



Public report

2018-19

Submitted by

Legal Name: Michael Hill Jeweller (Australia) Pty Ltd





Organisation and contact details

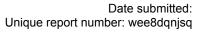
Submitting organisation details	Legal name	Michael Hill Jeweller (Australia) Pty Ltd
	ABN	82003181333
	ANZSIC	G Retail Trade 4253 Watch and Jewellery Retailing
	Business/trading name/s	Michael Hill Jeweller
	ASX code (if applicable)	MHJ
	Postal address	7 Smallwood Place
		Murarrie QLD 4172
		AUSTRALIA
	Organisation phone number	(07) 3399 0200
Reporting structure	Ultimate parent	Michael Hill International Limited
	Number of employees covered by this report	2,766





All organisations covered by this report

Legal name	Business/trading name/s	
Michael Hill Jeweller (Australia) Pty Ltd	Michael Hill Jeweller	
Michael Hill Manufacturing Pty. Limited		
Michael Hill Group Services Pty Ltd		
Michael Hill Wholesale Pty Ltd		
Emma & Roe Pty Ltd		
Michael Hill International Limited		







Workplace profile

Manager

Manager acquiretional actoropies	Manager accurational estageries Paperting level to CEO Employment status			No.	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
CEO/Head of Business in Australia	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
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-1	Full-time permanent	4	1	5
		Full-time contract	0	0	0
Other executives/General managers		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	16	25	41
		Full-time contract	1	0	1
Senior Managers	-2	Part-time permanent	0	0	0
		Part-time contract	1	0	1
		Casual	0	0	0
		Full-time permanent	139	110	249
		Full-time contract	1	0	1
Other managers	-3	Part-time permanent	0	0	0
		Part-time contract	1	1	2
		Casual	0	0	0
Grand total: all managers			163	140	303

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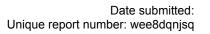


Workplace profile

Non-manager

Non manager equipational estegaries	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total amenia usas
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	68	48	0	0	0	0	116
	Full-time contract	5	2	0	0	0	0	7
Professionals	Part-time permanent	18	1	0	0	0	0	19
	Part-time contract	1	0	0	0	0	0	1
	Casual	6	0	0	0	0	0	6
	Full-time permanent	19	42	0	0	0	0	61
	Full-time contract	0	2	0	0	0	0	2
Technicians and trade	Part-time permanent	1	4	0	0	0	0	5
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	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	67	12	0	0	0	0	79
	Full-time contract	2	0	0	0	0	0	2
Clerical and administrative	Part-time permanent	9	0	0	0	0	0	9
	Part-time contract	0	0	0	0	0	0	0
	Casual	45	2	0	0	0	0	47
	Full-time permanent	377	41	0	0	0	0	418
	Full-time contract	1	0	0	0	0	0	1
Sales	Part-time permanent	1,116	35	0	0	0	0	1,151
	Part-time contract	9	0	0	0	0	0	9
	Casual	472	57	0	0	0	0	529
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

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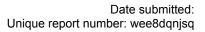






Non manager equipational estageries	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	М	F	М	F	М	Total employees
	Full-time permanent	0	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		2,216	247	0	0	0	0	2,463

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Reporting questionnaire

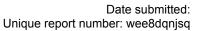
Gender equality indicator 1: Gender composition of workforce

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 2020 □ 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) ✓ 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
1.7	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	29	19	38	14
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)	45	27
Number of appointments made to NON-MANAGER roles (including promotions)	883	116

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

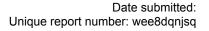
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	20	26	104	29
Permanent/ongoing part-time employees	0	0	327	17
Fixed-term contract full-time employees	1	0	0	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	39	5

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



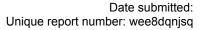
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.						
	If your organisation's governing body organisation's name BUT the numeric						
2.1a.1	Organisation name?						
	Michael Hill International Limited						
2.1b.1	How many Chairs on this governing be	ody?					
		Female	Male				
	Number	1	0				
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	Male				
	Number	1	3				
	☐ Currently under development,☐ Insufficient resources/expertise	nder balance (e.g. 40% women/40% mer please enter date this is due to be comple rning body/board appointments (provide	leted				
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 organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALL				
	☐ In place for some governing be ☐ Currently under development, ☐ Insufficient resources/expertise	please enter date this is due to be compl	leted				

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)?

Please answer the following questions relating to each governing body covered in this report.

☐ Yes

2.3







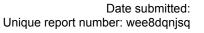
☑ No

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.

3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)
	□ 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 □ 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?
		 ✓ Yes (provide details in question 3.2 below) ☐ 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):
	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 ensure managers are held accountable for pay equity outcomes ☐ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
		s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months 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) Currently under development, please enter date this is due to be completed



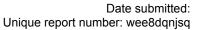




	or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)
	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m for discretion in pay changes (because pay increases can occur with some 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) ☐ 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) ☐ Trained people-managers in addressing 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 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) 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 from your remuneration gap analysis) ☐ No (you may specify w
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.







A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.					
	e EMPLOYER FUNDED pon to any government fur			at is available for women ANers?	
☐ By p ☐ By p time over which ☐ As a ☐ No, we offer indicate how er	it is paid. For example, fu lump sum payment (paid paid parental leave for pri ppaid parental leave for pri pployer funded paid parent	employee's salary an alary (in addition to th Il pay for 12 weeks or ore- or post- parental I mary carers that is ave tal leave is provided to	nd the government's paid e government's paid sche half pay for 24 weeks leave, or a combination) ailable to women ONLY (o women ONLY):	parental leave scheme eme), regardless of the period e.g. maternity leave). (Please	
By p	it is paid. For example, fu	alary (in addition to th Il pay for 12 weeks or	e government's paid scho half pay for 24 weeks	parental leave scheme eme), regardless of the period	
☐ No, we offer	lump sum payment (paid paid parental leave for pri ave is provided to men ON	mary carers that is ava		ease indicate how employer fu	
	aying the gap between the	employee's salary an alary (in addition to the	e government's paid scho	parental leave scheme eme), regardless of the period	
☐ As a	lump sum payment (paid pable (you may specify why	ore- or post- parental I	leave, or a combination)		
☐ Curre ☐ Insut	ently under development, pficient resources/expertise	please enter date this			
⊠ Gove	ernment scheme is sufficie	nt			
	a priority r (provide details):				
☐ Othe	r (provide details):	of a couple or a sing	gle carer, REGARDLESS	S OF GENDER, who is not th	
☐ Other A "SECONDAI primary carer. Do you provid	r (provide details): RY CARER" is a member	aid parental leave fo	or SECONDARY CARER	S that is available for men a	
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Primary carer's leave

0

Male

0

Female

27

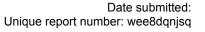
Non-managers

Secondary carer's leave

0

Male

Female







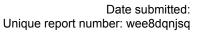
8.	How many MANAGERS, during the reporting period, ceased employment before returning to work from parental
	leave, regardless of when the leave commenced?

- 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	1	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.

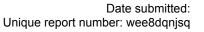
		Female	Male
	Non-managers	2	0
Do y	ou have a formal policy and/or formal s	trategy on flexible working arrangeme	ents?
⊠ Y	'es (select all applicable answers)		
	□ Policy □ Strategy		
□N	lo (you may specify why no formal policy of Currently under development, please Insufficient resources/expertise		
	☐ Don't offer flexible arrangements☐ Not a priority☐ Other (provide details):		
Do y	ou have a formal policy and/or formal s	trategy to support employees with far	mily or caring responsibilities
ΠY	es (select all applicable answers) ☐ Policy		
⊠N	☐ Strategy lo (you may specify why no formal policy of ☐ Currently under development, please		
	 ☐ Insufficient resources/expertise ☐ Included in award/industrial or workp 	place agreement	
	☐ Not a priority☐ Other (provide details):	-	
	☐ Other (provide details).		
	ou offer any other support mechanisms employer-subsidised childcare, breastfo		n family or caring responsibil
⊠ Y □ N	es Io (you may specify why non-leave based r	measures are not in place)	
··	Currently under development, please		
	☐ Insufficient resources/expertise☐ Not a priority		
	Other (provide details):		
11.1		sms are in place and if they are availa ts, for example a head-office, select "	
	☐ Employer subsidised childcare	,	The state of the s
	Available at some worksites	only	







	☐ Available at all worksites ☐ On-site childcare
	Available at some worksites only
	☐ Available at all worksites ☑ Breastfeeding facilities
	Available at some worksites only
	☐ Available 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 ☐ Available at all worksites
	☐ Referral services to support employees with family and/or caring responsibilities
	☐ Available at some worksites only☐ Available at all worksites
	☐ Targeted communication mechanisms, for example intranet/ forums
	 ☐ Available at some worksites only ☐ Available 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 some worksites only
	☐ Available at all worksites ☐ None of the above, please complete question 11.2 below
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 Po
	☐ 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) ✓ Employee assistance program (including access to a psychologist, chaplain or counsellor)
	☐ Training of key personnel
	 ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning
	☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
	☑ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)



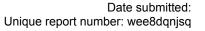


14.



Wher	Access to unpaid leave Confidentiality of matters disclosed Referral of employees to appropriate Protection from any adverse action of Flexible working arrangements Provision of financial support (e.g. accessed to expect to the first to	or discrimination based dvance bonus payment ace tor or nurse) nechanisms are in place enter date this is due	on the disclosur t or advanced pa e) to be completed	e of domestic v	
For e ⊠ Ye	job sharing carer's leave purchased leave unpaid leave. ons may be offered both formally and/or xample, if time-in-lieu is available to wo es, the option/s in place are available to both, some/all options are not available to both	omen formally but to out	men informally,	you would se	lect NO.
For e ⊠ Ye	carer's leave purchased leave unpaid leave. ens may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to bo	omen formally but to on the women and men. he women AND men. e available? Please tick is option is NOT avai	ck the related cl lable to your er	neckboxes. nployees.	
Fore: ⊠Ye ⊡No	carer's leave purchased leave unpaid leave. ens may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both o, some/all options are not available to both Which options from the list below are	omen formally but to other women and men. In women AND men. e available? Please tick is option is NOT available.	ck the related cl lable to your en	neckboxes. nployees. Non-m	anagers
Fore: ⊠Ye ⊡No	carer's leave purchased leave unpaid leave. ens may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both o, some/all options are not available to both Which options from the list below are Unticked checkboxes mean th	omen formally but to oth women and men. h women AND men. e available? Please tic is option is NOT avai Man	ck the related cl lable to your en nagers Informal	neckboxes. nployees. Non-m Formal	anagers Informal
Fore: ⊠Ye ⊡No	carer's leave purchased leave unpaid leave. ons may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to boto, some/all options are not available to boto Which options from the list below are Unticked checkboxes mean the	omen formally but to other women and men. h women AND men. e available? Please tid is option is NOT avai Man Formal	ck the related clable to your enagers Informal	neckboxes. nployees. Non-m Formal	anagers Informal
Fore: ⊠Ye ∐No	carer's leave purchased leave unpaid leave. ons may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both some/all options are not available to both Which options from the list below are Unticked checkboxes mean th Flexible hours of work Compressed working weeks	omen formally but to oth women and men. h women AND men. e available? Please tic is option is NOT avai Man Formal	ck the related clable to your enagers Informal	neckboxes. nployees. Non-m Formal	anagers Informal ⊠
Fore: ⊠Ye ⊡No	carer's leave purchased leave unpaid leave. Ins may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both or, some/all options are not available to both Which options from the list below are Unticked checkboxes mean the Flexible hours of work Compressed working weeks Time-in-lieu	omen formally but to oth women and men. h women AND men. e available? Please tic is option is NOT avai Man Formal	ck the related clable to your en	neckboxes. nployees. Non-m Formal	anagers Informal
Fore: ⊠Ye ∐No	carer's leave purchased leave unpaid leave. Ins may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both or, some/all options are not available to both Which options from the list below are Unticked checkboxes mean the Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting	omen formally but to oth women and men. h women AND men. e available? Please tick is option is NOT available. Man Formal	ck the related clable to your en	neckboxes. nployees. Non-m Formal	anagers Informal
For ea	carer's leave purchased leave unpaid leave. Ins may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both which options are not available to both Which options from the list below are Unticked checkboxes mean th Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work	omen formally but to on the women and men. In women AND men. a available? Please tick is option is NOT available. Man Formal	ck the related clable to your enagers Informal	neckboxes. nployees. Non-m Formal □ □ □	anagers Informal
Fore: ⊠Ye ∐No	carer's leave purchased leave unpaid leave. ons may be offered both formally and/or xample, if time-in-lieu is available to wo es, the option/s in place are available to both some/all options are not available to both Which options from the list below are Unticked checkboxes mean th Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing	e available? Please tick is option is NOT available. Man Formal	ck the related clable to your en	neckboxes. nployees. Non-m Formal	anagers Informal
Fore: ⊠Ye ∐No	carer's leave purchased leave unpaid leave. Ins may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both or, some/all options are not available to both Which options from the list below are Unticked checkboxes mean th Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave	omen formally but to oth women and men. h women AND men. e available? Please tick is option is NOT available. Man Formal	ick the related clable to your en	neckboxes. nployees. Non-m Formal	anagers Informal
Fore: ⊠Ye ∐No	carer's leave purchased leave unpaid leave. ons may be offered both formally and/or xample, if time-in-lieu is available to wo es, the option/s in place are available to both some/all options are not available to both Which options from the list below are Unticked checkboxes mean th Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing	e available? Please tick is option is NOT available. Man Formal	ck the related clable to your en	neckboxes. nployees. Non-m Formal	anagers Informal

☐ Currently under development, please enter date this is due to be completed Purchased leave to be available in 2020
 ☐ Insufficient resources/expertise
 ☐ Not a priority
 ☐ Other (provide details):







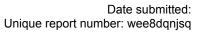
14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

15.	Have y	ou consulted with employees on issues concerning gender equality in your workplace?
	☐ Yes	(you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Ger	ıder	equality indicator 6: Sex-based harassment and discrimination
partici	oation. 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 you	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (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 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 you 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 induction
	☐ Every one-to-two years
	☐ Every three years or more
	☐ Varies across business units
	Other (provide details):
☐ No	(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 86.0% females and 14.0% males.

Promotions

- 2. 67.3% of employees awarded promotions were women and 32.7% were men
 - i. 60.4% of all manager promotions were awarded to women
 - ii. 73.6% of all non-manager promotions were awarded to women.
- 3. 43.3% of your workforce was part-time and 1.0% of promotions were awarded to part-time employees.

Resignations

- 4. 86.3% of employees who resigned were women and 13.7% were men
 - i. 44.7% of all managers who resigned were women
 - ii. 90.1% of all non-managers who resigned were women.
- 5. 43.3% of your workforce was part-time and 60.5% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 8.8% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- 100.0% of all 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

Notification and access

List of employee organisations: Michael Hill Group Services Michael Hill Manufacturing Michael Hill Wholesale

Michael Hill Jeweller Emma & Roe

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Name of CEO or equivalent:	Confirmation CEO has signed the report:
Daniel Bracken	Yes
CEO signature:	Date:
famil soul	31 May 2019

