

2020 - 21 Compliance Program

Submitted by:

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Workplace Profile Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related)

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	38	29	0	0	67
	Full-time contract	2	0	0	0	2
	Part-time permanent	15	2	0	0	17
	Part-time contract	1	0	0	0	1
Professionals	Full-time permanent	100	69	0	0	170
	Full-time contract	3	2	1	0	6
	Part-time permanent	8	1	1	0	10
	Part-time contract	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	12	7	0	0	19
	Part-time contract	0	0	1	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: Professional, Scientific and Technical Services (Except Computer System Design and Related

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	3	6	9
KMP	-1	Full-time permanent	2	0	2
HOB	-1	Full-time permanent	5	5	10
		Part-time permanent	3	0	3
GM	-1	Full-time permanent	1	4	5
	-2	Full-time permanent	1	1	2
SM	-1	Full-time permanent	3	4	7
		Part-time permanent	0	1	1
	-2	Full-time permanent	4	6	10
		Full-time contract	1	0	1
		Part-time permanent	4	1	5
-3	Full-time permanent	0	1	1	
OM	-1	Full-time permanent	6	0	6
		Full-time contract	1	0	1
		Part-time permanent	1	0	1
	-2	Full-time permanent	14	4	18
		Part-time permanent	5	0	5
		Part-time contract	1	0	1
	-3	Full-time permanent	2	3	5
Part-time permanent		2	0	2	

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	11	5	16
			Non-managers	13	9	22
	Part-time	Permanent	Managers	2		2
			Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	2		2
	Part-time	Permanent	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	1	2
			Managers	8	3	11
			Non-managers	29	10	40
		Fixed-Term Contract	Managers	1		1
			Non-managers	5	1	6
	Part-time	Permanent	Managers	1		1
			Non-managers	2		2
		Fixed-Term Contract	Managers	1		1
Non-managers			2		2	

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

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	4	2	6
			Non-managers	18	13	31
		Fixed-Term Contract	Managers		1	1
	Part-time	Permanent	Non-managers	2	1	3
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	3		3
			Non-managers	7	1	8
	Part-time	Permanent	Managers	1		1
			Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		5	5

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

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	Non-managers	1	1

* Total employees includes Gender X

#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	Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...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	Strategy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Other (please specify)
...Other (please specify)	Have an overall diversity target for gender balance, not specific individual KPIs.

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 Strategy

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

The Group has continued to bring focus to our diversity initiatives across the following areas:

1. Gender balance in leadership positions
2. Cultural diversity in our agencies
3. Introduction of flexibility practices across all agencies.

We have addressed diversity through the following initiatives:

- Hosted Indigenous women through an internship program through CareerTrackers.
- Eneo women program. The program connects senior female leaders in various ways, incl. through networking, influential guest speakers, coaching and leadership development.
- Mentoring relationships
- Family, domestic and sexual violence policy with a strong support position for employee victims.

Governing bodies

The Trustee For The Bmf Unit Trust

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.

Enero Group Limited

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?	Enero Group 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 (F)	1
...Male (M)	
...Gender X	
...Members	
...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>)
	Strategy
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)
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The Leading Edge Market Research Consultants Pty. Limited

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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Hotwire Integrated Communications 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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Hotwire Australia Pty Limited

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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Cpr Communications & Public Relations 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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Orchard Marketing Pty. Ltd.

	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local</i>
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1: Does this organisation have a governing body?	<i>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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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	Strategy
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?

Yes

2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:

.. April 2020	No
...May 2020	No
...June 2020	No
...July 2020	Yes
...August 2020	Yes
...September 2020	Yes
...October 2020	Yes
...November 2020	Yes
...December 2020	Yes
...January 2021	Yes
...February 2021	Yes
...March 2021	Yes

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)?

No(Select all that apply)

...No	Non-award employees paid market rate Other (provide details)
...Other (provide details)	Salaries paid for all employees are set at market rate and based on survey data. Conducted analysis of the gender pay comparisons a number of years ago and plan to do another review in the near future.

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?

No(*Select all that apply*)

...No	Others (Provide Details)
...Others (Provide Details)	Undertook this activity a number of years ago, but not recent enough to report. Will look at as part of the gender pay analysis.

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 Strategy
...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	Yes
...Targets have been set for men's engagement in flexible work	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	No need to set targets all employees can access flexible working.
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...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	Yes
...The organisation's approach to flexibility is integrated into client conversations	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Client needs managed internally alongside considerations for flexible working across the team.
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes

...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
...Other (provide details)	Yes
...Yes	Flexible working philosophy embedded across all group agencies for employees at all levels to access and benefit.

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

...Flexible hours of 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 Informal options are available
...Compressed working weeks	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...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	Informal options are available Formal 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
...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	No(<i>You may specify why the above option is not available to your employees.</i>)

...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...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.

The group rolled out a formal philosophy for ongoing flexible working in the post Covid environment. All managers and employees have access to flexible and remote working opportunities.

#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 (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(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
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?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	13
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)
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
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?	90-100%

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 Strategy
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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.)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...On-site childcare	No(You may specify why the above support mechanism is not available to your employees.)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...Breastfeeding facilities	Yes(Please indicate the availability of this support mechanism.)
...Yes	Available at ALL worksites
...Childcare referral services	No(You may specify why the above support mechanism is not available to your employees.)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...Internal support networks for parents	No(You may specify why the above support mechanism is not available to your employees.)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...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	Other (provide details)

...Other (provide details)	The group policy provides for a generous paid parental leave policy. Our approach is to support the family during the early caring period rather than returning to work where an income will be earned.
...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>)
...No	Not aware of the need
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...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>)
...No	Not aware of the need
...Coaching for employees on returning to work from parental leave	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Not a priority strategy for the group.
...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.

A number of approaches have been in operation across all reporting agencies for some time, including job sharing, part-time work arrangements, remote working, flexible start and finish times to allow for caring responsibilities.

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 Strategy

1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes
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2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	At induction At least annually
...All employees	Yes(Please indicate how often is this training provided (select all that apply):)
...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.

All employees including managers must attend compulsory training during their induction and orientation process called Respect@Work. It covers in-depth information about workplace bullying, harassment and discrimination. Providing case studies and examples of these behaviours in and outside the workplace. This provides very clear guidelines on what is acceptable workplace behaviour and how to address inappropriate behaviours. A refresher is completed after each year of service.

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	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	No(Select all that apply)
...No	Other (provide details)

...Other (provide details)	Details held in policy and agreements refer to the operation of workplace policies.
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Not specified in the agreement but the employment agreement refers to workplace policies and we have this in policy.
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Details held in policy and agreements refer to the operation of workplace policies.
...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	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)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	The situation has not arisen however, would consider this if required.
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Not aware of the need
...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.