

New Employee Attraction Campaign - Extension

1.0 Campaign Purpose

The Hastings Deering New Employee Attraction Campaign (the Campaign) will be used to improve labour attraction rates and reduce time to fill for recoverable trade roles. The aim of the campaign will be to:

- a) Attract skilled trade labour to Hastings Deering
- b) Provide greater incentives to our current employees when referring skilled labour

2.0 Campaign - Eligibility Criteria

2.1 Company

Hastings Deering (Australia) Limited (Hastings Deering) is the eligible company.

2.2 Locations

The eligible campaign locations will include all **Queensland** and **Northern Territory** Hastings Deering sites, and will incorporate field service and customer sites in those geographic locations where our employees work.

2.3 Positions

The campaign will focus on all permanent recoverable trade positions employed in the eligible locations. The eligible positions include:

- a) Diesel Fitters
- b) Mechanical Fitters
- c) Electrician & Auto Electricians
- d) Boilermakers
- e) Service Technicians
- f) Leading Hand (Trades)

2.4 Period

The campaign will apply to all recruitment activity during the eligible period commencing from **7 March 2022**.

The campaign will extend until **30 June 2024**, and subject to its successful implementation, will be considered for a further eligible period past this date.

3.0 Incentive Options

The available incentive options will include a separate Commencement Incentive and a Relocation Assistance (separately and collectively described as an incentive payment).

3.1 Commencement Incentive

Each eligible new permanent employee who joins during the campaign will be provided with a sign-on bonus up to the value of \$5,000. This will be structured as:

- a) Upon completion of their first three months of continuous employment: the employee will receive a gross cash payment of \$2,000 (taxed at marginal rate); and
- b) Upon completion of their first six months of continuous employment: the employee will receive a gross cash payment of \$3,000 (taxed at marginal rate).

3.2 Relocation Assistance

To attract candidates from interstate and outside of the local areas where we operate, certain relocation costs will be reimbursed by Hastings Deering.

New eligible employees, commencing permanent employment in one of the eligible locations, will be offered a reimbursement of relocation expenses up to the value of **\$10,000** upon commencement of employment. Additionally, candidates will have the opportunity to salary package additional relocation expenses through RemServ.

All claims for reimbursement must be supported with receipts.

4.0 Terms and Conditions

- a) The campaign runs from **7 March 2022 to 30 June 2024** and is applicable to all new permanent employees who accept an offer of employment in eligible positions and locations during the campaign period.
- b) Labour Hire candidates who transition to Hastings Deering (Australia) Limited (Hastings Deering) will not be eligible to receive the incentive payment.
- c) Employees must complete each three (3) and six (6) months continuous employment periods to be eligible for the incentive payment.
- d) Employees who terminate during the three (3) and/or six (6) months will not be eligible for the incentive payment.
- e) Payment will be made in the next available payroll cycle following the completion of each three (3) and six (6) month continuous employment period.
- f) Payments will be taxed at the employee's marginal tax rate and will be subject to superannuation.
- g) Employees will be eligible to receive the incentive payment once only during the eligible campaign period.
- h) Employees of Hastings Deering, its related entities or persons engaged in a consulting, contracting or labour hire capacity with Hastings Deering, will not be eligible to receive the incentive payment.
- i) Employees who receive the incentive payment and leave Hastings Deering within 12 months of commencement of employment will be required to reimburse 50% of the incentive payment.
- j) Reimbursement of relocation expenses will be in accordance with the Australian Taxation Office (ATO) exempt benefits for expenses, such as removal and storage fees, airfares, rental vehicle, temporary accommodation and resettlement expenses. Where an employee leaves their employment within two (2) years, they will be required to repay on a pro-rata basis depending on length of service.
- k) Hastings Deering reserves the right, at its sole discretion, to change, modify, add, or delete these terms at any time.
- l) Hastings Deering reserves the right, in its sole discretion, to determine eligibility for payment of the commencement incentive.

Hastings Deering (Australia) Ltd.

A.B.N. 49 054 094 647

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A member of the Sime Darby Group

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