



# 2014-15 public report form submitted by The Reject Shop Limited to the Workplace Gender Equality Agency

## Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	The Reject Shop Limited 33006122676 4260 Department Stores The Reject Shop TRS			
Organisation details	Trading name/s ASX code (if relevant)				
	Postal address	245 Racecourse Road KENSINGTON VIC 3031 Australia			
	Organisation phone number	(03) 9371 5555			
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this report	5,820			





## Workplace profile Manager

Manager occupational categories	Reporting level to CEO	E Employment status		No. of	employees
munager occupational categories	Reporting lever to CEO	Employment status	F	M	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
EO/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	1	3	4
	1	Full-time contract	0	0	0
ey management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	6	7
	-2	Full-time contract	1	0	1
Other executives/General managers		Part-time permanent	0	0	0
	1	Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	8	22	30
		Full-time contract	0	0	0
enior Managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
	10	Casual	0	0	0
		Full-time permanent	446	334	780
	1	Full-time contract	0	0	0
ther managers	-4	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
rand total: all managers			459	366	825





#### Non-manager

Non-manager occupational categories	Employment status	appre	cluding graduates and ntices)		aduates (if cable)		orentices (if cable)	Total
categories		F	M	F	M	F	М	employees
	Full-time permanent	24	42	1	1	0	0	68
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	0	3	0	0	0	0	3
	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	23	10	0	0	0	0	33
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	8	1	0	0	0	0	9
	Part-time contract	0	0	0	0	0	0	0
	Casual	6	1	0	0	0	0	7
	Full-time permanent	68	29	0	0	0	0	97
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	886	275	0	0	0	0	1,161





Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
	ALL DESCRIPTION OF THE PARTY OF	F	M	- F	M	F	M	employees
	Part-time contract	0	0	0 -	0	0	0	0
	Casual	2,147	1,312	0	0	0	0	3.459
	Full-time permanent	22	127	0	0	0	0	149
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	2	3	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
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		3.188	1,805	100		0	0	4.995





No, not a priority

No

Promotions?

No, don't have expertise

No, not a priority

Standalone policy

No, currently under developmentNo, insufficient human resources staff

Standalone strategy

Yes (you can select policy and/or strategy options)

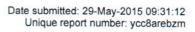
Policy is contained within another policy

Strategy is contained within another strategy

### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce Additional help can be accessed by hovering your cursor over question text. Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to: Recruitment? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy ☐ No No, currently under development No, insufficient human resources staff No, don't have expertise ☐ No, not a priority Retention? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy ☐ No No, currently under development No, insufficient human resources staff ☐ No, don't have expertise No, not a priority Performance management processes? Yes (you can select policy and/or strategy options) Standalone policy

Policy is contained within another policy Standalone strategy Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff No, don't have expertise







1.5 Talent identification/identification of high potentials?  ☑ Yes (you can select policy and/or strategy options)  ☐ Standalone policy
<ul> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.6 Succession planning?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No     No, currently under development     No, insufficient human resources staff     No, don't have expertise     No, not a priority
1.7 Training and development?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No     No, currently under development     No, insufficient human resources staff     No, don't have expertise     No, not a priority
1.8 Resignations?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.9 Key performance indicators for managers relating to gender equality?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy
☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff
<ul><li>No, don't have expertise</li><li>No, not a priority</li></ul>





1.10 Gender equality overall?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy  No  No, currently under development  No, insufficient human resources staff  No, don't have expertise  No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:  The Reject Shop places strong emphasis on its Code of Conduct and Bullying, Discrimination & Harassment Policy, both of which support gender equality at all levels of the business and is strongly linked to the Equal Employment Opportunity and Anti Discrimination Legislation.
'My Mentor' is a leadership development program for women offered by The Reject Shop. It is a self paced program providing strategies and information for working women to enhance their leadership skills through developing and advancing their personal and professional skills
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies
<ul> <li>Does your organisation, or any organisation you are reporting on, have a governing body/board?</li> <li>☑ Yes</li> <li>☐ No</li> </ul>
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place include what percentage target has been set relating to the representation of women, and the year the target is to be reached.
IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target'

IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.

	Organisation	NUM (N percer	ler and MBER IOT Itage) of erson/s	NUMBI percer other	ler and ER (NOT stage) of board nbers	% target for representation of women on each board	Year to be reached
	name	F	М	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	The Reject Shop Ltd	0	1	1	2	0	





	Organisation name	NUM (N percen	er and MBER OT tage) of erson/s	NUME perce othe	der and BER (NOT ntage) of er board mbers	% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
2							ioave bianky
3							
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23							
24							
25							
26							





	Organisation name	NUM (N percer	ler and MBER IOT Itage) of erson/s	NUMBI percer other	ler and ER (NOT stage) of board nbers	% target for representation of women on each board	Year to be reached
		F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
27							
28							
29							
30							

2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.1, please tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE.  Yes, the data provided in question 2.1 reflect numbers not percentages.
2.2 For any governing bodies/boards where a target relating to the representation of women has not been set, you may specify why below:  Governing body has gender balance (e.g. 40% women/40% men/20% either)  Currently under development  Insufficient human resources staff  Don't have expertise  Do not have control over board appointments (provide details why):
<ul> <li>Not a priority</li> <li>✓ Other (provide details):</li> <li>The objective of the board is to select the best qualified person</li> </ul>
2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?  ☐ Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
Strategy is contained within another strategy  No No, in place for some governing bodies No, currently under development No, insufficient human resources staff No, do not have control over board appointments (provide details why):
<ul> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>

2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your





workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.

	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally?  ☐ Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
No, currently under development  No, insufficient human resources staff  No, included in workplace agreement  No, don't have expertise  No, salaries set by awards or industrial agreements  No, non-award employees paid market rate  No, not a priority  No, other (provide details):
4 Has a gender remuneration gap analysis been undertaken?  Yes. When was the most recent gender remuneration gap analysis undertaken?  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)</li> <li>No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>

Should you wish to provide additional information on any of your responses under

Gender equality indicator 3, please do so below:





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

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in
addition to any government funded parental leave scheme for primary carers?
⊠ Yes □ No
No, currently being considered
No, government scheme is sufficient
<ul> <li>No, don't know how to implement</li> <li>No, not a priority</li> </ul>
No, other (provide details):
5.1 Please indicate the number of weeks of employer funded parental leave that are
5.1 Please indicate the number of weeks of employer funded parental leave that are provided for primary carers.
4
5.2 How is employer funded paid parental leave provided to the primary carer?
5.2 How is employer funded paid parental leave 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 time 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)
Do you provide employer funded paid parental leave for SECONDARY CARERS, in
addition to any government funded parental leave scheme for secondary carers?
☐ Yes, one week or greater
☐ Yes, less than one week ☑ No
No, currently being considered
No, insufficient human resources staff
No, government scheme is sufficient
□ No, don't know how to implement
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>

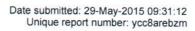
How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?

	Primary care	er's leave	Secondary carer's leave		
	Female	Male	Female	Male	
Managers	22	0	0	0	
Non-managers	on-managers 70		0	0	

8 What proportion of your total workforce has access to employer funded paid parental leave?

	Primary carer's leave	Secondary carer's leave
%	100	0

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







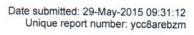
∐ Yes
☐ Standalone policy
Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy
□ No
No, currently under development
No, insufficient human resources staff
No, included in workplace agreement
No, don't have expertise
No, don't offer flexible arrangements
No, not a priority
No, other (provide details):
Do you have a formal policy or formal strategy to support employees with family and
caring responsibilities?
Yes
- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Standalone policy
Policy is contained within another policy
Standalone strategy
☐ Strategy is contained within another strategy
<u> No</u> No
No, currently under development
No, insufficient human resources staff
No, included in workplace agreement
No, don't have expertise
No, don't offer flexible arrangements
☐ No, not a priority
No, other (provide details):
11 Do you have any non-leave based measures to support employees with family and
- Jean and and heart bacea meadared to support employees with laining and
caring responsibilities?
Yes
No No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
⊠ Yes
☐ Standalone policy
☐ Otalidatorie policy ☐ Policy is contained within another policy
Standalone strategy
☐ Strategy is contained within another strategy
No No currently under development
No, currently under development
No, insufficient human resources staff
No, included in workplace agreement
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):





are experiencing  ☐ Yes - please selected): ☐ Empl ☐ Acce ☐ Train ☐ Refe	indicate the oyee assists to leave	stance proge e nan resource port service	riolence? neasures gram ces (or oth	in place (m				s who
No No, currently No, insufficien No, not aware No, don't hav No, not a prio No, other (pro	nt human e of the ne e expertis prity ovide deta	resources seed seed sils):						
14 Please to conditions or pra indicates that a p	ctices are	employmen	o your em t term, co	ployees (p	lease note	that not tie	cking a bo	ns, X
	Fe	Mana male	agers M	ale	For	Non-ma male	anagers	ale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work						$\boxtimes$		
Compressed working weeks								
Time-in-lieu	$\boxtimes$		$\boxtimes$					
Telecommuting						$\boxtimes$		
Part-time work							$\boxtimes$	
Job sharing						$\boxtimes$		
Carer's leave	$\boxtimes$							
Purchased leave								
Unpaid leave							$\boxtimes$	
your employees, Paid Parental Le	mploymer by of the cert development reso	nt terms, co ategories li	ails of tho	se below:	are not a	vailable to v		le to

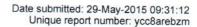
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:







Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
Have you consulted with employees on issues concerning gender equality in your workplace?  ☐ Yes ☐ No ☐ No, not needed (provide details why):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☐ Yes
Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?  ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):  ☑ At induction ☑ At least annually ☐ Every one-to-two years







<ul><li>□ Every three years or more</li><li>□ Varies across business units</li><li>□ Other (provide details):</li></ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:
Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)





## **Notification and access**

SDA NUW		
Ross Sudano		
Yes		
Date: 29   5   15.		