





## 2013-14 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	
Organisation details	Trading name/s ASX code (if relevant) Postal address  Organisation phone number	The Reject Shop TRS  245 Racecourse Road, KENSINGTON, VIC,3031,Australia (03) 9371 5555	
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this report	6320	



# Workplace profile Manager

	THE POST OFFICE OF THE PARTY OF	LIDONIII SIGIRS	The second secon		No. of employees	I
Manager occupational categories	Repoliting level to CLO		F	M	Total employees	1
	0	Full-time permanent	0	-		-
CEO/Head of Business in Australia	>	Full-time contract	0	0		0
		Part-time permanent	0	0		0
		Part-time contract	0	0		0
		Casual	0	0		9
	7	Full-time permanent	-	3		4
Key management personnel		Full-time contract	0	0		
		Part-time permanent	0	0		0
		Part-time contract	0	0		0
		Casual	0	0		0
	-2	Full-time permanent	2	8		10
Other executives/General managers	7-	Full-time contract	0	0		0
		Part-time permanent	0	0		0
		Part-time contract	0	0		0
		Casual	0	0		0
	c	Full-time permanent	8	25		33
Senior Managers	?	Full-time contract	0	0		0
		Part-time permanent	1	0		-
		Part-time contract	0	0		0
		Casual	0	0		
	_	Full-time permanent	398	354		752
Other managers	t	Full-time contract	0	0		0
		Part-time permanent	0	0		0
		Part-time contract	0	0		0
		Casual	0	0		0
			410	391		801





Non-manager

45 45 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	No. of employees (excluding graduates and applicable)		No. of apprentices (if applicable)	employees
Full-time contract	L E	W	Σ L	
Part-time	45	-	0	74
Full-time contract		1		
Part-time Contact	0	0		
Part-time	0	0	0	4
Part-time		c	0	0
Casual	0	o		
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Part-time         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	C	0	0	0
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Casual         82         32           Full-time         1         1           Part-time         927         307		0	0	
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927 307		0	0	0
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Work	Gend	Agenc
	1	>
	Workplace	Workplace Gender Equality

Non-manager occupational	Employment	No. of employees (excluding graduates and	ding graduates and	No. of graduates (if applicable)	iates (if	No. or apprentices (if applicable)	able)	employees
categories	status	Appleting F	M	Ш	Σ	4	Σ	
			-	C	0	0	0	2
	Part-time			,				0000
	Contract	2 417	1,465	0	0	0	0	3,882
Machinery operators and drivers	Casual Full-time	21	118	0	0	0	0	139
	permanent	6	-	C	0	0	0	1
	Full-time contract		- 67	0	0	0	0	5
	Part-time permanent	7	,				c	C
	Part-time	0	0	0	0	>		
	Casual	0	6	0	0	0	0	0
Labourers	Full-time	0	0	0	0	0	0	
	permanent		C	0	0	0	0	0
	Full-time contract		0	0	0	0	0	0
	Part-time	•					c	C
	Part-time	0	0	0	0	0	0	
	contract		C	0	0	0	0	0
	Casual			c	0	0	0	0
	Full-time	0	0	,				
	Full-time contract	0	0	0	0	0		
	Part-time	0	0	0	0	0	0	
	permanent		c	c	c	C	0	0
	Part-time	0	0	0	0	)		
	contract		c	c	0	0	0	0
	Casual	0	0 100		-	0	0	5,519
		2 521	755	-	The state of the s	,		-







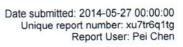
No, not a priority

1.5

#### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to: Recruitment? X Yes 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 1.2 Retention? X 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, don't have expertise No, not a priority Performance management processes? X Yes 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 Promotions? X 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, don't have expertise

Talent identification/identification of high potentials?







Yes
<ul> <li>☐ Standalone policy</li> <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
<ul> <li>☐ Standalone policy</li> <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>
1.7 Training and development?  ☑ Yes
☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
□ No
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> </ul>
<ul><li>No, don't have expertise</li><li>No, not a priority</li></ul>
1.8 Resignations?
<ul> <li>✓ Yes</li> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☒ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
□ No
<ul> <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>
1.9 Key performance indicators for managers relating to gender equality?
☐ Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<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>
1.10 Gender equality overall?





☐ Yes	☐ Standalone police☐ Policy is contained	ed withi	n anothe	er policy			
	<ul><li>☐ Standalone strate</li><li>☐ Strategy is conta</li></ul>		thin ano	ther strat	tegy		
No.	currently under deve	lopmen	t				
No,	insufficient human re						
	don't have expertise not a priority						
☐ NO,	2) 0						
1.11	You may provide de				cies or fo	rmal strateg	gies that specifically
The Re	t gender equality that eject Shop places stro both of which suppor to the Equal Employn	ong emp	ohasis o er equali	n its Coo ty at all l	evels of the	ne business	allying & Harassment and is strongly islation.
a self r	paced program provid	lina stra	ategies a	and inforr	nation for	working w	The Reject Shop. It is omen to enhance and professional skills.
The Readvance	eject Shop also offers ce their professional r	formal network	network	king ever S.	nts for wo	men to prov	vide the opportunity to
Gende	er equality indicator 2:	Gende	er compo	osition of	governin	g bodies	
2 body/b applica ⊠ Yea □ No	ooard? (If you answer able) s	ation, or red no, y	any org	anisation	n you are equired to	reporting o answer qu	n, have a governing uestion 2.4, if
compo compo NOTE compo partico leave the '%	osition numbers of the ular governing body/b the 'Year to be reach Target' column and	ou are r ng body n set ar ion nam at gover ooard, p ed' colu	eporting y/board; nd the yeare has b rning boardease er umn blar	For each and when and when the tagen enter dy/board iter the risk. Other	ch organisere in place arget is to arget in the red in the large umber 0 wise, plea	sation, also be, include we be reached table, you get has beed in the '% Ta ase enter a	indicate the gender what gender d. IMPORTANT must enter the gender en set for that arget' column and number from 0-100 in
colum	Organisation name	Chair	person	Bo	ard	%	Year to be
	organisador name	J. Idail		THE RESERVE OF STREET	nbers	Target	reached
		FE	M	F	M		
1	The Reject Shop Ltd		V 1111	1			
2							
3							
4							
5							



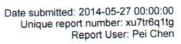


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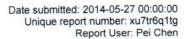
	For any governing by you may specify why be Governing body has generated by the Governing under developm sufficient human resource on the tave expertise Don't have control over be	elow: der bala ment rces sta	ance (e	.g 40% v	vomen/40	9% men/20%		er
$\boxtimes$	Not a priority Other (provide details): The objective of the boa	ard is to	select	the best	qualified	person		
	Do you have a form y/board members for AL Yes  Standalone police Policy is contained.	L organ	nisation	s covere	ed in this r		gy for governing	
	<ul><li>Standalone strat</li><li>☐ Strategy is conta</li></ul>	egy ained wit	thin an	other str				
1	No, in place for some go No, currently under deve No, insufficient human re	elopmen	nt	5				







☐ No, do not have control over board appointments (provide details why):
No, don't have expertise
□ No, not a priority
No, other (provide details):
If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1
F
Managing partner
Other equity partners
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
<ul> <li>No</li> <li>No, currently under development</li> </ul>
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
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:
<ul> <li>Has a gender remuneration gap analysis been undertaken?</li> <li>Yes - please indicate when this analysis was most recently undetaken</li> <li>Within last 12 months</li> </ul>
Within last 1-2 years
<ul><li>☐ More than 2 years ago but less than 4 years ago</li><li>☐ Other (provide details):</li></ul>
☐ No ☐ No, currently under development
□ No, insufficient human resources staff
<ul> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> </ul>
No, non-award employees paid market rate
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>







Gender equality indicator 4: 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

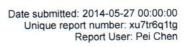
5 addition ⊠ Yes □ No	Do you provide employer funded paid parental leave for PRIMARY CARERS, in to any government funded parental leave scheme for primary carers?
No, No, No, No, No,	currently being considered insufficient human resources staff government scheme is sufficient don't know how to implement not a priority other (provide details):
5.1 provide 4	Please indicate the number of weeks of employer funded paid parental leave that are do for primary carers.
5.2 By pleave s	How is employer funded paid parental leave provided to the primary carer? paying the gap between the employee's salary and the government's paid parental scheme.
⊠ By p	paying the employee's full salary (in addition to the government's paid scheme) fless of the period of time over which it is paid for example, full pay for 12 weeks or hal 224 weeks)
As a	a lump sum payment (paid pre- or post- parental leave, or a combination)
Yes Yes No.	Do you provide employer funded parental leave for SECONDARY CARERS, in n to any government funded parental leave scheme for secondary carers? s, one week or greater s, less than one week currently being considered insufficient human resources staff government scheme is sufficient don't know how to implement not a priority other (provide details)

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

	Primary carer's leave		Secondary carer's leave		
	Female	Male	Female	Male	
Managers	8	0	0	0	
Non-managers	49	1	0	0	

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

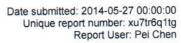
Secondary carer's leave
0







9 Yes	Do you have a formal policy or formal strategy on flexible working arrangements?
	Standalone policy Policy is contained within another policy Standalone strategy
□ No	Strategy is contained within another strategy
No,	currently under development
	insufficient human resources staff
	included in workplace agreement don't have expertise
	don't offer flexible arrangements
	not a priority
∐ No,	other (provide details):
10 caring r	Do you have a formal policy or formal strategy to support employees with family and esponsibilities?
	☐ Standalone policy
	Policy is contained within another policy
	☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No	
	currently under development insufficient human resources staff
	included in workplace agreement
☐ No,	don't have expertise
	not a priority other (provide details):
☐ NO,	ottlei (provide details).
11 caring ⊠ Yes	Do you have any non-leave based measures to support employees with family and responsibilities?
☐ No	
No,	currently under development
	insufficient human resources staff don't have expertise
☐ No,	not a priority
☐ No,	other (provide details):
11.1 additio ⊠ Yes □ No	To understand where these measures are available, do you have other worksites in to your head office?
_	Division to the second in which worksites they are available
11.2 (if you	Please indicate what measures are in place and in which worksites they are available do not have multiple worksites, you would select 'Head office only'):
∐ Em	ployer subsidised childcare  Head office only
	Other worksites only
	Head office and some other worksites
	All worksites including head office -site childcare
	☐ Head office only
	Other worksites only
	☐ Head office and some other worksites ☐ All worksites including head office

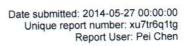






Breastfeeding facilities
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Childcare referral services
Head office only
Other worksites only
Head office and some other worksites
☐ All worksites including head office
☐ Internal support network for parents
☐ Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Return to work bonus
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
☐ Information packs to support new parents and/or those with elder care responsibilities
Head office only
Other worksites only
Head office and some other worksites
☐ All worksites including head office ☐ Referral services to support employees with family and/or caring responsibilities
Head office only
☐ Other worksites only
Head office and some other worksites
☐ All worksites including head office
Targeted communication mechanisms, for example intranet/forums
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
None of the above, please complete question 11.3 below
Marie of the above, present of
11.3 Please provide details of any other non-leave based measures that are in place and
at which worksites they are available:
Flexible work arrangements are available at all sites
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
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, not aware of the need
No, don't have expertise
No, not a priority
☐ No, other (provide details):

Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

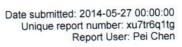






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No No, currently u No, insufficient No, not aware No, don't have No, not a priori No, other (prov	human re of the nee expertise ty	sources sta d	aff					
14 Please tic conditions or prac- indicates that a pa	tices are a	vailable to	vour empl	oyees (plea	ise note th	in place).	g a box	
		Mana	agers	ale		Non-ma		ale
	Formal	nale Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work						$\boxtimes$		
Compressed working weeks								
Time-in-lieu	$\boxtimes$						$\boxtimes$	
Telecommuting		$\boxtimes$				$\boxtimes$		$\boxtimes$
Part-time work			$\boxtimes$					
Job sharing		$\boxtimes$						
Carer's leave			$\boxtimes$					
Purchased leave								
Unpaid leave			$\boxtimes$					
your employees, Paid parental lea	employmer of the coder develop uman reso expertise	orovide det nt terms, co ategories li oment ources staff	ails of thos	se below:	are not ava	es that are allable to yo y below?		0

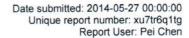
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace







workplac	Have you consulted with employees on issues concerning gender equality in your se?
⊠ No □ No, n	ot needed (provide details why):
☐ No, c	nsufficient human resources staff don't have expertise not a priority other (provide details):
Gender	equality indicator 6: Sex-based harassment and discrimination
16 discrimi ⊠ Yes	Do you have a formal policy or formal strategy on sex-based harassment and nation prevention?  Standalone policy
	☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, No, No,	currently under development insufficient human resources staff included in workplace agreement don't have expertise not a priority other (provide details):
Yes	Do you include a grievance process in any sex-based harassment and discrimination tion policy or strategy?
No,	currently under development insufficient human resources staff don't have expertise not a priority
☐ No.	other (provide details):
17 discrin ⊠ Ye	Does your workplace provide training for all managers on sex-based harassment and nination prevention?  s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years  Varies across business units  Other (provide details):
	o, currently under development o, insufficient human resources staff o, don't have expertise o, not a priority o, other (provide details):







#### 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. (Please note that any information you provide here will appear in your public report)
- 19 You may provide additional details on any information provided in the report below.







#### **Notification and access**

List of employee organisations	SDA NUW
CEO sign off confirmation	
CHUS BRICE Name of CEO or equivalent	Chris Bryce
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