



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Gender Equality Reporting

Submitted By:

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Michael Hill International Limited 25610937598

#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

Policy; Strategy

Retention: Yes

Policy; Strategy

Performance management processes: Yes

Policy

Promotions: Yes.

Policy; Strategy

Talent identification/identification of high potentials: Yes Policy; Strategy

Succession planning: Yes

Policy; Strategy

Training and development: Yes

Policy; Strategy

Key performance indicators for managers relating to gender equality: Yes Strategy

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

Yes Policy; Strategy

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

Governing Bodies

Organisation: Michael Hill International Limited

1.Name of the governing body: Michael Hill International Limited

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

| Chair | Female (F) | Male (M) | Non-Binary |
|--------|------------|----------|------------|
| | 0 | 1 | 0 |
| Member | Female (F) | Male (M) | Non-Binary |
| | 2 | 3 | 0 |

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: No

Selected value:

Not a priority

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Policy

Organisation: Michael Hill Jeweller (Australia) Pty Ltd

1.Name of the governing body: Michael Hill International Limited

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

| | | | |
|--------|------------|----------|------------|
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| | 0 | 1 | 0 |
| Member | Female (F) | Male (M) | Non-Binary |
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4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: No

Selected value:

Not a priority

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

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

#Action on gender equality

Gender Pay Gaps

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

Yes

Policy; Strategy

- 1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

To achieve gender pay equity

2. What was the snapshot date used for your Workplace Profile?

2023-03-31

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 equality

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

- 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?

Yes

Identified cause/s of the gaps; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Trained people-managers in addressing gender bias (including unconscious bias)

- 1.3 What type of gender remuneration gap analysis has been undertaken?

3. 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 during the reporting period?

Yes

1.1 How did you consult employees?

Consultative committee or group; Exit interviews

1.2 Who did you consult?

ALL staff

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

Yes

Strategy

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

No

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

#Flexible Work

Flexible Working

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

Yes

Policy; Strategy

1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

Yes

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

Not aware of the need

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not aware of the need

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Not a priority

Leaders are held accountable for improving workplace flexibility

No

Not aware of the need

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Not aware of the need

Targets have been set for men's engagement in flexible work

No

Not aware of the need

Team-based training is provided throughout the organisation

No

Not aware of the need

Other: No

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

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: No

Not aware of the need

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

SAME options for women and men
Formal options are available; Informal options are available

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

Yes

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?

Yes, women and men

7. 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 in addition to any government-funded parental leave scheme?

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

1. 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

Policy; Strategy

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

- 2.1. Employer subsidised childcare

No

Not a priority

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

Not a priority

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Not a priority

2.5. Coaching for employees on returning to work from parental leave

No

Not a priority

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

Not a priority

2.7. Internal support networks for parents

No

Not a priority

2.8. Information packs for new parents and/or those with elder care responsibilities

No

Not a priority

2.9. Parenting workshops targeting fathers

No

Not aware of the need

2.10. Parenting workshops targeting mothers

No

Not aware of the need

2.11. Referral services to support employees with family and/or caring responsibilities

No

Not a priority

2.12. Support in securing school holiday care

No

Not a priority

2.13. On-site childcare

No

Not a priority

2.14. Other details: No

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

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Non-Managers

Yes

Voluntary question: All Non-Managers

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or 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

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

Date Created: 17-05-2023

family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Not aware of the need

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

No

Not aware of the need

Training of key personnel

No

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of Days:

10

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of days:

10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

Access to unpaid leave

Yes

Is the leave period unlimited?

No

Number of days:

Provide Details: No

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

Workplace Profile Table

Industry: Other Store-Based Retailing

| Occupational category* | Employment status | No. of employees | | Number of apprentices and graduates (combined) | | Total employees** |
|-------------------------------------|---------------------|------------------|----|--|---|-------------------|
| | | F | M | F | M | |
| Managers | Full-time permanent | 132 | 80 | 0 | 0 | 212 |
| | Full-time contract | 2 | 1 | 0 | 0 | 3 |
| | Part-time permanent | 2 | 0 | 0 | 0 | 2 |
| Professionals | Full-time permanent | 68 | 52 | 0 | 0 | 120 |
| | Full-time contract | 1 | 0 | 0 | 0 | 1 |
| | Part-time permanent | 10 | 3 | 0 | 0 | 13 |
| | Casual | 2 | 4 | 0 | 0 | 6 |
| Technicians And Trades Workers | Full-time permanent | 4 | 20 | 3 | 0 | 27 |
| | Part-time permanent | 1 | 1 | 0 | 0 | 2 |
| | Casual | 0 | 1 | 0 | 0 | 1 |
| Clerical And Administrative Workers | Full-time permanent | 49 | 1 | 0 | 0 | 50 |
| | Full-time contract | 1 | 0 | 0 | 0 | 1 |
| | Part-time permanent | 8 | 0 | 0 | 0 | 8 |
| | Casual | 26 | 2 | 0 | 0 | 28 |
| Sales Workers | Full-time permanent | 231 | 17 | 0 | 0 | 248 |
| | Full-time contract | 1 | 0 | 0 | 0 | 1 |
| | Part-time permanent | 319 | 2 | 0 | 0 | 321 |
| | Part-time contract | 2 | 0 | 0 | 0 | 2 |
| | Casual | 457 | 30 | 0 | 0 | 488 |

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Other Store-Based Retailing

| | | No. of employees | | |
|------------------|---------------------|------------------|----|--------|
| Manager category | Employment status | F | M | Total* |
| CEO | Full-time permanent | 0 | 1 | 1 |
| KMP | Full-time permanent | 0 | 1 | 1 |
| GM | Full-time permanent | 3 | 2 | 5 |
| SM | Full-time permanent | 20 | 24 | 44 |
| OM | Full-time permanent | 109 | 52 | 161 |
| | Full-time contract | 2 | 1 | 3 |
| | Part-time permanent | 2 | 0 | 2 |

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| Professionals | Full-time permanent | 68 | 52 | 0 | 0 | 120 |
| | Full-time contract | 1 | 0 | 0 | 0 | 1 |
| | Part-time permanent | 10 | 3 | 0 | 0 | 13 |
| | Casual | 2 | 4 | 0 | 0 | 6 |
| Technicians And Trades Workers | Full-time permanent | 4 | 20 | 3 | 0 | 27 |
| | Part-time permanent | 1 | 1 | 0 | 0 | 2 |
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Workplace Profile Table

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Workforce Management Statistics Table

Industry: Other Store-Based Retailing

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|---|---------------|---------------------|------------------|--------|------|--------|
| 1. How many employees were promoted? | Full-time | Permanent | Managers | 23 | 14 | 37 |
| | | | Non-managers | 29 | 7 | 36 |
| | N/A | Casual | Non-managers | 1 | | 1 |
| 2. How many employees (including partners with an employment contract) were internally appointed? | Full-time | Permanent | Managers | 16 | 11 | 27 |
| | | | Non-managers | 48 | 14 | 62 |
| | Part-time | Permanent | Managers | 1 | | 1 |
| | | | Non-managers | 44 | | 44 |
| | N/A | Casual | Non-managers | 1 | | 1 |
| 3. How many employees (including partners with an employment contract) were externally appointed? | Full-time | Permanent | Managers | 14 | 5 | 19 |
| | | | Non-managers | 105 | 35 | 140 |
| | | Fixed-Term Contract | Managers | 2 | 2 | 4 |
| | | | Non-managers | 2 | | 2 |
| | Part-time | Permanent | Non-managers | 105 | 4 | 109 |
| | | Fixed-Term Contract | Non-managers | 2 | | 2 |
| | N/A | Casual | Non-managers | 609 | 63 | 672 |

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|--|---------------|---------------------|------------------|--------|------|--------|
| 4. How many employees (including partners with an employment contract) voluntarily resigned? | Full-time | Permanent | Managers | 22 | 12 | 34 |
| | | | Non-managers | 68 | 13 | 81 |
| | | Fixed-Term Contract | Non-managers | 1 | | 1 |
| | Part-time | Permanent | Non-managers | 81 | 2 | 83 |
| | N/A | Casual | Non-managers | 208 | 21 | 229 |
| 5. How many employees have taken primary carer's parental leave (paid and/or unpaid)? | Full-time | Permanent | Managers | 13 | | 13 |
| | | | Non-managers | 26 | | 26 |
| | Part-time | Permanent | Non-managers | 14 | | 14 |
| | N/A | Casual | Non-managers | 10 | | 10 |
| 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 Non-binary

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

| Question | Contract Type | Employment Type | Manager Category | Female | Total* |
|---|---------------|-----------------|------------------|--------|--------|
| 7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced? | Full-time | Permanent | Managers | 4 | 4 |
| | | | Non-managers | 5 | 5 |
| | Part-time | Permanent | Non-managers | 4 | 4 |

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| | | | Non-managers | 2 | | 2 |
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| | | | Non-managers | 26 | | 26 |
| | Part-time | Permanent | Non-managers | 14 | | 14 |
| | N/A | Casual | Non-managers | 10 | | 10 |
| 6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)? | Full-time | Permanent | Non-managers | | 1 | 1 |

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