

Workplace Profile Table

Industry: Residential Care Services

| Occupational category* | Employment status | No. of employees | | Number of apprentices and graduates (combined) | | Total employees** |
|--|---------------------|------------------|-----|--|---|-------------------|
| | | F | M | F | M | |
| Managers | Full-time permanent | 10 | 4 | 0 | 0 | 14 |
| Professionals | Casual | 1 | 0 | 0 | 0 | 1 |
| Community And Personal Service Workers | Full-time permanent | 0 | 2 | 0 | 0 | 2 |
| | Full-time contract | 2 | 1 | 0 | 0 | 3 |
| | Part-time permanent | 126 | 109 | 0 | 0 | 235 |
| | Part-time contract | 1 | 0 | 0 | 0 | 1 |
| | Casual | 4 | 0 | 0 | 0 | 4 |
| Clerical And Administrative Workers | Full-time permanent | 7 | 2 | 0 | 0 | 9 |
| | Full-time contract | 0 | 2 | 0 | 0 | 2 |
| | Part-time permanent | 6 | 0 | 0 | 0 | 6 |
| | Part-time contract | 1 | 0 | 0 | 0 | 1 |
| | Casual | 1 | 0 | 0 | 0 | 1 |

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

** Total employees includes Gender X

Workplace Profile Table

Industry: Residential Care Services

| Manager category | Level to CEO | Employment status | No. of employees | | |
|------------------|--------------|---------------------|------------------|---|--------|
| | | | F | M | Total* |
| CEO | 0 | Full-time permanent | 2 | 0 | 2 |
| GM | -1 | Full-time permanent | 1 | 3 | 4 |
| OM | -2 | Full-time permanent | 7 | 2 | 9 |

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Residential Care Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|---|---------------|---------------------|---------------------|--------|------|--------|
| 1. How many employees were promoted? | Full-time | Permanent | Managers | 1 | 1 | 2 |
| | | Fixed-Term Contract | Managers | 1 | | 1 |
| | Part-time | Permanent | Non-managers | 1 | | 1 |
| 3. How many employees (including partners with an employment contract) were externally appointed? | Full-time | Permanent | CEO, KMPs, and HOBs | 1 | 1 | 2 |
| | | | Managers | 2 | 2 | 4 |
| | | | Non-managers | 2 | | 2 |
| | | Fixed-Term Contract | Non-managers | | 3 | 3 |
| | Part-time | Permanent | Non-managers | 38 | 24 | 62 |

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Residential Care Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|--|---------------|---------------------|---------------------|--------|------|--------|
| 4. How many employees (including partners with an employment contract) voluntarily resigned? | Full-time | Permanent | CEO, KMPs, and HOBs | 2 | 1 | 3 |
| | | | Managers | 3 | | 3 |
| | | | Non-managers | 1 | | 1 |
| | | Fixed-Term Contract | Managers | 1 | | 1 |
| | | | Non-managers | | 2 | 2 |
| | Part-time | Permanent | Non-managers | 10 | 7 | 17 |
| | | Fixed-Term Contract | Non-managers | 1 | | 1 |
| | N/A | Casual | Non-managers | 4 | | 4 |
| 5. How many employees have taken primary carer's parental leave (paid and/or unpaid)? | Part-time | Permanent | Non-managers | 10 | | 10 |
| 6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)? | Part-time | Permanent | Non-managers | | 2 | 2 |

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

2020 - 21 Compliance Program

Submitted by:

**Lighthouse Disability Limited
(ABN:20606960865)**



#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

| | |
|--|---|
| ...Recruitment | Yes(<i>Select all that apply</i>) |
| ...Yes | Policy |
| ...Retention | No(<i>Select all that apply</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Dec-2021 |
| ...Performance management processes | No(<i>Select all that apply</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Dec-2021 |
| ...Promotions | No(<i>Select all that apply</i>) |
| ...No | Other (please provide) |
| ...Currently under development | |
| ...Other (please provide) | Not an immediate need, but in the pipeline for development. |
| ...Talent identification/identification of high potentials | No(<i>Select all that apply</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Oct-2021 |
| ...Other (please provide) | Not an immediate need, but in the pipeline for development. |
| ...Succession planning | No(<i>Select all that apply</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Oct-2021 |
| ...Other (please provide) | Not an immediate need, but in the pipeline for development. |
| ...Training and development | No(<i>Select all that apply</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Dec-2021 |
| ...Key performance indicators for managers relating to gender equality | No(<i>Select all that apply</i>) |

| | |
|---------------------------|---|
| ...No | Other (please specify) |
| ...Other (please specify) | Not an immediate need, but in the pipeline for development. |

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)

| | |
|--------|--------|
| ...Yes | Policy |
|--------|--------|

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

New management of People, Culture, and Communications function needs time to assess current gaps and establish new policy framework.

Governing bodies

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| | |
|---|--|
| 1: Does this organisation have a governing body? | Yes(<i>Provide further details on the governing body(ies) and its composition</i>) |
| 1.1: What is the name of your governing body? | Board of Directors |
| 1.2: What type of governing body does this organisation have? | Board of directors |
| 1.3: How many members are on the governing body and who holds the predominant Chair position? | |
| ...Chairs | |
| ...Female (F) | 0 |
| ...Male (M) | 1 |
| ...Gender X | 0 |
| ...Members | |
| ...Female (F) | 4 |
| ...Male (M) | 2 |
| ...Gender X | 0 |
| 1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members? | Yes(<i>Select all that apply</i>) |
| | Policy |
| 1.5: Has a target been set to increase the representation of women on this governing body? | No(<i>Select all that apply</i>) |
| | Governing body has gender balance (i.e. 40% women / 40% men / 20% either) |

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

#Action on gender equality

Gender pay gaps

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

No(*Select all that apply*)

...No

Non-award employees paid market rate
Salaries set by awards/industrial or workplace agreements
Other (provide details)

...Other (provide details)

Internal process in place to ensure above Award rates are indexed in accordance with CPI.

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equity

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

No(*Select all that apply*)

...No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)
Non-award employees paid market rate

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

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

No(*Select all that apply*)

...No

Others (Provide Details)

...Others (Provide Details)

In scope to be developed.

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

#Employee work/life balance

Flexible working

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

No(*Select all that apply*)

...No

Currently under development(*Select the estimated completion date.*)

...Currently under development

31-Dec-2021

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

...Flexible hours of work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Compressed working weeks

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Time-in-lieu

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Telecommuting (e.g. working from home)

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Part-time work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Job sharing

No(*You may specify why the above option is not available to your employees.*)

...No

Other (provide details)
Not a priority

...Other (provide details)

In scope to explore.

...Carer's leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

| | |
|-----------------------------------|---|
| ...Purchased leave | No(<i>You may specify why the above option is not available to your employees.</i>) |
| ...No | Not a priority Insufficient resources/expertise |
| ...Unpaid leave | Yes(<i>Select one option only</i>) |
| ...Yes | SAME options for women and men(<i>Select all that apply</i>) |
| ...SAME options for women and men | Formal options are available |

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

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

No

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Government scheme is sufficient
Insufficient resources/expertise

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

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

No(*Select all that apply*)

...No

Included in award/industrial or workplace agreement

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

...Employer subsidised childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority

...On-site childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority
Insufficient resources/expertise

...Breastfeeding facilities

Yes(*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Childcare referral services

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority

...Internal support networks for parents

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Insufficient resources/expertise
Not a priority

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

No(*You may specify why the above support mechanism is not available to your employees.*)

| | |
|--|--|
| ...No | Not a priority Insufficient resources/expertise |
| ...Information packs for new parents and/or those with elder care responsibilities | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Not a priority Insufficient resources/expertise |
| ...Referral services to support employees with family and/or caring responsibilities | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Targeted communication mechanisms (e.g. intranet/forums) | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Support in securing school holiday care | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Coaching for employees on returning to work from parental leave | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Parenting workshops targeting mothers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Parenting workshops targeting fathers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not a priority |
| ...Other (provide details) | No |

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

Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

| | |
|---|--------|
| ...Yes | Policy |
| 1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? | Yes |

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

| | |
|--------------------------------|---|
| ...All managers | No(<i>You may specify why this training is not provided.</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Dec-2021 |
| ...All employees | No(<i>You may specify why this training is not provided.</i>) |
| ...No | Currently under development(<i>Select the estimated completion date.</i>) |
| ...Currently under development | 31-Dec-2021 |

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

| | |
|------------------------------------|---|
| No(<i>Select all that apply</i>) | |
| ...No | Included in award/industrial or workplace agreement |

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

| | |
|--|---|
| ...Employee assistance program (including access to psychologist, chaplain or counsellor) | Yes |
| ...Training of key personnel | Yes |
| ...A domestic violence clause is in an enterprise agreement or workplace agreement | Yes |
| ...Workplace safety planning | No(<i>Select all that apply</i>) |
| ...No | Other (provide details) |
| ...Currently under development | 31-Dec-2021 |
| ...Other (provide details) | Not identified as an immediate need, but relevant procedures are under development. |
| ...Access to paid domestic violence leave (contained in an enterprise/workplace agreement) | Yes |
| ...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) | Yes |
| ...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) | No(<i>Select all that apply</i>) |

| | |
|--|---|
| ...No | Other (provide details) |
| ...Other (provide details) | Not identified as an immediate need, but relevant procedures are under development. |
| ...Access to unpaid leave | Yes |
| ...Confidentiality of matters disclosed | Yes |
| ...Referral of employees to appropriate domestic violence support services for expert advice | Yes |
| ...Protection from any adverse action or discrimination based on the disclosure of domestic violence | Yes |
| ...Flexible working arrangements | Yes |
| ...Provision of financial support (e.g. advance bonus payment or advanced pay) | No(<i>Select all that apply</i>) |
| ...No | Insufficient resources/expertise |
| ...Offer change of office location | Yes |
| ...Emergency accommodation assistance | No(<i>Select all that apply</i>) |
| ...No | Insufficient resources/expertise |
| ...Access to medical services (e.g. doctor or nurse) | No(<i>Select all that apply</i>) |
| ...No | Insufficient resources/expertise |
| ...Other (provide details) | No(<i>Select all that apply</i>) |

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