

# 2020 - 21 Compliance Program

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(Select all that apply)
...Yes	Policy
...Retention	No(Select all that apply)
...Performance management processes	No(Select all that apply)
...Promotions	No(Select all that apply)
...Talent identification/identification of high potentials	Yes(Select all that apply)
...Yes	Strategy
...Succession planning	Yes(Select all that apply)
...Yes	Strategy
...Training and development	No(Select all that apply)
...Key performance indicators for managers relating to gender equality	No(Select all that apply)
...No	Currently under development(Select the estimated completion date.)
...Currently under development	01-Dec-2023

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

Yes(Select all that apply)	
...Yes	Policy Strategy

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

## Governing bodies

*Frucor Suntory Australia Pty. Limited*

1: Does this organisation have a governing body?	Yes(Provide further details on the governing body(ies) and its composition)
1.1: What is the name of your governing body?	Executive Leadership Team
1.2: What type of governing body does this organisation have?	Management committee
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)	1
...Male (M)	5
...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> )
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

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

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# #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)

2: Did your organisation receive JobKeeper payments?

No

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

30-Jun-2020

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)?

Yes(Provide further details on the most recent gender remuneration gap analysis that was undertaken.)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes(Select all that apply)

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

.. Yes

Created a pay equity strategy or action plan  
Identified cause/s of the gaps  
Analysed commencement salaries by gender to ensure there are no pay gaps  
Analysed performance pay to ensure there is no gender bias (including unconscious bias)  
Set targets to reduce any organisation-wide gap

Reported pay equity metrics (including gender pay gaps) to the executive  
Trained people-managers in addressing gender bias (including unconscious bias)

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?

Yes(Provide further details on the employee consultation process.)

1.1: How did you consult employees?

Survey  
Consultative committee or group  
Exit interviews

1.2: Who did you consult?	Management Other (provide details)
...Other (provide details)	Selected group of Return from Parental Leave employees for feedback on what was good/not good (provided input into Keep In Touch days and graded Return to Work)

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?

Yes (*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No ( <i>Select all that apply</i> )
...Targets have been set for men's engagement in flexible work	No ( <i>Select all that apply</i> )
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	No ( <i>Select all that apply</i> )
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	No ( <i>Select all that apply</i> )
...The organisation's approach to flexibility is integrated into client conversations	No ( <i>Select all that apply</i> )
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No ( <i>Select all that apply</i> )
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No ( <i>Select all that apply</i> )
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No ( <i>Select all that apply</i> )
...Other (provide details)	No

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( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	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
...Time-in-lieu	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 Informal options are available
...Telecommuting (e.g. working from home)	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 Informal options are available
...Part-time work	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
...Job sharing	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
...Carer's 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
...Purchased 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
...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?

Yes, we offer employer funded parental leave (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Surrogacy Stillbirth
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	No
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	13
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	91-100%

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?

Yes(Select all that apply)

...Yes	Policy
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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.)
...On-site childcare	No(You may specify why the above support mechanism is not available to your employees.)
...Breastfeeding facilities	Yes(Please indicate the availability of this support mechanism.)

...Yes	Available at ALL worksites
...Childcare referral services	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...Internal support networks for parents	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...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> )
...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> )
...Targeted communication mechanisms (e.g. intranet/forums)	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...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> )
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...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> )
...All employees	No( <i>You may specify why this training is not provided.</i> )

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?

Yes (*Select all that apply*)

...Yes

Policy

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

No (*Select all that apply*)

...A domestic violence clause is in an enterprise agreement or workplace agreement

No (*Select all that apply*)

...Workplace safety planning

No (*Select all that apply*)

...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)

No (*Select all that apply*)

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

...Access to unpaid leave

Yes

...Confidentiality of matters disclosed

Yes

...Referral of employees to appropriate domestic violence support services for expert advice

No (*Select all that apply*)

...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 (*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

Not a formal process but on manager's discretion, we would consider

...Offer change of office location

Yes

...Emergency accommodation assistance

No (*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

Not a formal process but on manager's discretion, we would consider

...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Not a formal process but on manager's discretion, we would consider
...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.

# Workplace Profile Table

Industry: Grocery, Liquor and Tobacco Product Wholesaling

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	19	30	0	0	49
Professionals	Full-time permanent	25	29	0	0	54
	Full-time contract	0	1	0	0	1
	Part-time permanent	5	0	0	0	5
Clerical And Administrative Workers	Full-time permanent	18	13	0	0	31
	Full-time contract	1	0	0	0	1
	Part-time permanent	1	0	0	0	1
Sales Workers	Full-time permanent	24	55	0	0	79
	Full-time contract	1	0	0	0	1
	Part-time permanent	1	0	0	0	1
Machinery Operators And Drivers	Full-time permanent	2	19	0	0	21
	Part-time permanent	0	1	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: Grocery, Liquor and Tobacco Product Wholesaling

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	1	2	3
GM	-2	Full-time permanent	3	1	4
SM	-2	Full-time permanent	0	3	3
	-3	Full-time permanent	5	5	10
		Part-time permanent	1	0	1
OM	-2	Full-time permanent	1	1	2
	-3	Full-time permanent	7	6	13
		Full-time contract	1	0	1
	-4	Full-time permanent	8	17	25
	-5	Full-time permanent	0	1	1

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Grocery, Liquor and Tobacco Product Wholesaling

Question	Contract Ty..	Employment Type	Manager Category	Female	Male	Total*
1. How many employees w..	Full-time	Permanent	Managers		1	1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	2		2
			Non-managers	1	2	3
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	4	3	7
			Non-managers	16	23	39
			Fixed-Term Contract		1	1
	Part-time	Permanent	Non-managers	1		1

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Grocery, Liquor and Tobacco Product Wholesaling

Question	Contract Ty..	Employment Type	Manager Categ..	Female	Male	Total*
4. How many employees (including partners with an ..	Full-time	Permanent	Non-managers	1	6	7
		Fixed-Term Contract	Non-managers	1		1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	5		5
			Non-managers	4		4
	Part-time	Permanent	Non-managers	2		2
6. How many employees ha..	Full-time	Permanent	Non-managers		6	6

\* Total employees includes Gender X



## Workforce Management Statistics Table

\* Total employees includes Gender X