



Date Created: 17-08-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 17-08-2023

2022 - 23 Gender Equality Reporting

Submitted By:

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FAMILY PET CARE PTY LTD 48137860809

INVOCARE PETCARE PTY LIMITED 72645244480

#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

Policy

Retention: Yes

Strategy

Performance management processes: Yes

Strategy

Promotions: Yes.

Strategy

Talent identification/identification of high potentials: YesPolicy; Strategy

Succession planning: Yes

Policy; Strategy

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: NoOther

Other: Goal set and defined in Invocare's Sustainability report. Measured and reported annually to the board. Goal substantially met for 2022 with ratio of 61 women : 39 men (Goal of 60:40 gender equity)

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesPolicy

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

In November 2022 our board approved a remuneration framework (this is underpinned by the Korn Ferry Hay Job Evaluation methodology and allows roles to be assessed in a robust and objective manner, aligned to market-based remuneration). This is being rolled out progressively for current employees. Initial analysis post our annual remuneration review is promising as it shows minimal difference in gender compa ratio (salary relative to market) for our tenure cohort of less than 6 months. At year end we will do further analysis to assist reviewing managers to make fair and equitable rem decisions leading into our next annual review cycle.

Governing Bodies

Organisation: Invocare Australia Pty Limited

1.Name of the governing body: Directors

2.Type of the governing body: Other governing body/authority

3.Specified governing body type: CEO and KMP serve as Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 0	Non-Binary 0
Member	Female (F) 0	Male (M) 2	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Other

Other value: CEO and KMP serve as Directors

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: CEO and KMP serve as Directors

Organisation: FAMILY PET CARE PTY LTD

1.Name of the governing body: Directors

2.Type of the governing body: Other governing body/authority

3.Specified governing body type: CEO and KMP serve as Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 0	Non-Binary 0
Member	Female (F) 0	Male (M) 2	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Other

Other value: CEO and KMP serve as Directors

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: CEO and KMP serve as Directors

Organisation: INVOCARE PETCARE PTY LIMITED

1. Name of the governing body: Directors

2. Type of the governing body: Other governing body/authority

3. Specified governing body type: CEO and KMP serve as Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 0	Non-Binary 0
Member			

Female (F)	Male (M)	Non-Binary
0	2	0

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Other

Other value: CEO and KMP serve as Directors

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: CEO and KMP serve as Directors

Organisation: Invocare Limited

1. Name of the governing body: Board of Directors

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	2	4	0

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Other value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

Other value:

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please 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

Strategy

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

Yes

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 reviews); To implement and/or maintain a transparent and rigorous performance assessment process

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

31/03/2023

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

For remuneration review and STI (short term incentive outcomes) we undertook gender related analysis which indicated no gender related bias.

Employer action on pay equality

- 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

- 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

Analysed performance pay to ensure there is no gender bias (including unconscious bias); Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Reported pay equity metrics (including gender pay gaps) to the executive; Conducted a gender-based job evaluation process

- 1.3 What type of gender remuneration gap analysis has been undertaken?**

None

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

Compa ratio analysis (which looks at market relativity) was undertaken by Job Grade and tenure cohort and provided to the Executive. Our intention is to undertake more thorough analysis ahead of the next annual remuneration review.

Employee Consultation

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

No/insufficient resources/expertise

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

No

- 3. On what date did your organisation share your last year's public reports with employees and shareholders?**

Employees:

Yes

Date:22/03/2023

Shareholder:

Yes

Date:22/03/2023

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

Yes

5. 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

Currently under development

Estimated Completion Date:

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

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: No

Not a priority

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Part-time work: Yes

SAME options for women and men

Purchased leave: No

Not a priority

Remote working/working from home: Yes

SAME options for women and men Formal options are available; Informal options are available

Time-in-lieu: Yes

SAME options for women and men

Informal options are available

Unpaid leave: Yes

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

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?

Don't know / Not applicable

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

In relation to Question 3 above (flexible working arrangements for non-managers the same as managers), this is subject to any EBA in place

In relation to Question 4 above, this is under development.

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer definition

1.1. Please indicate whether your employer-funded paid parental leave covers:
Birth; Adoption; Surrogacy; Stillbirth

1.2. How do you pay employer-funded paid parental leave to your carers, regardless of primary/secondary status?

Paying the employee's full salary

1.3. Do you pay superannuation contribution to your carers while they are on parental leave?

Yes, on employer funded parental leave

1.4. How many weeks of employer-funded paid parental leave for carers is provided?

8

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- 1.5. What proportion of your total workforce has access to employer-funded paid parental leave, including casuals?**
91-100%
- 1.6. Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?**
Yes
- 1.6.1 How long is the qualifying period (in months)?**
12
- 1.7. Do you require carers to take employer-funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**
Yes
within 6 months

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
Policy
- 2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**
- 2.1. Employer subsidised childcare**
No
- 2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**
No
Not a priority
- 2.3. Breastfeeding facilities**
Yes
Available at SOME worksites
- 2.4. Childcare referral services**
No
Not a priority
- 2.5. Coaching for employees on returning to work from parental leave**
No

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

2.7. Internal support networks for parents

No

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

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

No

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

2.14. Other details: No

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

Our Employee Assistance Programme (Sonder) is available to employees and their family members, including for return to work

Sexual harassment, harassment on the grounds of sex or discrimination

- 1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes
Policy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Managers:

Yes

At induction

Other

Provide Details: At least every two years

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or 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

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?

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

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Not a priority

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

No

Not a priority

Training of key personnel

No

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

Yes

Workplace safety planning

No

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

How many days are provided?

10

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

Yes

Is the leave period unlimited?

No

How many days are provided? 10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

How many days are provided? 10

Access to unpaid leave

Yes

Is the leave period unlimited?

No

How many days are provided?

10

Other: No

Provide Details:

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

Invocare values and actively commits to:

- Promoting flexibility for team members who are unfortunately at risk or are

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experiencing family and domestic violence;

- Creating a safe working environment for team members where action will be taken to mitigate the risks of violence;
- Supporting proactive approaches to gender equality in the workplace;
- Speaking up if we believe someone might be suffering because of violence

Workplace Profile Table

Industry: Personal and Other Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	179	130	0	0	309
	Part-time permanent	2	0	0	0	2
	Part-time contract	0	1	0	0	1
	Casual	0	1	0	0	1
Professionals	Full-time permanent	47	41	0	0	88
	Full-time contract	9	3	0	0	12
	Part-time permanent	4	4	0	0	8
	Part-time contract	2	2	0	0	4
	Casual	0	2	0	0	2
Technicians And Trades Workers	Part-time permanent	1	0	0	0	1
	Casual	2	0	0	0	2
Community And Personal Service Workers	Full-time permanent	367	232	0	0	599
	Full-time contract	6	1	0	0	7
	Part-time permanent	72	21	0	0	93
	Part-time contract	2	2	0	0	4
	Casual	90	91	0	0	181
Clerical And Administrative Workers	Full-time permanent	183	25	0	0	208
	Full-time contract	3	2	0	0	5
	Part-time permanent	62	0	0	0	62
	Casual	28	5	0	0	33
Sales Workers	Full-time permanent	71	16	0	0	87
	Part-time permanent	5	0	0	0	5
	Casual	1	0	0	0	1
Machinery Operators And Drivers	Full-time permanent	10	44	0	0	54
	Full-time contract	0	1	0	0	1
	Part-time permanent	3	2	0	0	5
	Casual	5	8	0	0	13
Labourers	Full-time permanent	4	97	0	0	101
	Full-time contract	0	1	0	0	1
	Part-time permanent	0	5	0	0	5
	Casual	0	5	0	0	5

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Personal and Other Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	0	1	1
HOB	Full-time permanent	4	3	7
GM	Full-time permanent	5	11	16
	Part-time contract	0	1	1
SM	Full-time permanent	32	32	64
	Part-time permanent	1	0	1
OM	Full-time permanent	138	82	220
	Part-time permanent	1	0	1
	Casual	0	1	1

* Total employees includes Non-binary

Workplace Profile Table

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	Part-time permanent	2	0	0	0	2
	Part-time contract	0	1	0	0	1
	Casual	0	1	0	0	1
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	Full-time contract	9	3	0	0	12
	Part-time permanent	4	4	0	0	8
	Part-time contract	2	2	0	0	4
	Casual	0	2	0	0	2
Technicians And Trades Workers	Part-time permanent	1	0	0	0	1
	Casual	2	0	0	0	2
Community And Personal Service Workers	Full-time permanent	367	232	0	0	599
	Full-time contract	6	1	0	0	7
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Clerical And Administrative Workers	Full-time permanent	183	25	0	0	208
	Full-time contract	3	2	0	0	5
	Part-time permanent	62	0	0	0	62
	Casual	28	5	0	0	33
Sales Workers	Full-time permanent	71	16	0	0	87
	Part-time permanent	5	0	0	0	5
	Casual	1	0	0	0	1
Machinery Operators And Drivers	Full-time permanent	10	44	0	0	54
	Full-time contract	0	1	0	0	1
	Part-time permanent	3	2	0	0	5
	Casual	5	8	0	0	13
Labourers	Full-time permanent	4	97	0	0	101
	Full-time contract	0	1	0	0	1
	Part-time permanent	0	5	0	0	5
	Casual	0	5	0	0	5

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Personal and Other Services

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SM	Full-time permanent	32	32	64
	Part-time permanent	1	0	1
OM	Full-time permanent	138	82	220
	Part-time permanent	1	0	1
	Casual	0	1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	16	14	30
			Non-managers	36	15	51
	Part-time	Permanent	Non-managers	4	1	5
		Fixed-Term Contract	Managers		1	1
	N/A	Casual	Non-managers	3	5	8
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	10	6	16
			Non-managers	95	41	136
		Fixed-Term Contract	Non-managers	1	1	2
	Part-time	Permanent	Non-managers	17	3	20
	N/A	Casual	Non-managers	12	5	17
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	21	20	41
			Non-managers	279	133	412
		Fixed-Term Contract	Non-managers	14	6	20
	Part-time	Permanent	Non-managers	32	2	34
		Fixed-Term Contract	Non-managers	3	1	4
	N/A	Casual	Non-managers	67	43	110

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Personal and Other 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	1		1
			Managers	24	18	42
			Non-managers	180	75	255
		Fixed-Term Contract	Non-managers	5		5
	Part-time	Permanent	Non-managers	34	7	41
	N/A	Casual	Non-managers	28	25	53
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	8		8
	Part-time	Permanent	Non-managers	1		1
	N/A	Casual	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2	13	15
	Part-time	Permanent	Non-managers	3		3

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

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			Non-managers	36	15	51
	Part-time	Permanent	Non-managers	4	1	5
		Fixed-Term Contract	Managers		1	1
	N/A	Casual	Non-managers	3	5	8
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	10	6	16
			Non-managers	95	41	136
		Fixed-Term Contract	Non-managers	1	1	2
	Part-time	Permanent	Non-managers	17	3	20
	N/A	Casual	Non-managers	12	5	17
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		Fixed-Term Contract	Non-managers	3	1	4
	N/A	Casual	Non-managers	67	43	110

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5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	8		8
	Part-time	Permanent	Non-managers	1		1
	N/A	Casual	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2	13	15
	Part-time	Permanent	Non-managers	3		3

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Workforce Management Statistics Table

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* Total employees includes Non-binary