



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Gender Equality Reporting

Submitted by:

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#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	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise Not a priority
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Not a priority

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

Yes(*Select all that apply*)

...Yes	Policy
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3: Does your organisation have any of the following targets to address gender equality in your workplace?

Increase the number of women in leadership positions
Reduce the gender pay gap

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

The Company has a same pay for same job policy across all roles when recruiting and promoting. The Company's Workplace Diversity and Inclusion Policy articulates that accessibility to employment opportunities based on merit, harassment or discrimination is a top priority and that fair and equitable remuneration practices are applied.

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	
...Male	1
...Non-binary	0
...Members	
...Female	1
...Male	3
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
	Not a priority
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	30.00%
10.7: What year is the target to be reached (select the last day of the target year)?	30-Jun-2023
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Currently under development

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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?

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

Non-award employees paid market rate

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

6-Jun-2022

3: Does your organisation publish its organisation-wide gender pay gap?

No

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

No

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

Same pay is applied for all genders for the same role/ job.

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 ALL 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)

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

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

Employee consultation

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

No(*Select all that apply*)

...No

Insufficient resources/expertise

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

No

...No

Insufficient resources/expertise

3: On what date did your organisation share your previous year's public reports with employees?

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders?

5-Jul-2021

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Yes

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

#Flexible work

Flexible working

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

No(*Select all that apply*)

...No

Not a priority

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

...Flexible hours of work

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

...No

Not a priority

...Compressed working weeks

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

...No

Not a priority

...Time-in-lieu

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

...No

Not a priority

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

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

...No

Not a priority
Other (provide details)

...Other (provide details)

During covid lockdowns the Company allowed working from home.

...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

Not a priority

...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(*You may specify why the above option is not available to your employees.*)

...No

Not a priority

...Unpaid leave

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

...No

Not a priority

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

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

No

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Employee performance is measured by performance and not presenteeism

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

Covid 19 has meant that the organisation has been able to provide working from home options for the support office staff where practicable.

#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

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

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

...Breastfeeding facilities

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

...No

Not a priority

...Childcare referral services

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

...No

Not a priority

...Internal support networks for parents

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

...No

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

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

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

...No	Not a priority
...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	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	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	Not a priority
...Coaching for employees on returning to work from paid parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	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	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	Not a priority
...Other (provide details)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Available at ALL worksites	Keep in touch program whilst on parental leave

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	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Varies across business units At least annually
	Yes(<i>Please indicate how often is this training</i>

...All employees	<i>provided (select all that apply):</i>
...Yes	At induction At least annually

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

Anti-discrimination, bullying and sexual harassment training module and policy sign off completed by all staff annually.

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(*Select all that apply*)

...No	Insufficient resources/expertise
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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	No(<i>Select all that apply</i>)
...No	Not a priority
...Workplace safety planning	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of unpaid domestic violence leave are provided?	5
...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)	Yes
...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

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

#Diversity and inclusion

Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes (*Select all that is covered.*)

...Yes

Aboriginal and/or Torres Strait Islander identity
Cultural and/or language and/or race/ethnicity background
Disability and/or accessibility
Sexual orientation
Gender identity
Age

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

No

...If this data can be shared and is not confidential, please complete the below table:

3: Do you currently collect data on any of the following dimensions of employees' identities?

Not applicable / Don't know

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers		1	1
			Non-managers	13	25	38
	Part-time	Permanent	Non-managers	10	7	17
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers		1	1
			Non-managers	13	25	38
	Part-time	Permanent	Non-managers	10	7	17
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	1	5	6
			Non-managers	54	53	107
	Part-time	Permanent	Non-managers	95	92	187
	N/A	Casual	Non-managers	58	63	121

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Other Store-Based Retailing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	2	4	6
			Non-managers	71	82	153
	Part-time	Permanent	Non-managers	83	71	154
	N/A	Casual	Non-managers	21	27	48
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Part-time	Permanent	Managers	1		1
			Non-managers	4		4
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workplace Profile Table

Industry: Other Store-Based Retailing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	3	21	0	0	24
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	14	4	0	0	18
	Casual	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	28	0	0	28
Clerical And Administrative Workers	Full-time permanent	42	20	0	0	62
	Part-time permanent	4	0	0	0	4
	Casual	13	1	0	0	14
Sales Workers	Full-time permanent	81	87	0	0	168
	Part-time permanent	139	106	0	0	245
	Casual	72	41	0	0	113
Machinery Operators And Drivers	Full-time permanent	1	31	0	0	32
	Part-time permanent	0	1	0	0	1
	Casual	0	11	0	0	11

* 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: Other Store-Based Retailing

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO		Full-time permanent	0	1	1
KMP	-1	Full-time permanent	0	2	2
GM	-1	Part-time permanent	1	0	1
SM	-2	Full-time permanent	1	7	8
OM	-2	Full-time permanent	1	0	1
	-3	Full-time permanent	1	11	12

* Total employees includes Gender X