



Date Created: 27-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 27-06-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Kogan Hr Pty Ltd 54163207270

# #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; Strategy

**Retention:** No

**Performance management processes:** Yes

Strategy

**Promotions:** Yes.

Policy; Strategy

**Talent identification/identification of high potentials:** YesStrategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy; Strategy

**Key performance indicators for managers relating to gender equality:** No

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

YesPolicy; Strategy

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

## Governing Bodies

**Organisation:** Kogan Hr Pty Ltd

**1.Name of the governing body:** Kogan.com

**2.Type of the governing body:** Board of Directors

**Number of governing body chair and member by gender:**

|               |                        |                      |                        |
|---------------|------------------------|----------------------|------------------------|
| <b>Chair</b>  | <b>Female (F)</b><br>0 | <b>Male (M)</b><br>1 | <b>Non-Binary</b><br>0 |
| <b>Member</b> | <b>Female (F)</b><br>1 | <b>Male (M)</b><br>4 | <b>Non-Binary</b><br>0 |

**4.Formal section policy and/or strategy:** Yes

**Selected value:** Strategy

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

**Selected value:**

Not aware of the need

**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

**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

Policy; Strategy

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

No Not aware of the need

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

31/03/2023

**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 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)?**

No

Non-award employees paid market rate

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/Not aware of the need

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

Yes

Policy

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

Employees:

Shareholder:

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

Don't know

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?

Yes

Policy; Strategy

**1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:**

**A business case for flexibility has been established and endorsed at the leadership level**

Yes

**The organisation's approach to flexibility is integrated into client conversations**

Yes

**Employees are surveyed on whether they have sufficient flexibility**

No

**Employee training is provided throughout the organisation**

No

Other

**Other:**

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

Other

**Other:**

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

No

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

No

**Leaders are held accountable for improving workplace flexibility**

Yes

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

No

**Targets have been set for men's engagement in flexible work**

No

**Team-based training is provided throughout the organisation**

No

**Other:** No

**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; Informal options are available

**Compressed working weeks:** No

**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

Formal options are available; Informal options are available

**Part-time work:** Yes

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

**Purchased leave:** No

**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

Formal options are available; 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?**

Yes, women and men

**7. 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 in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave using the primary/secondary carer definition

**1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?**

Yes

**1.1.a. Please indicate whether your employer-funded paid parental leave for primary carers is available to:**

All, regardless of gender

**1.1.b. Please indicate whether your employer-funded paid parental leave for primary carers covers:**

Birth; Adoption; Surrogacy; Stillbirth

**1.1.c. How do you pay employer funded paid parental leave to primary carers?**

Paying the employee's full salary

**1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?**



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Yes, on employer funded parental leave

**1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**

4

**1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?**  
91-100%

**1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

**How long is the qualifying period (in months)?**

12

**1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

**1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

Yes

**1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:**

All, regardless of gender

**1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:**

Birth; Adoption; Surrogacy; Stillbirth

**1.2.c. How do you pay employer funded paid parental leave to Secondary carers?**

Paying the employee's full salary

**1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?**

Yes, on employer funded parental leave; Yes, on government funded parental leave

**1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**

2

**1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**  
91-100%

**1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

How long is the qualifying period (in months)?

12

- 1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

Within 24 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; Strategy

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

- 2.3. Breastfeeding facilities

Yes

Available at ALL worksites

- 2.4. Childcare referral services

No

- 2.5. Coaching for employees on returning to work from parental leave

Yes

Available at ALL worksites

- 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.**

## **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; Strategy

**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:** Updating and refresh of policies / training materials offered including also on ad-hoc basis as required

**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

Strategy

**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**

No

**Confidentiality of matters disclosed**

Yes

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**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**

Yes

**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

**Training of key personnel**

No

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

Yes

**Workplace safety planning**

Yes

**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?**

Yes

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other:** No

**Provide Details:**

- 2. 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: Administrative 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               | 19 | 0  | 0 | 29                |
|                                     | Part-time permanent | 1                | 0  | 0  | 0 | 1                 |
| Clerical And Administrative Workers | Full-time permanent | 36               | 82 | 0  | 0 | 118               |
|                                     | Part-time permanent | 1                | 0  | 0  | 0 | 1                 |
|                                     | Casual              | 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 Non-binary

# Workplace Profile Table

Industry: Administrative Services

| Manager category | Employment status   | No. of employees |    |        |
|------------------|---------------------|------------------|----|--------|
|                  |                     | F                | M  | Total* |
| SM               | Full-time permanent | 1                | 10 | 11     |
| OM               | Full-time permanent | 9                | 9  | 18     |
|                  | Part-time permanent | 1                | 0  | 1      |

\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Administrative Services

| Question  | Contract Type | Employment Type     | Manager Category    | Female | Male | Total* |
|---|---------------|---------------------|---------------------|--------|------|--------|
| 1. How many employees were promoted?  | Full-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 6      | 4    | 10     |
|   |               |                     | Non-managers        | 11     | 20   | 31     |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | Part-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 1      | 0    | 1      |
|   |               |                     | Non-managers        | 0      | 1    | 1      |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | N/A           | Casual              | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
| 2. How many employees (including partners with an employment contract) were internally appointed? | Full-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 1      | 5    | 6      |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | Part-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | N/A           | Casual              | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
| 3. How many employees (including partners with an employment contract) were externally appointed? | Full-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 1      | 1    | 2      |
|   |               |                     | Non-managers        | 12     | 20   | 32     |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | Part-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | N/A           | Casual              | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Administrative 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 | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 3                   | 4    | 7      |   |
|  |                     |                     | Non-managers        | 20                  | 29   | 49     |   |
|  |                     | Fixed-Term Contract | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
|  |                     | Part-time           | Permanent           | CEO, KMPs, and HOBs | 0    | 0      | 0 |
|  |                     |                     |                     | Managers            | 0    | 0      | 0 |
|  |                     |                     |                     | Non-managers        | 0    | 0      | 0 |
|  | Fixed-Term Contract |                     | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
|  | N/A                 | Casual              | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 1                   | 0    | 1      |   |
| 5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?        | Full-time           | Permanent           | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 2                   | 0    | 2      |   |
|  |                     |                     | Non-managers        | 4                   | 0    | 4      |   |
|  |                     | Fixed-Term Contract | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
|  |                     | Part-time           | Permanent           | CEO, KMPs, and HOBs | 0    | 0      | 0 |
|  |                     |                     |                     | Managers            | 0    | 0      | 0 |
|  |                     |                     |                     | Non-managers        | 0    | 0      | 0 |
|  | Fixed-Term Contract |                     | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
|  | N/A                 | Casual              | CEO, KMPs, and HOBs | 0                   | 0    | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
| 6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?      | Full-time           | Permanent           | CEO, KMPs, and HOBs | 0                   |      | 0      |   |
|  |                     |                     | Managers            | 0                   | 5    | 5      |   |
|  |                     |                     | Non-managers        | 0                   | 5    | 5      |   |
|  |                     | Fixed-Term Contract | CEO, KMPs, and HOBs | 0                   |      | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
|  |                     | Part-time           | Permanent           | CEO, KMPs, and HOBs | 0    |        | 0 |
|  |                     |                     |                     | Managers            | 0    | 0      | 0 |
|  |                     |                     |                     | Non-managers        | 0    | 0      | 0 |
|  | Fixed-Term Contract |                     | CEO, KMPs, and HOBs | 0                   |      | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |
|  | N/A                 | Casual              | CEO, KMPs, and HOBs | 0                   |      | 0      |   |
|  |                     |                     | Managers            | 0                   | 0    | 0      |   |
|  |                     |                     | Non-managers        | 0                   | 0    | 0      |   |

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Administrative Services

| Question  | Contract Type | Employment Type     | Manager Category    | Female | Male | Total* |
|---|---------------|---------------------|---------------------|--------|------|--------|
| 7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced? | Full-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 1      | 0    | 1      |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   | Part-time     | Permanent           | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |
|   |               | Fixed-Term Contract | CEO, KMPs, and HOBs | 0      | 0    | 0      |
|   |               |                     | Managers            | 0      | 0    | 0      |
|   |               |                     | Non-managers        | 0      | 0    | 0      |

\* Total employees includes Non-binary