

Public report

2019-20

Submitted by

Legal Name:

Metcash Trading Limited



Organisation and contact details

Submitting organisation details	Legal name	Metcash Trading Limited
	ABN	61000031569
	ANZSIC	F Wholesale Trade 3601 General Line Grocery Wholesaling
	Business/trading name/s	Metcash
	ASX code (if applicable)	MTS
	Postal address	1 Thomas Holt Drive MACQUARIE PARK NSW 2113 AUSTRALIA
	Organisation phone number	0297413000
Reporting structure	Ultimate parent	Metcash Trading Limited
	Number of employees covered by this report	5,749

All organisations covered by this report

Legal name	Business/trading name/s
Metcash Trading Limited	Metcash
Home Timber & Hardware Group Pty Ltd	
Hudson Building Supplies Pty Limited	
Hardings Hardware Pty Ltd	
HTH Stores Pty Limited	
JV Pub Group Pty Ltd	The Envy Hotel

Workplace profile

Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	1	3	4
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	6	22	28
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	30	82	112
		Full-time contract	0	6	6
		Part-time permanent	4	1	5
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-4	Full-time permanent	83	228	311
		Full-time contract	3	3	6
		Part-time permanent	17	1	18
		Part-time contract	1	0	1
		Casual	0	0	0
Grand total: all managers			145	347	492

Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	188	251	0	0	0	0	439
	Full-time contract	6	7	0	0	0	0	13
	Part-time permanent	20	2	0	0	0	0	22
	Part-time contract	1	1	0	0	0	0	2
	Casual	2	3	0	0	0	0	5
Technicians and trade	Full-time permanent	0	4	0	0	0	0	4
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Clerical and administrative	Full-time permanent	356	147	0	0	0	0	503
	Full-time contract	17	8	0	0	0	0	25
	Part-time permanent	71	2	0	0	0	0	73
	Part-time contract	6	0	0	0	0	0	6
	Casual	43	13	0	0	0	0	56
Sales	Full-time permanent	148	326	0	0	0	0	474
	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	55	10	0	0	0	0	65
	Part-time contract	0	1	0	0	0	0	1
	Casual	166	160	0	0	0	0	326
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	311	2,101	0	0	0	0	2,412
	Full-time contract	21	18	0	0	0	0	39
	Part-time permanent	120	93	0	0	0	0	213
	Part-time contract	0	0	0	0	0	0	0
	Casual	173	404	0	0	0	0	577
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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		1,704	3,553	0	0	0	0	5,257

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 2019 to 31 March 2020. (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
 - 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.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	16	37	59	52
Permanent/ongoing part-time employees	0	0	2	0
Fixed-term contract full-time employees	0	1	1	3
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	0	0

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	26	86
Number of appointments made to NON-MANAGER roles (including promotions)	438	692

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

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	13	23	119	281
Permanent/ongoing part-time employees	2	1	32	23
Fixed-term contract full-time employees	0	0	11	7
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	2	6

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Metcash continues to design and offer key strategies and initiatives that drive and support gender equality, key initiatives in this reporting period include:

1. Women's Strategy – implemented to create a strategic, accountable, integrated culture that champions women in the workplace in a fair, respectful and inclusive manner
2. Senior Women's Forum and Senior Women's Network – new initiatives for women leaders to enable other women leaders, to empower and inform in a diverse, open and real environment, to make a difference for each other and ensuring the next generation of women leaders grow, connect and influence
3. Belonging and Gender Strategy - underpins the future work and commitments in the diversity and inclusion and gender equality spaces
4. Diversity & Inclusion Council – members represent pillars and functions across the business who influence, champion and drive diversity and inclusion across the organisation and endorse the gender equality agenda and internal gender-related initiatives or programs
5. Remuneration Review - employ a robust, unbiased and market-driven job and remuneration frame across our organisation, which includes specific analysis of gender pay across the organisation by both WGEA levels and Hay job bands, to ensure equal pay in like for like roles, for existing employees and new hires – conducted annually and as required basis.
6. Board and Executive Leadership Team Action - tangible action is taken by the Board, People & Culture Committee and Executive Leadership Team to reduce gender pay inequity through dedicated gender pay parity budgets, resulting in a significant decrease in our gender pay gap.
7. Targets - annualised targets for female representation across Metcash to ensure we achieve our ultimate goal of 40:40:20

8. Targeted Recruitment - targeted marketing of roles offering flexible working arrangements to both men and women, resulting in an increase of female candidates shortlisted for roles (internally and externally sourced)
9. WGEA Gender Pay Equity Ambassador - Jeff Adams (Group CEO) hosted a Roundtable with our network to demonstrate his commitment to gender pay equality, help to break down misconceptions of pay equity, share best practice initiatives and encourage more chief executive officers and directors to take action
10. Internal and External Communications of Commitments and Achievements - communications on our 2019-2020 WGEA EOC Citation, and progress and status regarding gender targets, current gender representation and pay equality improvements e.g. internal emails, quarterly video messages from Group CEO, Jeff Adams to employees, public communication in our Annual Report, LinkedIn, website
11. Awareness Days - support both genders through the recognition of 2019 Flex Working Day, 2019 International Men's Day and 2020 International Women's Day events that included discussion forums for both men and women
12. Policy, Program & Process Review & Updates - annually review, improve and update policies and processes related to, impacting on and supporting gender equality and workplace flexibility – including remuneration, talent acquisition, diversity & inclusion, leave and other entitlements, and flexible work practices – recent updates and communications include:
 - Increased the paid parental leave for secondary carers to 2 weeks
 - Enhanced the grievance process for sexual harassment / discrimination
 - Provide eligible employees access to paid and/or unpaid leave and support through the Employee Assistance Program through our Domestic and Family Violence policy
 - Provide “Fifth Week” of annual leave to eligible employees - to encourage our people to balance work and home commitments by taking accrued annual leave and reward this balance with an additional week of annual leave.
 - Communicate Work Life Balance, Job Share and Flexible Work policy to ensure employees are fully aware of flexible options available and how to access.
13. Council & Association Memberships
 - Provide women in our traditionally male dominated industry membership of councils and associations
 - Provides networking opportunities, personal & professional development and mentoring for women
14. Internal learning programs include design to support gender equality, programs include:
 - Mastering Your Blind Spots Program - designed to empower leaders to identify their blind spots (unconscious biases), and take action to minimise the impact of these on their decision making
 - Leadership Development Series – modules on critical skills linked to gender equality (for example, hire right, unconscious bias, talent and succession planning)
 - LEAD Executive: Women in Leadership Program – a three-day program designed for nominated senior, experienced female leaders to support and build further on their established capabilities and enhance the impact they have on the organisation and within their field. The program challenges participants with self-insight to understand their own drivers and values, determine how to lead with impact during times of difficulty, and work with a coach to define their leadership legacy and what they want to be known for as leaders. Participants also receive annual premium membership, entrance to events and online options to Biz Chicks
 - Lead with Flex - workshop design and delivery to promote Flex working opportunities for everyone, so that anyone (regardless of gender) can design a workplace arrangement that suits both personal and professional needs.

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

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 is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 Organisation name?

Metcash Trading Limited

2.1b.1 What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?

	Female	Male
Number	0	1

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	2	2

2.1d.1 Has a target been set to increase the representation of women on this governing body?

- Yes
- No (you may specify why a target has not been set)
- Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Do not have control over governing body/board appointments (provide details why):
 - Not a priority
 - Other (provide details):

2.1g.1 Are you reporting on any other organisations in this report?

- Yes
- No

2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal selection policy or formal selection strategy is in place)
- In place for some governing bodies
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Do not have control over governing body appointments (provide details why)
 - Not a priority
 - Other (provide details):

2.3 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)?

- Yes
- No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Throughout the 2019-2020 reporting period Metcash continued to have balanced gender representation on the Board of Directors and meets our internal target 40% / 40% / 20%.

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

- 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
 - 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):
To maintain a transparent and rigorous pay review process (both fixed and variable pay)

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

- Yes - 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):
- No (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
 - Insufficient resources/expertise
 - 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)

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)

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).

At Metcash we regularly report on both the 'like for like' gender remuneration gap as well as the organisation-wide gap.

The 'like for like' gap is done in two ways:

(1) using WGEA classification levels and

(2) using Hay job levels.

The organisation-wide gap enables us to identify broader issues impacting gender pay, including female representation at leadership levels.

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)

Analysed performance pay to ensure there is no gender bias (including unconscious bias)

Trained people-managers in addressing gender bias (including unconscious bias)

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 all employees

Reported pay equity metrics (including gender pay gaps) externally

Corrected like-for-like gaps

Conducted a gender-based job evaluation process

Implemented other changes (provide details):

No (you may specify why no actions were taken resulting from your remuneration gap analysis)

No unexplainable or unjustifiable gaps identified

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 are paid market rate

Unable to address cause/s of gaps (provide details why):

Not a priority

Other (provide details):

4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

Metcash is committed to achieving gender pay equity – which during this reporting period was 1%. Over the past reporting period we have taken the following steps:

1. Metcash CEO Jeff Adams continues term as a WGEA Gender Pay Equity Ambassador, continuing to demonstrate commitment to achieving gender pay equality

2. Utilise the embedded Hay job evaluation and remuneration framework across the permanent workforce and benchmark remuneration practices against over 400 leading Australian and global organisations.

3. Regularly analyse and report of gender pay statistics to the People & Culture Committee, with firm commitment from the Board to address like for like salary gaps via the dedicated gender pay equity budget in addition as the annual Pay Review.

4. Analyse commencement salaries by gender to ensure there are no pay gaps at the beginning of the employee life cycle

5. Annual salary review, performance ratings and performance pay are analysed to ensure there is no gender bias (including unconscious bias) and to ensure equity of financial reward between full and part time employees.
6. Training for managers in addressing gender bias (including unconscious bias) has been provided.
7. Annualised targets for female representation across Metcash remain in place to ensure we achieve our ultimate goal of 40:40:20, particularly in leader roles has also been implemented

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.

5. 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.

Do you provide **EMPLOYER FUNDED** paid parental leave for **PRIMARY CARERS** that is available for women **AND** men, in addition to any government funded parental leave scheme for primary carers?

- Yes. (Please indicate how employer funded paid parental leave is 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)
 - No, we offer paid parental leave for primary carers that is available to women **ONLY** (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women **ONLY**):
 - 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)
 - No, we offer paid parental leave for primary carers that is available to men **ONLY**. (Please indicate how employer funded paid parental leave is provided to men **ONLY**):
 - 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)
 - No, not available (you may specify why this leave is not provided)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Government scheme is sufficient
 - Not a priority
 - Other (provide details):

5.1 How many weeks of **EMPLOYER FUNDED** paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the **MINIMUM** number of weeks provided to eligible employees:

12

5a. If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.

Metcash parental leave is connected to the birth or adoption of a child. To be eligible, primary carers need to be permanent full time or part time employees, with a minimum of 12 months continuous service. Metcash offered paid leave 12 weeks during this reporting period. Carers can choose to receive 12 weeks at full base rate or 24 weeks at half pay.

5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?

- In your calculation, you **MUST INCLUDE CASUALS** when working out the proportion.

- <10%
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-70%
- 71-80%
- 81-90%
- 91-99%
- 100%

5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:

- Adoption
- Surrogacy
- Stillbirth

6. A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?

- Yes
- No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
- No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
- No (you may specify why employer funded paid parental leave for secondary carers is not paid)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Government scheme is sufficient
 - Not a priority
 - Other (provide details):

6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

10

6a. If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

At Metcash the employer funded paid parental leave for secondary carers doubled in 2019 from 1 week to 2 weeks. Dads and partners taking leave to provide care in connection with the birth or adoption of a child may receive 2 weeks' pay. In addition, Metcash encourages dads and partners to utilise the flexible work options offered by Metcash during the first 12 months following the birth/adoption of their child.

6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?

- In your calculation, you **MUST INCLUDE CASUALS** when working out the proportion.

- <10%
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-70%

- 71-80%
- 81-90%
- 91-99%
- 100%

6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers:

- Adoption
- Surrogacy
- Stillbirth

7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	8	1	0	5

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	56	0	0	73

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	0	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.
- 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	4	0

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

- 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
 - Don't offer flexible arrangements
 - Not a priority

Other (provide details):

9.1 You may indicate which of the following are included in your flexible working arrangements strategy:

- A business case for flexibility has been established and endorsed at the leadership level
- Leaders are visible role models of flexible working
- Flexible working is promoted throughout the organisation
- Targets have been set for engagement in flexible work
- Targets have been set for men's engagement in flexible work
- Leaders are held accountable for improving workplace flexibility
- Manager training on flexible working is provided throughout the organisation
- Employee training is provided throughout the organisation
- Team-based training is provided throughout the organisation
- Employees are surveyed on whether they have sufficient flexibility
- The organisation's approach to flexibility is integrated into client conversations
- The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
- Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

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

- 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
 - Included in award/industrial or workplace agreement
 - Not a priority
 - Other (provide details):

11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?

- Yes
- No (you may specify why non-leave based measures are not in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority
 - Other (provide details):

11.1 Please select what support mechanisms are in place and if they are available at all worksites.

- **Where only one worksite exists, for example a head-office, select "Available at all worksites".**

- Employer subsidised childcare
 - 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 all worksites
- Parenting workshops targeting fathers
 - 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
 - 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)
 - Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
 - Access to unpaid leave
 - Confidentiality of matters disclosed
 - Referral of employees to appropriate domestic violence support services for expert advice
 - Protection from any adverse action or discrimination based on the disclosure of domestic violence
 - Flexible working arrangements
 - Provision of financial support (e.g. advance bonus payment or advanced pay)
 - Offer change of office location
 - Emergency accommodation assistance
 - Access to medical services (e.g. doctor or nurse)
 - Other (provide details):
- No (you may specify why no other support mechanisms are in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not aware of the need
 - Not a priority

Other (provide details):

14. Where any of the following options are available in your workplace, are those option/s available to both women AND men?

- flexible hours of work
- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work
- job sharing
- carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

- Yes, the option/s in place are available to both women and men.
 No, some/all options are not available to both women AND men.

14.1 Which options from the list below are available? Please tick the related checkboxes.

- Unticked checkboxes mean this option is NOT available to your employees.

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed working weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job sharing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

14.3 You may specify why any of the above options are NOT available to your employees.

- Currently under development, please enter date this is due to be completed
 Insufficient resources/expertise
 Not a priority
 Other (provide details):
 All employee inclusions / policy positions are revised during EA negotiations, discrepancies in what is available to EA / non EA employees are due to review cycles and negotiation outcomes, policy positions are consistently available to manager / non manager and female / males, for non EA employees.

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

We work to ensure our policies are reviewed and updated to support gender equality and workplace flexibility, such as:

1. Paid parental leave for primary carers for the birth or adoption of a child is 12 weeks at full pay and eligible secondary carers can access up to 2 weeks paid leave.
2. Paid and unpaid leave for eligible employees impacted by Domestic and Family Violence, in addition to support mechanisms available through the Employee Assistance Program.
3. Continue to promote the uptake of a "Fifth Week" of annual leave for eligible employees, designed to encourage our people to balance work and home commitments by taking accrued annual leave and reward this balance with an additional week of annual leave.
4. Resources and toolkits to assist team members and managers to discuss and implement flexible work practices.

5. Sexual harassment/discrimination includes a robust grievance process
6. Metcash supports employees who choose to continue to breastfeed after returning to work. Managers can arrange a suitable private room for breastfeeding or expressing during ordinary break times, as well as access to other facilities where available (such as a fridge for expressed milk). Managers can also provide flexibility around existing breaks to accommodate breastfeeding or expressing routines.
7. Due to the continued interest, enrolments and positive feedback, Metcash continues to runs a school holiday program (called "Camp Metcash") for one week in each school holiday block for children aged 4-14 in some work sites. Parents are able to bring their children to work and they are collected from the work site by an external holiday program company to participate in a long day program (8-5.30) of arranged activities, both on and off site. This means that employees don't feel compelled to take annual leave during the school holidays.
8. Flexible work options are available to all employees where practical - based on role requirements. In some instances, flexible options may be restricted due to specific enterprise agreement clauses. Metcash is committed to explore flexible work opportunities for all workers, and offers flex of time worked, hours of work and location of work, provides the technology and equipment to support flexibility options, and provides guidance, tool kits, advice to team members, managers and leaders regarding how to incorporate greater flex in roles, teams and culture.

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

- Yes
- No (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):

15.1 How did you consult with employees on issues concerning gender equality in your workplace?

- Survey
- Consultative committee or group
- Focus groups
- Exit interviews
- Performance discussions
- Other (provide details):

15.2 Who did you consult?

- All staff
- Women only
- Men only
- Human resources managers
- Management
- Employee representative group(s)
- Diversity committee or equivalent
- Women and men who have resigned while on parental leave
- Other (provide details):

15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

- At Metcash we consult on gender equity through many forums such as:
- Board of Directors, People & Culture Committee

- Diversity & Inclusion Council
- Senior Women's Forum
- Open Q&A Forums with internal and external panels during our diversity and inclusion events e.g. International Men's Day and International Women's Day
- Team Focus Groups in Culture and Engagement Survey action planning sessions
- Annual Engagement Employee Survey, Diversity & Inclusion Survey and Employee Exit Interviews – provide employees with the opportunity to provide confidential feedback and suggestions by responding to quantitative and qualitative questions in Engagement Survey, D&I Survey and Exit Interviews. Feedback and results are analysed to identify and address any items specifically relating to gender inequality.

Outcomes / initiatives developed as a result of these consultations are communicated to all employees through our intranet, onsite digital communication screens, newsletters and national road shows conducted by senior leaders.

Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

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

- 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
 - 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?

- Yes - please indicate how often this training is provided:
 - At induction
 - At least annually
 - 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:

Upon commencement Metcash employees are required to complete a detailed Harassment and Discrimination training module, which includes sex-based harassment and discrimination, and this training will be required annually thereafter.

Metcash completes stringent review and update of all policies annually, and as a result introduces more robust and relevant policies, processes etc and these are communicated across the organisation.

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.)

1. For a second consecutive year Metcash received the 2019-2020 WGEA Employer of Choice for Gender Equality (EOCGE) citation. Metcash is one of only a few organisations across Australia to receive the citation, which recognises employer commitment and best practice in promoting gender equality in Australian workplaces. At Metcash we are proud that: our gender pay differential has reduced again to 1%; our flexible working practices continue to be a competitive advantage in attracting and retaining people (regardless of their gender) who wish to balance their work and home commitments; and our high ratings in the engagement survey show that we all value diversity at Metcash and act in accordance with good practice on diversity matters. This is a reflection of our collective efforts from our leaders at Metcash who support and sponsor our continuing focus on our equality initiatives, the hard work of the People & Culture team and our Diversity & Inclusion Council members who have been instrumental in championing gender equality across Metcash.
2. Women's Strategy – implemented to create a strategic, accountable, integrated culture that champions women in the workplace in a fair, respectful and inclusive manner
3. Senior Women's Forum and Senior Women's Network – new initiatives for women leaders to enable other women leaders, to empower and inform in a diverse, open and real environment, to make a difference for each other and ensuring the next generation of women leaders grow, connect and influence
4. Diversity & Inclusion Survey – new employee survey to better understand your experiences and what practices, programs and initiatives will help foster an even more diverse and inclusive environment – i.e. gather feedback and impact of diversities in areas such as flexibility, managing work and other commitments, gender representation and equality, gender-based harassment and sexual harassment, career opportunities etc
5. Metcash's Board of Directors has changed over the this reporting period however the gender representation remained and continues within the 40% / 40% / 20% gender target.
6. Jeff Adams, Metcash CEO has demonstrated his committed to achieving Gender pay equality by continuing as a WGEA Gender Pay Equity Ambassador since December 2017.
7. Metcash continues to conduct analysis on gender pay across the organisation by both WGEA level and Hay job bands, working to close the overall gender pay gap to 1%.
8. The Metcash Diversity & Inclusion Council, with our CEO as Chair, continues drives gender equality initiatives across the business and support/create awareness of gender diversity matters and initiatives.
9. A Domestic and Family Violence Policy is in place with a zero tolerance approach. Eligible impacted employees can access up to 1 week paid leave and/or unpaid leave. Support mechanisms through the Employee Assistance Program are also available.
10. To support working parents, paid parental leave for eligible primary carers is 12 weeks and secondary carers is 2 weeks, extended leave options, school holiday support options, flexible working options etc are available and supported where possible for the people and the business/site.
11. Metcash continues to encourage our people to balance work and home commitments by taking accrued annual leave and eligible employees are able to increase this balance with an additional week of annual leave– called 'Fifth Week' of annual leave.
12. The Board and Executives receive regular reports regarding gender representation, benchmarks, targets and our progress towards increased representation of women in leadership roles and in roles traditionally occupied by males.
13. Metcash continues to demonstrate commitment to the professional development of managers and leaders to improve practices, promote gender equity and reduce/remove bias. Such leader development and coaching programs include New Leader Program, Inspired Leaders, Situational Leadership, Leadership Series, Hire Right and Master Your Blind Spots.
14. Metcash continually reviews and improves all practices, programs and policies to improve gender equality and reduce bias across all people, management and leadership practices.
15. Metcash proactively promotes a zero tolerance to sex-based harassment and discrimination.
16. Our Intranet, Messages from our Leadership Team, Code of Conduct, and Digital Screens across Metcash sites are utilised as reliable and respected mediums to communicate gender equality matters, policies and initiatives.

Gender composition proportions in your workplace

Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. 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 32.2% females and 67.8% males.

Promotions

2. 45.9% of employees awarded promotions were women and 54.1% were men
 - i. 29.6% of all manager promotions were awarded to women
 - ii. 53.4% of all non-manager promotions were awarded to women.
3. 7.1% of your workforce was part-time and 1.7% of promotions were awarded to part-time employees.

Resignations

4. 34.4% of employees who resigned were women and 65.6% were men
 - i. 38.5% of all managers who resigned were women
 - ii. 34.1% of all non-managers who resigned were women.
5. 7.1% of your workforce was part-time and 11.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 6.2% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A - 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 women.

Notification and access

List of employee organisations:

CEO sign off confirmation

Name of CEO or equivalent:

Jeff Adams

Confirmation CEO has signed the report:

CEO signature:

Date:

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Notification and access

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CEO sign off confirmation

Name of CEO or equivalent:

Jeff Adams

CEO signature:

Confirmation CEO has signed the report:

Date:

4/8/2020