispensary Services is a Sole Director company
1.2: What type of governing body does this organisation have?	Other governing body/authority (provide details)
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female (F)	0
…Male (M)	1
…Gender X	0
…Members	
…Female (F)	0
…Male (M)	0
…Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(*Select all that apply*)
1.5: Has a target been set to increase the representation of women on this governing body?	No(*Select all that apply*)
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	

11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

#Action on gender equality

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)	
…Yes	Policy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	Partial review conducted annually as part of remuneration review process, with the aim that when the organisation has a single HRIS that this will become a part of the remuneration framework (which has been delayed in it's implementation) with better access to data

2: Did your organisation receive JobKeeper payments?

Yes	
2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:	Yes
.. April 2020	
…May 2020	Yes
…June 2020	Yes
…July 2020	Yes
…August 2020	Yes
…September 2020	Yes
…October 2020	No
…November 2020	No
…December 2020	No
…January 2021	No
…February 2021	No
…March 2021	No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)	
1.1: When was the most recent gender remuneration gap analysis undertaken?	Within the last 12 months
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	Analysis conducted as a part of remuneration review and review of remuneration & capabilities framework.

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

Yes(*Provide further details on the employee consultation process.*)	
1.1: How did you consult employees?	Survey Other (provide details)
…Other (provide details)	Feedback from leaders and employees through informal channels, and specific questions included in the Employee Engagement Survey.
1.2: Who did you consult?	ALL staff

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Employee work/life balance

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes(*Select all that apply*)	
…Yes	Policy
…A business case for flexibility has been established and endorsed at the leadership level	Yes
…Leaders are visible role models of flexible working	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	The majority of positions in this entity must be performed onsite, and are therefore limited in modelling some flexibility options
…Flexible working is promoted throughout the organisation	Yes
…Targets have been set for engagement in flexible work	Yes
…Targets have been set for men's engagement in flexible work	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	Flexibility options are equally provided regardless of gender, however dependent on operational business requirements.
…Leaders are held accountable for improving workplace flexibility	Yes
…Manager training on flexible working is provided throughout the organisation	Yes
…Employee training is provided throughout the organisation	Yes
…Team-based training is provided throughout the organisation	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	Training is provided at the individual level and accessible remotely.
…Employees are surveyed on whether they have sufficient flexibility	No(*Select all that apply*)
…No	Other (provide details)
	'Flexibility @ Icon' initiative was launched in Nov

…Other (provide details)	2020 so there will be scope in future surveys.
…The organisation's approach to flexibility is integrated into client conversations	No(*Select all that apply*)
…No	Not a priority
…The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	This will occur once the initiative is embedded. It is still too early with data collection to evaluate.
…Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	This will occur once the initiative is embedded. It is still too early with data collection to evaluate.
…Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	This will occur once the initiative is embedded. It is still too early with data collection to evaluate.

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

…Flexible hours of work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Compressed working weeks	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Time-in-lieu	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Telecommuting (e.g. working from home)	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Part-time work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)

…SAME options for women and men	Formal options are available
…Job sharing	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Carer's leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Purchased leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Unpaid leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, SOME managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

No

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	10
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	1
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

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

Yes(*Select all that apply*)	
…Yes	Policy

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

…Employer subsidised childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…On-site childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Breastfeeding facilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…Childcare referral services	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Internal support networks for parents	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Information packs for new parents and/or those with elder care responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Referral services to support employees with family and/or caring responsibilities	Yes(*Please indicate the availability of this support mechanism.*)

…Yes	Available at ALL worksites
…Targeted communication mechanisms (e.g. intranet/forums)	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Support in securing school holiday care	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Coaching for employees on returning to work from parental leave	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at ALL worksites
…Parenting workshops targeting mothers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Parenting workshops targeting fathers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)	
…Yes	Policy
1.1: Do you provide a grievance process in any sex-based harasssment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

…All managers	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At induction Other (provide details)
…Other (provide details)	As part of the Leadership Program for managers, and also as part of an e-module for mandatory Group Policy compliance training for all managers and refreshed annually.
…All employees	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At induction Other (provide details)
	As part of an e-module for mandatory Group

…Other (provide details)	Policy compliance training for all employees and refreshed annually.

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(*Select all that apply*)	
…Yes	Policy

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

…Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
…Training of key personnel	Yes
…A domestic violence clause is in an enterprise agreement or workplace agreement	No(*Select all that apply*)
…No	Not aware of the need
…Workplace safety planning	Yes
…Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(*Select all that apply*)
…No	Not aware of the need
…Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(*Select all that apply*)
…No	Not aware of the need
…Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	Policy is for unpaid leave however situations could be considered case by case.
…Access to unpaid leave	Yes
…Confidentiality of matters disclosed	Yes
…Referral of employees to appropriate domestic violence support services for expert advice	Yes
…Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
…Flexible working arrangements	Yes

…Provision of financial support (e.g. advance bonus payment or advanced pay)	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	This could be considered dependent on the individual circumstances.
…Offer change of office location	Yes
…Emergency accommodation assistance	No(*Select all that apply*)
…No	Not aware of the need
…Access to medical services (e.g. doctor or nurse)	No(*Select all that apply*)
…No	Not aware of the need
…Other (provide details)	No(*Select all that apply*)

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Ty..	Employment Type	Manager Categ..	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Non-managers		1	1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	3	1	4
			Non-managers	10	6	16
	Part-time	Permanent	Non-managers	9		9
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Non-managers	22	5	27
		Fixed-Term Contract	Managers	1		1
			Non-managers	6	2	8
	Part-time	Permanent	Managers	1		1
			Non-managers	25	9	34
		Fixed-Term Contract	Non-managers	4	1	5
	N/A	Casual	Non-managers	5	1	6

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Ty..	Employment Type	Manager Categ..	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	1	1	2
			Non-managers	26	8	34
		Fixed-Term Contract	Non-managers	3		3
	Part-time	Permanent	Non-managers	32	7	39
		Fixed-Term Contract	Non-managers	2		2
	N/A	Casual	Non-managers	7	7	14
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	7		7
			Non-managers	7		7
	Part-time	Permanent	Managers	1		1
			Non-managers	8		8
	N/A	Casual	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workplace Profile Table

Industry: Administrative Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	11	3	0	0	14
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	64	21	0	0	85
	Part-time permanent	59	6	0	0	65
	Casual	15	6	0	0	21
Technicians And Trades Workers	Full-time permanent	45	10	0	0	55
	Full-time contract	1	0	0	0	1
	Part-time permanent	60	5	0	0	65
	Casual	15	0	0	0	15
Community And Personal Service Workers	Full-time permanent	5	0	0	0	5
	Part-time permanent	7	2	0	0	9
	Casual	4	0	0	0	4
Clerical And Administrative Workers	Full-time permanent	7	2	0	0	9
	Full-time contract	1	0	0	0	1
	Part-time permanent	2	0	0	0	2
Sales Workers	Full-time permanent	1	0	0	0	1
	Casual	2	0	0	0	2
Machinery Operators And Drivers	Full-time permanent	1	3	0	0	4
	Part-time permanent	1	4	0	0	5
Labourers	Part-time permanent	1	0	0	0	1

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Administrative Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
SM	-1	Full-time permanent	0	1	1
OM	-2	Full-time permanent	12	1	13
		Part-time permanent	2	0	2
	-3	Full-time permanent	9	3	12
		Part-time permanent	2	0	2
	-4	Full-time permanent	1	0	1
		Part-time permanent	1	0	1

* Total employees includes Gender X

Workplace Gender Equality Agency 2020–21 Compliance Program Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2020-21 Compliance Program submission is complete and correct, as reported in the full data appendices:

➜ Public Workplace Profile
➜ Public Workforce Management Statistics
➜ Public Questionnaire
➜ Confidential Data.

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

Name of CEO (or equivalent)

David Slade - Director

CEO (or equivalent) signature

Date of signature

13 Jul 2021

What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

➜ inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
➜ provide access to the public data to employees and members or shareholders
➜ inform employee organisations with members in its workplace that the report has been lodged
➜ inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read here.