

2020 - 21 Compliance Program

Submitted by:

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Specialist Wholesalers Pty Ltd
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Automotive Brands Group Pty Ltd
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Bapcor Services Pty Ltd
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Bapcor Limited (ABN:80153199912)



#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	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Strategy

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

Yes(<i>Select all that apply</i>)	
...Yes	Policy

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

Governing bodies

Burson Automotive Pty. Ltd.

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
11.1: Confirm how the ultimate parent's	

governing body/ies are being reported:	It is reported as part of this submission group.
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Specialist Wholesalers Pty Ltd

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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Automotive Brands Group Pty Ltd

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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Bapcor Services Pty Ltd

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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Bapcor Limited

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
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1.1: What is the name of your governing body?	Bapcor Board
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1.2: What type of governing body does this organisation have?	Board of directors
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1.3: How many members are on the governing body and who holds the predominant Chair position?	
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...Chairs	
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...Female (F)	1
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...Male (M)	0
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...Gender X	0
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...Members	
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...Female (F)	2
...Male (M)	3
...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?

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: 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)?

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 1-2 years

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?

Created a pay equity strategy or action plan
Identified cause/s of the gaps
Reviewed remuneration decision-making processes

.. Yes

1.3: 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)

Reviewed range of "like for like" roles to assess pay equity.

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
Performance discussions

1.2: Who did you consult?

ALL staff

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

A range of diversity and inclusion questions, including fair culture and practices, were included in the "Have Your Say" team member engagement survey. All team members who had worked with the business for at least 3 months were invited to participate in the survey in March 2021.

#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

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

Formal options are available
Informal options are available

...Compressed working weeks

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

...No

Not a priority

...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

Informal 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

Formal options are available
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
Informal 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

No(*You may specify why the above option is not*

...Purchased leave	<i>available to your employees.)</i>
...No	Not a priority
...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?

Yes, for both women and men

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

Other (provide details)

...Other (provide details)

Approximately 25% of the business is currently covered by a paid maternity leave policy. A total organisation and enhanced policy is under development.

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

Strategy

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 SOME worksites

...Childcare referral services

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

...Internal support networks for parents

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

...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.)

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

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

...Yes

Available at SOME worksites

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

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

...Targeted communication mechanisms (e.g. intranet/forums)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...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.

The Employee Assistance Program (EAP) which is available to all team members includes "Family Assist" support.

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	Varies across business units
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Every three years or more

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

Inclusive Leadership training has been undertaken for a range of Senior Leaders.

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	Other (provide details)
...Other (provide details)	Employee Assistance Program has specific family assist service line. Also paid Family Violence Leave in several Enterprise Agreements. Individual circumstances are also considered should they arise.

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(<i>Select all that apply</i>)
...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)
...Other (provide details)	Individual circumstances considered should they arise.
...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>)
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Employee Assistance Program (EAP) which is available to all team members can provide support.
...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>)
...Offer change of office location	Yes

...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...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: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	71	523	0	0	594
	Full-time contract	0	4	0	0	4
	Part-time permanent	5	1	0	0	6
Professionals	Full-time permanent	35	111	0	4	150
	Full-time contract	6	7	0	0	13
	Part-time permanent	2	1	0	0	3
	Part-time contract	1	2	0	0	3
	Casual	3	2	0	0	5
Technicians And Trades Workers	Full-time permanent	0	80	0	1	81
	Casual	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	115	126	0	0	241
	Full-time contract	4	0	0	0	4
	Part-time permanent	22	6	0	0	28
	Part-time contract	1	0	0	0	1
	Casual	12	4	0	0	16
Sales Workers	Full-time permanent	204	1,094	0	2	1,300
	Full-time contract	0	3	0	0	3
	Part-time permanent	29	31	0	0	60
	Casual	137	365	0	0	502
Machinery Operators And Drivers	Full-time permanent	292	538	0	0	830
	Full-time contract	1	5	0	0	6
	Part-time permanent	46	20	0	0	66
	Part-time contract	1	0	0	0	1
	Casual	105	137	0	0	242
Labourers	Full-time permanent	4	53	0	3	60
	Part-time permanent	1	1	0	0	2

* 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: All Industries

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP/HOB	-1	Full-time permanent	1	7	8
		Full-time contract	0	1	1
GM	-2	Full-time permanent	4	36	40
		Part-time permanent	2	0	2
	-3	Full-time permanent	0	3	3
SM	-2	Full-time permanent	8	5	13
		Part-time permanent	1	0	1
	-3	Full-time permanent	4	24	28
OM	-2	Full-time permanent	0	5	5
		Full-time contract	0	1	1
	-3	Full-time permanent	14	65	79
		Full-time contract	0	1	1
		Part-time permanent	1	0	1
	-4	Full-time permanent	38	270	308
		Full-time contract	0	1	1
		Part-time permanent	1	0	1
		Part-time contract	0	1	1
	-5	Full-time permanent	3	113	116
Part-time permanent		0	1	1	

* Total employees includes Gender X

Workplace Profile Table

Industry: Motor Vehicle and Motor Vehicle Parts Wholesaling

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	58	421	0	0	479
	Full-time contract	0	3	0	0	3
	Part-time permanent	4	1	0	0	5
Professionals	Full-time permanent	29	91	0	4	124
	Full-time contract	6	6	0	0	12
	Part-time permanent	2	1	0	0	3
	Part-time contract	1	2	0	0	3
	Casual	2	2	0	0	4
Technicians And Trades Workers	Full-time permanent	0	77	0	1	78
	Casual	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	91	107	0	0	198
	Full-time contract	4	0	0	0	4
	Part-time permanent	14	3	0	0	17
	Part-time contract	1	0	0	0	1
	Casual	1	3	0	0	4
Sales Workers	Full-time permanent	147	901	0	2	1,050
	Full-time contract	0	3	0	0	3
	Part-time permanent	7	9	0	0	16
	Casual	21	49	0	0	70
Machinery Operators And Drivers	Full-time permanent	261	494	0	0	755
	Full-time contract	1	5	0	0	6
	Part-time permanent	44	18	0	0	62
	Part-time contract	1	0	0	0	1
	Casual	105	134	0	0	239
Labourers	Full-time permanent	2	11	0	3	16
	Part-time permanent	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: Motor Vehicle and Motor Vehicle Parts Wholesaling

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP/HOB	-1	Full-time permanent	1	6	7
		Full-time contract	0	1	1
GM	-2	Full-time permanent	4	30	34
		Part-time permanent	2	0	2
	-3	Full-time permanent	0	1	1
SM	-2	Full-time permanent	7	3	10
		Part-time permanent	1	0	1
	-3	Full-time permanent	4	18	22
OM	-2	Full-time permanent	0	5	5
		Full-time contract	0	1	1
	-3	Full-time permanent	11	51	62
		Full-time contract	0	1	1
	-4	Full-time permanent	29	199	228
		Part-time permanent	1	0	1
		Part-time contract	0	1	1
	-5	Full-time permanent	3	113	116
Part-time permanent		0	1	1	

* Total employees includes Gender X

Workplace Profile Table

Industry: Motor Vehicle and Motor Vehicle Parts Retailing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	13	102	0	0	115
	Full-time contract	0	1	0	0	1
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	6	20	0	0	26
	Full-time contract	0	1	0	0	1
	Casual	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	3	0	0	3
Clerical And Administrative Workers	Full-time permanent	24	19	0	0	43
	Part-time permanent	8	3	0	0	11
	Casual	11	1	0	0	12
Sales Workers	Full-time permanent	57	193	0	0	250
	Part-time permanent	22	22	0	0	44
	Casual	116	316	0	0	432
Machinery Operators And Drivers	Full-time permanent	31	44	0	0	75
	Part-time permanent	2	2	0	0	4
	Casual	0	3	0	0	3
Labourers	Full-time permanent	2	42	0	0	44
	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: Motor Vehicle and Motor Vehicle Parts Retailing

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
KMP/HOB	-1	Full-time permanent	0	1	1
GM	-2	Full-time permanent	0	6	6
	-3	Full-time permanent	0	2	2
SM	-2	Full-time permanent	1	2	3
	-3	Full-time permanent	0	6	6
OM	-3	Full-time permanent	3	14	17
		Part-time permanent	1	0	1
	-4	Full-time permanent	9	71	80
		Full-time contract	0	1	1

* Total employees includes Gender X

Workplace Profile Table

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

** Total employees includes Gender X

Workplace Profile Table

* Total employees includes Gender X