
The Beverage Food Group Pty Ltd

ABN: 33 079 121 529

Company Policies Document

(Reviewed July 2022)

Covering All of Its Entities & Contractors

Including:-

Home Make It Pty Ltd

ABN: 36 324 385 967

FB Propak Pty Ltd

ABN: 31 445 283 101

Gypsy Hub Pty Ltd

ABN: 87 694 455 223

Vitis & Winemakers NZ

Limited IRD: 060 046 263

ABN: 74 231 833 913

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Our Business Purpose

To satisfy our customers' needs.

Broadly speaking a business exists only by pure virtue that a customer exists. The common element is that all customers have a ' need' which they need fulfilled.

It is necessary to identify our genuine customer 'need' in order to establish our organisational purpose for existence.

It may be said the purposes of The Beverage Food Group is to supply equipment for production of food and beverages. Yet we consider 'supplying equipment' is very superficial. What our customers are really seeking to have satisfied is their need to make fantastic food and beverages, or make the highest quality food & beverages more cheaply, more speedily, more environmentally friendly etc. The ability to provide the best solution to achieve the 'genuine' 'needs' of the customer is what perpetuates our sustainable business purpose. By employing our sustainable competitive advantage to the products and services we engage, our suppliers, customers and own people will be empowered to share knowledge and, their collective experience which perpetuates the fostering of enduring relationships for future generations.

Our Sustainable Competitive Advantage

Instil confidence in our customers and be consistently reliable in our actions and words.

Achieved by :

- Product knowledge
- Awareness of the Industry environment
- A flexible approach
- Working as an energised proactive team
- Innovation and investment
- Leadership
- Recognising urgency
- Dependability
- Systems development
- Demonstrating care, passion and pride
- Respecting each other and customers

Our Products and Services

- Focusing on the unique solution and added value our products and services provide our customers and communicate aggressively these advantages to the customer.
- Passionately maintaining a leadership position in the local and global industry trends and discourse.
- Seek to innovate and lead social and environment initiatives relative to your customer, their needs and their communities.
- Invest and develop.
- Never be afraid of change.

Sharing Knowledge & Experience, Building Relationships

Customer - Assist customers with the required product information:-

- Understand the difference between our machines and others on the market.
- Be proficient in all the features and benefits of our equipment including:
 - Quality differences, durability, reliability, application and trends.
- Quote prices which are relevant and strategically appropriate.
- Foster Third Party recommendations.
- History and product development.
- Appropriate industry standards and regulations.

Supplier – Seek to enhance the power and strength of our supply chains:-

- Engage solutions that are win-win.
- Develop effective communication flow between all business levels.
- Keep the supply chain informed of local market trends, in turn seek information and guidance from the supply chain as to how global trends are shifting and developing.
- Develop a pro-active engaged supplier base. We need a supply chain that is invested in our success.
- Develop on an ongoing basis system improvements.
- Ethical and professional business exchanges between the supply chain and company offices.

Employees/personnel – The Beverage Food Group will strive to develop and educate the companies most valuable resource - its personnel. A commitment to: -

- Recognise high performance
- Structure regular training and education into product, systems and personal skills.
- Evaluate performance and provide feedback.
- Develop the social environment of the work place.
- Promote multi –skills.
- Be an equal opportunity employer.
- Establish structure and systems which ensure clear lines of communication amongst all Employees.
- Maintain a sense of strong family values, recognise the importance of building a social leadership role in our communities.
- Aspire to lead an environmental position in our community.
- Improve employee and their family's welfare.
- Ensure a safe, healthy and fun work environment.

Code of Business Conduct

Proud of what we have achieved, of what we are creating and how we make a real difference.

Our vision begins with a set of simple and clearly stated values. These form the basis of our policies and inspire the actions of everyone that works at The Beverage Food Group.

This revision of The Beverage Food Group's Code of Business Conduct we believe demonstrates our commitment to behaving as one of Australia and New Zealand's most trusted and respected companies operating in the industries we do business. At the core of the message is the way we decide to behave towards each other and towards those outside the company. This we believe impacts on The Beverage Food Group's reputation to existing customers, potential customers, potential new and exciting talent wanting to work in our industry, potential new investors, overseas suppliers, the media and everybody we interact with. Ultimately how we decide to behave effects our future!

Performing with integrity underpins our long held family values and has long sustained our strategic direction. On a daily basis we ask our customers to believe in our products, our brands and our expertise. We want to be proud that we deliver on our word and that the company is known for its reliability and consistency.

To drive success by embracing innovation and better business performance whilst seeking to improve the environmental and social footprint we inhabit within the industries we supply and service.

We want The Beverage Food Group to be recognised as a great place to work. Known for acting with integrity, demonstrating social responsibility and commitment to the communities in which we operate. We want a defining culture of respect to our peers, customers and suppliers. The Beverage Food Group is a company with heart and soul that demonstrates innovation, vision and leadership.

To aspire to creating a place of work with values that are so widely recognised, admired and so deeply ingrained that they endure long after each of us has moved on. We have it within our grasp to set ourselves apart by a long margin from our various competitors, and to provide the various industries and communities in which we serve something to be proud to be associated with. These are exciting times and together, with your full support can we make a real difference.

TO ENSURE THAT THE BEVERAGE FOOD GROUP, ITS STORES, SHOWROOMS, VENUES, WAREHOUSES & OFFICE ENVIRONMENTS ARE PRESENTED IN A PROFESSIONAL, COURTEOUS AND ORGANISED MANNER.

All sales leads or supplier contacts whether by phone, fax, email or any other means are to be recorded in Sales Force. For sales personnel this document is the CRM pipe document. For supply chain correspondence, particularly by Business unit managers, correspondences should be detailed via copied email to Product and Supply chain managers.

All sales leads or suppliers enquiries must be attended to at the earliest opportunity and appointments made if required. All enquiries must be responded to within the same day that the enquiry has been made, In this modern world of easily accessible communications the expectations are that a phone call or email can be effected very easily.

- Customers & suppliers do not accept lack of connectivity as a suitable excuse in today's modern high access communications environment.
- If mobile phones and email is not accessible, landlines in petrol stations, hotels, motels, restaurants, libraries, street side public phones are all available from which to update your status, location, email back log and to respond to your customers' requirements.

The Beverage Food Group personnel are never to raise their voices, abuse, argue or criticise customers, peers or suppliers. A sales person's primary role is to act as a representative of the company's mission statement, company shareholders values and to represent the conduit at every level the company's broader business interests. As a representative of The Beverage Food Group your actions, inactions, demeanour, tone, body language and attitude all impact on the potential success of the company and in turn yours and your peer's wellbeing and personal success.

- Servicing and managing customer and supplier needs to be conducted in a manner no less than the standard you yourself expect to be serviced and dealt with by a world's best practicing company. This basis of conduct should act as a primary guide by which you should conduct yourself.
- Speaking negatively, spreading gossip and innuendo about customers, suppliers, Employees and the company you are employed by to competitors, suppliers, company peers and members of the public is a very serious offence and a breach of policy and code of conduct. Any such action will not be tolerated. Slander and defamatory laws would apply in most instances.

- Common courtesies that you would expect from others should be enacted by you to your customers and peers.
 - E.g. In circumstances when an appointment cannot be kept by you, you should ensure arrangements are made for another Employees member to keep the appointment and/or to contact the customer.
 - E.g. If a Employees member is running late for an appointment, the customer must be notified at the earliest opportunity, even if the delay is only 5-10 minutes.
 - E.g. It should be remembered that in many cases, customers have taken time off work to meet a sales representative.

All Employees must be dressed in smart business attire and present themselves in a clean and tidy manner. Appropriate wear for specific job activity may be required (e.g. stocktake), if in doubt consult your immediate Manager. Male Employees must be either clean shaven or beards and moustaches neatly trimmed. Personal hygiene is of the utmost importance and deodorant is recommended.

Sales, Warehouse and Managers driving a company vehicle, agree the vehicle must be clean with the interior kept tidy and all personal belongings kept in the car boot.

Policy – General Code of Conduct

1 PURPOSE

The purpose of this policy is to establish a clear standard of behaviour which is expected of The Beverage Food Group employees. It also is designed to assist Employees in understanding what acceptable and unacceptable behaviour in the workplace is.

2 APPLICATION

This policy applies to all employees of The Beverage Food Group. All non-employees present on the work site such as contractor and suppliers will be expected to abide by this policy for the duration of their presence.

3 POLICY

The Beverage Food Group has a clear expectation of appropriate work standards that foster a positive work environment where everyone's rights are maintained.

Employees of The Beverage Food Group will:

- > Act in accordance with Australian/New Zealand legislation.
- > Act in accordance with company policies.
- > Follow lawful and reasonable directives from management.
- > Promote the interest of the business.
- > Be aware of and align with the company's mission, vision and values.
- > Whilst in employment with The Beverage Food Group, treat everyone with respect and courtesy and without harassment.
- > Not tolerate misconduct or inappropriate behaviour. It is expected that employees inform a higher authority if witnessing an incident of this type.
- > Maintain the confidentiality of the company, not disclosing or misusing company information.
- > Take reasonable steps to avoid a conflict of interest, and disclose details of instances where this may occur with Managing Director or Group General Manager.
- > Be accountable for your own actions and decisions.

- > Be ever mindful of the health and safety of yourself and others in the workplace.
- > Uphold the principles of equal opportunity, not partake in victimisation, bullying, sexual harassment, discrimination or any other anti-social behaviours.
- > Perform their role with professionalism, care and responsibility.

Breaching this policy

Any breach of The Beverage Food Group policy may result in disciplinary action up to and including termination of employment. Disciplinary procedures that can be actioned by The Beverage Food Group will be in line with The Beverage Food Group's disciplinary policy.

Independent contractors and other non-employees who are found to have breached this policy may result in the termination of their contract with The Beverage Food Group.

4 POLICY REVIEW

The Beverage Food Group may make changes to this policy from time to time.

1 PURPOSE

The purpose of this policy is to enable The Beverage Food Group employees to:

- > recognise what information is confidential;
- > understand their obligations in relation to protection of confidentiality; and
- > understand the serious consequences of a failure to observe confidentiality obligations.

2 APPLICATION

This Policy applies to all employees of The Beverage Food Group.

The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

3 POLICY

What is Confidential Information?

Confidential information is valuable information which belongs to an employer, even where an employee has played a significant role in consolidating the information outside of normal business hours but within the scope of the business.

Information need not be labelled as confidential and may include information that an employee would reasonably expect to be regarded as confidential, regardless of the form and medium of that information.

Confidential Information includes:

- > Particular types of information which are sensitive for The Beverage Food Group, its related entities, or its customers and clients. Information may be sensitive for commercial reasons or for any reason relating to the operation of the business. Examples of these types of information include:
 - o business and operation plans, programs and strategies;
 - o research and development operations;
 - o inventions, copyrights, processes, ideas, developments, technology, programs, designs, specifications and formula, product development and related information;
 - o current, proposed or future business methods and services;
 - o member, customer and client customer service usages and requirements, prospects and objectives;
 - o trading relationships with vendors;
 - o financial details, pricing structures, financial information, financial plans, financial data, financial condition and results of operations;
 - o distribution, sales, services, support and marketing practices, operations and plans;

- details or records of member and customers and potential customers, customer lists, contact persons and customer telephone numbers and electronic contact details;
- details of advice or information given to The Beverage Food Group customers or clients; or
- details of Employees and contractors.

This definition is not intended to limit the kinds of information which are considered Confidential Information. If you are unsure about whether particular information is confidential, please seek clarification from your manager.

Employee's obligations in relation to confidential information

All employees are under a legal duty to preserve the confidentiality of information which belongs to his or her employer. These legal duties are contained in your contract of employment and are also imposed by the operation of the law.

Furthermore, Confidential Information belonging to The Beverage Food Group will generally be subject to protection as copyright material. Employees may also have obligations under the *Corporations Act 2001* (Cth) and privacy legislation not to disclose Confidential Information to any third party including any company or individual who is not a The Beverage Food Group employee authorised to view the Confidential Information. Each employee must ensure that Confidential Information is kept securely and that care is exercised when emailing or electronically storing information.

All employees are to only use and disclose The Beverage Food Group's Confidential Information so far as it is necessary for the proper performance of their duties and to do everything reasonable to ensure that The Beverage Food Group's Confidential Information is not disclosed in an unauthorised way to any third party or used to obtain a personal benefit (see also The Beverage Food Group's Conflict of Interest Policy).

Employees should avoid making unnecessary copies of information and at the conclusion of an employee's employment, any copies of Confidential Information in any form must be returned or destroyed. Where an employee is unsure about how to handle Confidential Information, clarification must be sought from a Manager.

When can Confidential Information be disclosed?

An employee's obligation to preserve the confidentiality of the information may cease to apply in certain circumstances, including:

- > the information comes into the public domain other than by reason of unauthorised disclosure;
- > the information was in the possession of the employee from a source other than The Beverage Food Group, its respective related corporations or any

- of the directors, shareholders, officers, employees or agents of The Beverage Food Group or its related corporations;
- > after the employee receives the information, it becomes available in the public domain by reason of a media report (except where that availability is a consequence of a breach of an employee's obligations or those of a fellow employee);
 - > the information is required to be disclosed by reason of any lawful requirements of any government, administrative body, authority or department; or
 - > the information is required to be disclosed to any Court in the event of legal action.
 - > Information falling within one of these categories does not necessarily cease to be Confidential Information, and employees should always ensure that, where they are unsure, disclosure is authorized by their manager.

What happens if an employee breaches their obligations of confidentiality?

The Beverage Food Group views a breach of confidentiality extremely seriously. Employees who breach obligations of confidentiality seriously undermine the trust that The Beverage Food Group can have that he or she will perform their duties properly and in The Beverage Food Group's best interests.

In many cases, a breach of confidentiality will constitute grounds for immediate termination of employment. At The Beverage Food Group's discretion other less serious disciplinary action may be taken.

It is also possible that The Beverage Food Group's interests may be so seriously damaged by the disclosure of confidential information that legal action against an employee is justified. The remedies which The Beverage Food Group might be able to obtain from a Court in case of a breach of confidentiality include orders to pay monetary damages or injunctions, which are orders to prevent further disclosure of the information or to prevent an employee taking advantage of an unlawful disclosure.

Please note that confidentiality obligations continue post the period of employment with The Beverage Food Group as outlined in the employee's contract of employment.

4 POLICY REVIEW

The Beverage Food Group may make changes to this policy from time to time to improve the effectiveness of its operation.

Policy – Conflict of Interest

1. APPLICATION OF THIS POLICY

The Policy applies to all employees, agents and contractors (including temporary contractors) of The Beverage Food Group, collectively referred to as '**workplace participants**'.

The Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

The Beverage Food Group reserves the right to vary, replace or terminate this Policy from time to time.

2. WHAT IS A CONFLICT OF INTEREST?

A conflict of interest arises when a workplace participant has a '*secondary interest*' which could improperly influence the performance of the workplace participant's duties and responsibilities in their work for The Beverage Food Group.

A '*secondary interest*' means anything that can have an actual or perceived impact or influence on the workplace participant, including the participant's:

- a) own personal, professional or business interests; or
- b) the personal, professional or business interests of individuals or groups with whom a workplace participant is closely associated (for instance, relatives, friends or even a rival).

Conflicts of interests can be 'actual' or 'perceived'

'Actual' conflicts of interests arise where a secondary interest actually improperly influences a workplace participant's performance or behaviour.

However, conflicts of interest may still arise even if a secondary interest does not actually influence a workplace participant's behaviour. For instance, secondary interests that could create a *perception* that a workplace participant has been improperly influenced in their work also constitutes a conflict of interest.

Example: You or one of your family members has an interest in a company with whom you are required to negotiate a contract on behalf of The Beverage Food Group, for the provision of services. This would constitute (at the very least) a perceived conflict of interest.

Improper use of position, information and assets

This Policy also prohibits workplace participants from using their position, information acquired in their position, or BUSINESS NAME's assets to obtain a benefit or advantage for:

- a) themselves; or
- b) for any other person.

3 WHO IS RESPONSIBLE FOR MANAGING CONFLICTS OF INTEREST?

Managing conflicts of interest is the shared responsibility of The Beverage Food Group, senior management, supervisors, human resources and workplace participants.

All workplace participants have a responsibility to ask themselves whether their actions or decisions could give rise to a real or perceived conflict of interest, and if so, to take action to manage that conflict.

4. DECLARING A CONFLICT OF INTEREST

Avoiding all conflicts of interest (real or perceived) is not always feasible. However, in all cases where a conflict of interest arises, the conflict should be openly and transparently declared.

A workplace participant should register or declare the actual or perceived conflict of interest to the Director or Group Management & Financial Controller.

5. MANAGING A CONFLICT OF INTEREST

A supervisor or manager who receives a declaration regarding a conflict of interest must then determine how to respond to the conflict. Any response must be sufficient to ensure that The Beverage Food Group can continue to:

- a) perform its services in an impartial and professional manner;
- b) maintain the highest ethical standards; and
- c) deliver its services fairly, effectively and efficiently to customers.

Measures that can be adopted to minimise a conflict include:

- a) **recruiting** third parties who do not have an interest (such as Human Resources or legal advisors) to advise on or participate in the matter;
- b) **restricting involvement** of a workplace participant in matters in which they have (or are perceived to have) a conflict of interest;
- c) **removing** the workplace participant from involvement in matters in which they have real or perceived conflicts of interest;
- d) requiring the workplace participant to **relinquish** assets or other private interests in order to minimise the conflict; and
- e) in rare circumstances, a workplace participant may need to **resign** from their employment or end their contract for services in order to appropriately minimise the conflict.

6. IF IN DOUBT, DECLARE!

If a workplace participant is ever under any doubt regarding whether a perceived or actual conflict of interest has arisen, the appropriate course of action is for the workplace participant to declare the conflict of interest.

This serves to protect both the workplace participant and The Beverage Food Group from any adverse consequences if an actual conflict of interest arises.

7. BREACHES OF THIS POLICY

A failure to comply with the obligations contained in this Policy will lead to disciplinary action which may include, but is not limited to, termination of an employee's employment or a contractor's services.

Breaches of this Policy will be handled under The Beverage Food Group's *DISCIPLINARY PROCEDURES POLICY*.

8. VARIATIONS

The Beverage Food Group reserves the right to vary, replace or terminate this policy from time to time.

Policy – Annual Leave, Personal/Carer's Leave, Long Service Leave and Purchased Leave

ANNUAL LEAVE:

(New Zealand employees)

- Part time and full time employees are entitled to four weeks' annual leave each year after 12 months of service.

(Australian employees)

- Full time employees accrue four (4) weeks annual leave per year of service.
- Part-time employees accrue annual leave on a pro rata basis of the entitlement for a full-time employee.
- Subject to management approval, employees may take accrued leave.
- Leave may not be approved by management if during seasonal peaks, or for other business reasons. i.e vintage/harvest or Christmas festive season.
- An annual leave form must be completed and signed by your Manager prior to leave being approved and paid. Any leave request more than 10 days must be approved by the Group Management/Financial Controller.
- The Beverage Food Group does close down during the Christmas and New Year period. The exact dates of the closure will be advised annually in advance. The Beverage Food Group may direct employees to take annual leave during the shutdown.
- Employees may be directed to take annual leave if they have accumulated more than eight (8) weeks annual leave and a direction is allowed for under the relevant industrial instrument. An employee being directed to take annual leave must be provided with at least (8) weeks' notice in writing.
- Applications for leave should be made no later than one month in advance.
- The company may require employees to take excessive accrual of leave (annual or long service) during quiet periods.
- Employees must take all accrued annual leave no later than six (6) months after the year in which it was accrued.
- Accruing two years of annual leave is not permitted.

PERSONAL/CARER'S LEAVE:

(New Zealand employees)

All employees (including part-time and casual employees) are entitled to 10 days sick leave if:

- they have six months' current continuous employment with the same employer, or
- they have worked for the employer for six months for:
 - an average of 10 hours per week, and
 - at least one hour in every week or 40 hours in every month.

Employees get the extra ten days per year when they reach their next entitlement date. The entitlement date will be either:

- after reaching 6 months' employment, or
- on their sick leave entitlement anniversary (12 months after they were last entitled to sick leave).

For each 12-month period after meeting the above criteria, each employee gets at least 10 days sick leave.

Employees may use their sick leave balance which may have carried over from the period year.

If an employee has no sick leave left, employer and employee can agree that they:

- Use sick leave in advance
- Use some of their annual holidays, or
- They can take unpaid leave.

Sick leave entitlements are not pro-rated in any way. For example, even a part-time employee only works three days a week, they still get 10 days sick leave.

Any unused sick leave at the end of a 12 month period can be carried over and added to their next year's entitlement. If the employee does not use any sick leave in the 12 month period, they will get another 10 days sick leave on their entitlement date. This will give them a total of 20 days sick leave.

The maximum amount of sick leave that can be accumulated under the Holidays Act 2003 is 20 days.

- Sick leave/Carer's leave of two or more days consecutive days requires a medical certificate.
- Sick leave/Carer's leave either side of a public holiday requires a medical certificate.
- A single Sick leave/Carer's leave day taken on a Friday and or Monday will require a medical certificate.
- If you are required to isolate for 7 days due to testing positive to COVID-19 and are unable to provide a medical certificate, you must provide a copy of the Department of Health record of notification and reference number to the Payroll Officer or HR Manager. This will include the date that your isolation period ends.

(Australian employees)

- Full time employees accrue 10 days per annum personal/carer's leave per year of service. For a part-time employee this entitlement will be pro-rata based on their ordinary hours of work.
- Employees are permitted to take three single personal/carer's leave days per year without a medical certificate.
- Personal/carer's leave of two or more days consecutive days requires a medical certificate.
- Personal/carer's leave either side of a public holiday requires a medical certificate.
- A single personal/carer's leave day taken on a Friday and or Monday will require a medical certificate.
- If you are required to isolate for 7 days due to testing positive to COVID-19 and are unable to provide a medical certificate, you must provide a copy of the Department of Health record of notification and reference number to the Payroll Officer or HR Manager. This will include the date that your isolation period ends.
- Personal/carer's leave can be used for the purposes of carer's leave as set out in the National Employment Standards, section 97 of the *Fair Work Act 2009* (Cth).
- Where an employee has exhausted all of their paid personal/carer's leave entitlements; the employee will be entitled to two days of unpaid carer's leave of each occasion as set out in the National Employment Standards, section 97 of the *Fair Work Act 2009* (Cth).
- Personal/Carer's leave cannot be claimed for other purposes, e.g. going to a solicitor or dentist. Annual leave should be used in these instances.

- At any other time The Beverage Food Group at its sole discretion, can request adequate proof of illness in respect to any period of sick leave claimed by the employee.
- Your Manager must be notified as soon as reasonably practical when a Personal/Carer's leave day is required. To enable the Manager to make alternative arrangements in the employee's absence, all attempts should be made to provide notice of the employee's absence preferably no later than one hour prior to the employee's commencement time unless there are circumstances beyond the employee's control preventing him/her doing so.
- The Manager will aim to advise payroll and email relevant Employees of the absence. A Personal/Carer's leave form is to be completed on the day the employee returns to work. If no form is completed by the next pay period, then an annual leave day will be counted in lieu.

PERSONAL LEAVE PROCEDURE FOR ALL EMPLOYEES

All employees taking sick or emergency leave must call your direct line manager as early as possible, and prior to your scheduled commencement time to advise of your absence. If your line manager is unavailable, please call Lisa Baggio (0414 614 695) to report your absence.

NO text messages will be accepted.

The relevant line manager to immediately advise the Payroll Administrator and any other relevant personnel effected by the absence. Keith Caley - payroll@thebeveragefoodgroup.com

For Employees:

With all business communication, it is expected that you will:

- Activate an Outlook "out of office" message (internal and external) for the length of the required leave.
- Cancel/postpone any business meetings that were scheduled during the leave period. Please liaise with your contact person any urgent business matters that will need actioning during this time.
- Divert your mobile to an active staff member or to the head office number for your division (**if appropriate)

On your return to work you must complete the required Leave Form and have it signed off by your line manager and email through to the Payroll Administrator payroll@thebeveragefoodgroup.com

If the Leave Form is not submitted within the pay period, a leave without pay day will be processed in your next pay.

Personal Leave

- (AUS) All full-time employees are entitled to 10 days per annum personal/sick leave.
- (NZ) All full-time employees are entitled to 10 days per annum personal/sick leave.
- (AUS/NZ) All part-time employees are entitled to pro rata accrual of personal/sick leave.
- Employees are entitled to 3 single sick days per year without a medical certificate.
- Sick leave of more than 2 days concurrently requires a medical certificate.
- Sick leave taken on a Monday or Friday will require a medical certificate.
- Sick leave either side of a public holiday requires a medical certificate.

REPORTING PERSONAL LEAVE

TBFG Customer Service, Marketing, Engineering & Purchasing Teams	Natalie McLeod nataliem@thebeveragefoodgroup.com	Phone: 03 9487 1100 Mobile: 0412 329 463
TBFG Warehouse Team	Adnan Vardari AdnanV@thebeveragefoodgroup.com	Mobile: 0432 288 511
All BDM's & Senior TBFG Management	Natalie McLeod or Lisa Baggio nataliem@thebeveragefoodgroup.com lisab@thebeveragefoodgroup.com	Phone: 03 9487 1100 Natalie: 0412 329 463 Lisa: 0414 614 695
TBFG Finance Team	Natalie McLeod nataliem@thebeveragefoogroup.com	Phone: 9487 1100 Mobile: 0412 329 463
Sales Teams VITIS & Winemakers, FBP & DTP	Natalie McLeod nataliem@thebeveragefoodgroup.com	Phone: 03 9487 1100 Mobile: 0412 329 463
DT Pacific Technical Team	Wayne Stone WayneS@dtpacific.com	Mobile: 0401 509 032
FB*Propak Technical Team	Al Pyers AlistairP@fbpropak.com	Mobile: 0401 509 030
Home Make It	Marta Viegas martav@homemakeit.com.au	Mobile: 0400 690 683
Gypsy Hub	Mitch Lowe mitchl@gypsyhub.com.au Jean-Michael (Truganina) jeanmichaelc@gypsyhub.com.au	Mobile: 0431 029 139 Mobile: 0400 470 404
The Craft & Co	Ben Easton venue.manager@thecraftandco.com.au	Mobile: 0416 594 281
VITIS (NZ)	Kylie Potts NZ@vitiswinemakers.com VITIS Office	Mobile: 021 503 339 Office (03) 577 8778

LONG SERVICE LEAVE

(Australian employees)

- All Employees are entitled to long service leave after 7 years of continuous employment by the company.

PURCHASED LEAVE AGREEMENT

(Australian and New Zealand employees)

- All employees are entitled to apply for purchased leave. This is a voluntary arrangement where employees may purchase additional leave that is deducted from their annual salary over a 12 month period.
- This flexible working arrangement is intended to assist employees to achieve a balance between work responsibilities and personal commitments.
- The approval of Purchased Leave Agreements is subject to business units and operational needs, and must be approved by your manager and the Financial Controller/Group Management.
- The purchased leave will be capped at a maximum of 10 days additional annual leave. Pro-rata equivalent for part time employees.
- The 10 days must be taken in 5 day minimum blocks. Single leave days will not be approved.
- The 10 purchased leave days must not be taken in conjunction with the 20 days annual leave, unless the special circumstances have been approved by the Financial Controller/Group Manager.
- The purchased leave agreement covers a specific 12 month period.
- At the end of a Purchased Leave Agreement, the employee's salary will revert to the ordinary salary rate for all salary and leave purposes.
- The purchased leave must be taken within the agreed 12 month period and must not be accrued.
- Employees with an Annual Leave balance of greater than 40 days cannot apply for a Purchased Leave Agreement.
- Part time employees will be eligible for the pro-rata equivalent of 10 days purchased leave.
- Personal/Sick Leave cannot be taken during periods of purchased leave.

- It is the responsibility of the employee to seek appropriate financial advice to determine how the purchased leave affects their superannuation, and leave entitlements, annualise salary, taxation and other financial aspects.
- During the period in which a Purchased Leave Agreement is in operation, the employer superannuation contribution will be recalculated based on the revised salary.
- The employee must repay any final monies owing on termination of agreement or employment.

Sick Leave or Carer's Leave for Casual Employees (2 Year Pilot Program)

(Victorian employees only)

From March 2022 the Victorian State Government introduced a 2 year pilot program for eligible employees to be able to receive up to 5 days a year of sick or care's pay at the national minimum wage.

Occupations currently included in the first phase of the pilot program relevant to TBFG and its include;

- Hospitality workers
- Food trades workers and preparation assistants such as Chefs and Kitchen hands,
- Retail and sales assistants

The State government is fully funding the scheme over the first two years and will administer the program directly to workers.

Employees can access the Sick or Carer's Leave by following the link below:

[Victorian Sick Pay Guarantee | Victorian Government \(www.vic.gov.au\)](https://www.vic.gov.au/victorian-sick-pay-guarantee)

Policy – Occupational Health & Safety

Obligations

The Beverage Food Group is committed to providing a safe and healthy environment for its employees, contractors, clients and the public. The Beverage Food Group is dedicated to continually improving its health and safety performance with an overall objective to eliminate or, where this is not reasonably practicable, to reduce risk. We will promote a high standard of workplace health and safety.

Commitment Statement –We Will:

- Endeavour to ensure compliance with all health and safety legislative requirements, compliance codes and relevant Australian Standards;
- Maintain and review our Occupational Health & Safety Manual – Policy, Procedures & Forms;
- Identify, assess and control hazards at workplaces under our control or which arise because of our undertakings;
- Provide and maintain a safe and healthy work environment;
- Maintain plant and facilities that are under our control;
- Provide appropriate and necessary information, training and supervision for employees to enable them to perform their tasks safely;
- Provide ongoing inspection and review of the workplace, work practices and procedures;
- Ensure appropriate responses are made in the event of an incident or injury, including taking action to prevent recurrence; and
- Facilitate rehabilitation and encourage the early return to work of employees who may be injured

Responsibilities – What Employees Must Do

The Beverage Food Group employees, whatever their role, have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a person's safety is to be put at risk.

Employees must:

- Take reasonable care for themselves and others who may be affected by their acts or omissions;
- Contribute to, and be involved in, the organisation's ongoing management of health and safety activities including consultation;
- Comply with all workplace health and safety policies and procedures implemented; and
- Report all situations that may adversely impact on workplace health and safety.

Consultation

The Beverage Food Group acknowledges that the best health and safety outcomes will be achieved through the joint cooperation of management and employees. Employees will be consulted on the identification, assessment and control of hazards, changes in or to the workplace and/or systems of work that may impact on their health and safety. Employees will also be consulted on the amount and adequacy of training and the suitability of facilities for their welfare.

A Work Health Safety Committee will meet regularly to review OH&S issues. The WHS Committee will have both employee and management representation.

Policy – Work Attendance

1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for attendance at work.

2 APPLICATION

This policy applies to all employees of The Beverage Food Group.

3 POLICY

Each employee's Schedule of Employment outlines their start and finish times for a standard work day. It is The Beverage Food Group's expectation that Employees will arrive at the workplace ready to commence their work by the prescribed start time.

Any employee not attending the workplace as required needs to notify their supervisor as soon as possible, outlining why they will be absent and the anticipated timeframe of their absence. If an absence is to be extended for any reason, employees should contact their manager.

In the case of authorised leave, Employees must comply with the relevant notification and evidence requirements detailed within each respective policy.

Lateness

If an employee is going to be late for work, they must telephone their Manager or Supervisor to inform them of their anticipated time of arrival and the reason for expected lateness.

Unauthorised Leave

Employees taking leave without a reasonable and satisfactory explanation will be considered to be on unauthorised leave.

Where an employee is on unauthorised leave and has been absent from work for a period without any notification to, or contact with The Beverage Food Group and The Beverage Food Group has tried to contact the employee with no response, it may be deemed by The Beverage Food Group that the employee has abandoned their employment and that they are no longer an employee of The Beverage Food Group.

If unauthorised absence or lateness has occurred, management may regard this as a breach of this policy. This may lead to disciplinary action which could result in a termination of employment.

4 POLICY REVIEW

The Beverage Food Group may make changes to this policy from time to time to improve the effectiveness of its operation.

Policy – Disciplinary Procedures

1 PURPOSE

The purpose of this policy is to outline the process for addressing unsatisfactory work performance and/or conduct.

2 APPLICATION

This policy applies to all employees except irregular casuals.

3 DEFINITIONS

An “irregular casual” is a casual employee that does not work a clear, repetitive pattern of hours.

“Unsatisfactory work performance” is performance that continues to be below the expectations relevant to the position. Unsatisfactory work performance includes, but is not limited to:

- > neglect of duties
- > frequent mistakes
- > not following a job through
- > unable to follow instructions given
- > an inability to exercise good judgement
- > lack of apparent skill in task/method of work required.
- > an inability to complete tasks in reasonable amount of time
- > an inability to follow company processes and procedures
- > Attitude toward work, e.g. poor interpersonal skills, lack of commitment and drive, consistent negative attitude.
- > an inability to achieve agreed and realistic targets/objectives/budgets.

“Unsatisfactory conduct” is conduct that falls short of the standard of competence and diligence relevant to the position. Unsatisfactory conduct includes, but is not limited to:

- > breach of discipline
- > breach of policy or procedure
- > harassment
- > unauthorised absenteeism

- > deliberate non-compliance with occupational health and safety rules

4 POLICY AND PROCEDURE

Disciplinary action, except in cases of serious misconduct, may be an incremental process which can be terminated at any stage. As performance and/or conduct must be assessed on a case-by-case basis, it will not always be appropriate to provide three (3) warnings before considering termination. The following procedure is a guideline only and The Beverage Food Group retains the right to provide fewer than three (including zero) warnings before terminating an employee's employment.

Step 1 – First warning

Where an employee's work performance or conduct is considered unsatisfactory, the employee will be informed by their immediate supervisor/manager. The employee will then have an opportunity to respond to the allegation(s).

If the supervisor/manager is unsatisfied with the employee's response, a first written warning will be issued to the employee advising of the nature of the poor performance or conduct and any corrective action required.

A date will be agreed upon in the future to review the employee's performance or conduct.

Step 2 – Second warning

Where the employee fails to improve on their poor performance or conduct, the employee will again be informed by their immediate supervisor/manager. The employee will then have an opportunity to respond to the allegation(s). If the supervisor/manager is unsatisfied with the employee's response, a second written warning will be issued to the employee advising of the nature of the poor performance or conduct and any corrective action required. A date will be agreed upon in the future to review the employee's performance or conduct.

Step 3 – Third and final warning

If an employee's unsatisfactory work performance or conduct continues following two (2) written warnings, the employee will be informed by their immediate supervisor/manager. The employee will then have an opportunity to respond to the allegation(s).

If the supervisor/manager is unsatisfied with the employee's response, a third and final written warning will be issued to the employee advising of the nature

of the poor performance or conduct and any corrective action required. The warning shall also advise the employee that should the unsatisfactory performance or conduct not improve, termination of employment will be considered.

A date will be agreed upon in the future to review the employee's performance or conduct.

5 POLICY REVIEW

The Beverage Food Group may make changes to this policy from time to time to improve the effectiveness of its operation.

Policy : Drugs & Alcohol in the Work Place

The Beverage Food Group and its subsidiary companies have a zero tolerance policy to drugs, and zero blood alcohol content when driving a company vehicle for work purposes.

- All Employees are expected to present themselves fit for work and unaffected by illegal or legal drugs and/or alcohol.
- Drug or alcohol effected Employees are a danger to themselves and other members of Employees and public, and will be sent home and not paid for the day if considered unfit for work by the Managing Director or senior member of Employees.
- Repeat instances of attending for work effected by drugs and or alcohol could result in the Employees member employment contract being terminated.
- Employees members are not permitted to consume drugs or alcohol during lunch or other breaks. Celebratory drinks can occur with the prior express approval of the Director or Group Management/Financial Controller authorising the event or celebration.
- Staff members driving company vehicles are expected to ensure that their level of blood alcohol always remains below .05 when driving company vehicles, including forklifts.
- Any Employees member who is charged with consuming drugs or driving with an alcohol level over .05, must advise their Manager of the situation and not drive any company vehicle.
- The above policy also relates to prescription drugs.
- Any Employees member who feels they need help with any drug or alcohol related problem, should speak with their Senior Manager or company Director.

Policy : Company Motor Vehicle and Car Allowance

Company Motor Vehicle

The Beverage Food Group reserves the right to designate particular positions as requiring a motor vehicle to perform the inherent requirements of the role.

Company cars shall remain the property of the company. Employees are not given a company car as a benefit attached to their jobs. The value of the motor vehicle may not be converted to salary.

Employees provided with a company car, are obliged to follow the following requirements and conditions:

- The employee's employment is conditional upon and subject to holding and maintaining a current Victorian Driver Licence relevant to a motor vehicle and maintaining a zero blood alcohol and drug level whilst driving the vehicle.
- Under no circumstances are the company vehicles to be used for commercial transactions for UBER, Sheebah, GoCatch, Didi or Ola (or any other form of taxi service).
- Ensure the vehicle is not driven by other Employees members without the authority of the Company Director.
- No person other than the employee is permitted to drive the company motor vehicle, except in emergency situations or approved in advance in writing by the Company Director.
- Under no circumstances are unlicensed drivers permitted to drive company vehicles. Licenses must be valid in the state in which the licensee drives.
- The Employee is responsible for expenses associated with the renewal of their Driver's Licence.
- Not to fit any accessories to the car without prior written approval and authorisation from Company Director.
- Ensure that the car is securely locked when left unattended and that the alarm system (if fitted) to the car is turned on.
- Company vehicles are to be washed regularly, serviced regularly and kept in first class order and condition.
- All servicing and repair requirements must be detailed and approved in writing and in advance of any works conducted. Failure to present written approval and detail will result in the cost of works being deducted from the employee's wage/salary.
- All serving and repair requirements must be completed by an approved service provider, unless approved in writing by the Group General

Manager or Company Director to have the vehicle serviced or repaired by an alternative business.

Approved service and repair provider:

Frankie's Garage
33 Reserve Street, Preston VIC 3072
(03) 9413 88 55

- Company vehicles are not for exclusive individuals use. They are to be made available when not in use by the employee, to any authorised nominated driver. The Company Director may transfer motor vehicles between positions at his or her discretion according to the needs and demands of the business. The Beverage Food Group may exchange the vehicle type for a different vehicle at any time.
- When not in use by the employee, the vehicle may be required for business related purposes, by other employees and must be made available upon the request of the Company Director. The company may require company vehicles to be returned to the office during periods of Annual Leave or extended periods of leave, to be used as tools of trade by other nominated personnel.
- Selection of motor vehicle type rests solely with The Beverage Food Group and is primarily based on cost and work requirements. Vehicles under consideration will be assessed on all cost elements including capital, lease, operating and turnover requirement.
- The employee, or authorised driver, shall comply with the motor traffic and vehicle laws relating to the use of a motor vehicle while on the roads, the provisions of the company's motor vehicle insurance policy and any terms of a lease relating to the motor vehicle. The Employee will be solely responsible for any fines or penalties incurred by the Employee as a result of any breaches of motor traffic or motor vehicle laws. Any costs incurred by the company as a result of non-compliance with motor traffic and motor vehicle laws or the invalidation of the company's motor vehicle insurance policy by the employee or authorised driver shall be paid for in full by the employee. Such action may also give rise to disciplinary action, which may result in termination of employment. It is expected that drivers of company vehicles will take every precaution to avoid penalties of this nature.
- The holder of a company owned motor vehicle will be responsible for presenting and maintaining the motor vehicle in a manner that is acceptable to the company and will be subject to inspection from time to time.
- The employee must report to their direct Manager at the earliest opportunity any damage to a company vehicle, regardless of how small or insignificant. No repairs are to be undertaken prior to approval. If involved in an accident, please ensure you comply with the law and

exchange details of name, address, registration number etc., or, if necessary, report the matter to the police.

- Our insurers have the legal right to make recovery of all costs from a driver who is found under the influence of intoxicating liquor or drugs or driving with an expired licence.
- Private travel requires company approval beyond a radius of 100 kilometres. All private usage should be kept within reasonable limits.
- The holder of a company owned motor vehicle is required to complete an accurate log book related to all use, clearly indicating destination, kilometres travelled per trip, date of travel, private and work use.
- The **Company Director**, may at his or her discretion, authorise the employee to use the vehicle for personal purposes such as travel to and from work, use on weekends or holidays. An estimate of the personal use will be made via log book records and a proportional change made to the employee remuneration package **[e.g. If the log book indicates that 25 per cent of the vehicle's total usage is for private purposes then 25 per cent of the total vehicle cost (inclusive of FBT) will be deducted from the employees remuneration package]**
- It is expected that if an employee re-fuels the company car on a Friday, it will not be filled again on the following Monday on the company account.
- Employees are required to forward copies of any notice from government authorities regarding demerit points accumulated, Suspension or Cancellation of licence to the Operations Manager, and their Direct Manager and if not available Company Director.
- On induction employees must forward their current driving licence for copying and filing prior to driving a company motor vehicle.
- Employees must report any driving offences directly to their manager.
- Employees who do not have a valid driver's licence, may have their employment terminated, if no viable work is available for them.
- Anybody who drives a company car must have a valid driver's licence. Each employee must notify their manager of any change in status to their licence where it becomes invalid. Any costs or loss of insurance due to unlicensed driving of the vehicle will be charged to the employee in control of that car at that time.

Car Allowance

Employees who are required by the company to use the employee's motor vehicle in the performance of their duties may receive a car allowance as part of their contract of employment.

- This car allowance is payable as full compensation for all fuel costs and all maintenance and operating expenses (including oil, repairs, servicing,

tyres, comprehensive insurance and registration) incurred in respect of the vehicle.

Employees who do not receive a car allowance as part of their contract of employment and are required by the company to use the employee's motor vehicle in the performance of their duties will be paid an allowance of:

- \$0.72 per kilometre, for use of the employee's own motor car (This amount may change and will be dictated by ATO requirements). The ATO rate will be reviewed on 1st July annually.
- This allowance is payable as full compensation for all fuel costs and maintenance and operating expenses (including oil, repairs, servicing, tyres, comprehensive insurance and registration) incurred in respect of the vehicle.

1 POLICY STATEMENT

Some positions within The Beverage Food Group ("the company") requires employees to undertake travel for business purposes. Business travel will be scheduled in such a manner to maximise the benefit to the company and achieve successful business outcomes.

The purpose of this policy is to establish procedures and guidelines for employees who undertake travel as part of their work. This policy will explain which expenses the company will reimburse and how. The policy will also give instructions to our employees to track their expenses correctly when traveling.

2. SCOPE

This policy applies to all our employees. In this policy, we refer to 'travel' meaning a business trip to a different city than the one you're in. The policy also counting any car, train or bus trip that lasts longer than an hour.

This policy doesn't refer to traveling to and from the office on a daily basis for work. We reimburse commute expenses based on each employee's contract or agreement with our company.

3. KEY PRINCIPLES

1. As our employee, you may need to travel of company purposes. This includes trips to:
 - a. Meet with clients, customers and suppliers/manufacturers
 - b. Attend events, like conference or trade shows
 - c. Visit our company's office in another location ie, New Zealand
 - d. Attend training
2. For this kind of travel, the company will reimburse transportation and accommodation, as well as daily living expenses such as meals and incidentals.
3. All travel must be authorised by your Business Manager or the Financial Controller/Group Management prior to booking travel or incurring cost.
4. The company provides travel insurance for all employees travelling on company business.
5. All employees may arrange their own domestic airline flights or domestic transportation.

6. The authorised domestic car rental company is AVIS Australia. [Car Hire | Car Rental | SUV & Truck Hire | Avis Car Rental](#).
7. Unless otherwise approved by your manager, domestic airline flights must be booked for the same day as the purpose of the travel requirement. Employees are not to undertake travel on a Saturday or Sunday without prior written approval from their Business Manager or Financial Controller/Group Management. As far as practicable, all travel is to be undertaken during business hours.
8. All employees travelling on company business are expected to utilise the most economical travel practices possible and restrict travel related expenses to the minimum required to achieve successful business outcomes.
9. All international travel flights will be arranged internally by the administration team with our authorised travel agent. Employees are not authorised to arrange their own international travel flights.

*Where2Travel
Greensborough
Lisa Loakimidis
Travel Designer
Ph. 9434 1354
M. 0419 323 023*

10. Please complete the **Employee Travel Plan Form** and submit to the Financial Controller/Group Management once your Business Manager has signed for approval. **'Employee Travel Plan Form' is located on TEAMS under TBFG – Company Policies – All Employees**
11. For all domestic travel the company will provide Economy Class fares.
12. All domestic and international flights must be purchased as **flexible fares**.
13. For all international travel, the company will provide Premium Economy class fares, if available. If Premium Economy fares are not available, the company will provide Economy Class fares.
14. All major travel associated expenses are to be approved by your Business Manager or the Financial Controller/Group Management and, where possible prior to such expenses being incurred.
15. Payment for travel expenses shall be made with a company credit card or by direct payment from the employee to be reimbursed by the company. Expenses are to be submitted to the relevant software your business if applicable.

16. The 'Employees Travel Plan Form' is to be completed for each occasion of business-related travel. **'Employee Travel Plan Form' is located on TEAMS under TBFG – Company Policies – All Employees**
17. Any travel related expenses incurred not in accordance with this policy, will not be reimbursed by the company and any expenses charged to a company credit card will be deducted from the employee's wage in the next payroll period.

3. APPROVALS

1. Travel will only be approved where there is an identifiable business need for travel.
2. Prior to travel being approved, serious consideration should be given to whether the business needs may be met via other means. For example, via a conference call, TEAMS or ZOOM.
3. All travel requires the approval of your Business Manager or Financial Controller/Group Management before travel arrangements are submitted.
4. Travel arrangements including details of airfares, hotel accommodation and hire car bookings are to be completed on the "Employees Travel Plan Form" and returned to the Financial Controller/Group Management for approval. Form is located on **TEAMS** under **TBFG Policies – All Employees**
5. Travel forms should be submitted no less than 10 working days prior to travel being undertaken. Where international travel is required, travel forms should be submitted at minimum 5 working days prior to travel being undertaken.

4 EXPENSES

1. Any business-related expenses incurred during the trip will be paid by the employee. The business expenses incurred must be kept to a reasonable minimum. Manager's approving expense claims must ensure that claims for business-related expenses are not extravagant.
2. If you require a 'cash advance' for any business-related expenses prior to departure for business travel, please put your request in writing to the Financial Controller/Group Management 3 days prior to the intended travel.
3. Examples of common travel related business expenses include meals (breakfast, lunch and dinner), accommodation, airport parking, car hire, taxi fares and airfares.

4. The employee is required to substantiate all travel related meals or other business expenses claimed with originals of tax invoices. Receipts for each item of expenditure must be attached to the "Business Expenses Claim Form" or submitted to the relevant software for your business. The Form is located on **TEAMS** under **TBFG Policies – All Employees**.

5 TRANSPORTATION

1. Employees are required to utilise the most cost effective and efficient mode of transport for any business-related travel.
2. Company vehicles are to be used for non-air wherever possible and the costs of accommodation must be within the guidelines in this policy.
3. The employee is responsible for arranging his or her domestic travel bookings and must plan and book travel (once approved) as early as possible before the travel date to take advantage of any early booking discounts.

4. ACCOMMODATION

1. Booking local accommodation will follow the same procedures as booking air travel and is to be booked by completing the "Employees Travel Plan Form". This must be completed by the employee who is travelling.
2. When booking accommodation, the company will approve 4-star accommodation for international travel and 3 or 4-star accommodation for domestic travel.
3. If staying for more than three nights in domestic accommodation, the company will consider accommodation in a self-contained Quest apartment or equivalent.
4. Overseas accommodation is to be booked by the authorised travel agent:

*Where2Travel
Greensborough
Lisa Loakimidis
Travel Designer
Ph. 9434 1354
M. 0419 323 023*

5. When travelling for company purposes the company will provide suitable accommodation for you. If you plan to stay longer for personal reasons, you will need to pay for the additional stay yourself. If you want to stay at a more expensive lodging for a particular reason, such as you would like to be close to family or friends who live close by, you will need to pay the difference yourself.
6. Our policy allows you to share a company-booked room with a partner, friend or family member who wants to travel with you, if this does not incur extra charges for our company. For example, if we're already booked a room for you that has enough space, you can host your partner, friend, or family member. Keep in mind that you will be financially responsible for any expenses or damages this person incurs.
7. The company will not reimburse any expenses for your co-traveller for the entirety of the trip. The only exception is taxi fares which do not depend on the number of people on the ride.
8. Where an employee wishes to travel interstate prior to a weekend for his/her convenience, the associated accommodation and meals costs incurred over the course of that weekend will be borne by the individuals.

5. MEALS

1. The cost of meals (breakfast, lunch and dinner) may be claimed as a travel-related business expense. The cost of meals must be kept to a reasonable minimum.
2. Managers approving claims must ensure claims for meals are not extravagant.
3. Unnecessary expenses such as movies, bar tabs and alcohol will not be reimbursed.
4. If eating with a partner, friend or family member, the company will reimburse you for your portion of the cost of breakfast, lunch and dinner, so make sure you separate your bills or ask for separate receipts.
5. If you are hosting a company dinner with clients or suppliers you must obtain approval from your Business Manager or Financial/Controller prior to the dinner.

6. CARS, TAXI CABS AND AIRPORT PARKING

1. Wherever practicable an employee should use a company car rather than a taxi or UBER for local business-related travel.
2. Where the use of a taxi or UBER is required, the company will reimburse the employee upon production of an original tax invoice.
3. If an employee is required to park their vehicle at an airport to facilitate taking a flight for business-related travel, the employee must park in long term parking. Long term airport parking fees will be accepted and reimbursed by the company as a reasonable business expense. Employees may not claim valet parking as a business expense. Alternative parking arrangements must be approved in writing beforehand by the Business Manager or Financial Controller/Group Management if the fee is to be accepted as a reasonable business expense.
4. When car rentals are required for travel, the approval domestic car hire company is AVIS Australia. The hire vehicle must be suitable for the purpose of the company business.
5. The company authorises only small to intermediate sized rental vehicles to be booked by Sales Representatives.
6. The company authorises intermediate to large rental vehicles to be booked by Technicians to allow for the transportation of equipment and tools.

7. CANCELLATION

1. Where a change in circumstances requires the cancellation of a business trip, the cancellation of the associated bookings is the responsibility of the employee.
2. If it is possible to transfer the travel bookings to cover business travel by another employee, this should be done in preference to cancellation of any bookings that may attract a financial penalty.
3. Cancellations are to be enacted as soon as possible once the employee becomes aware of the cancellation.
4. All cancellations must be immediately reported to your Business Manager or Financial Controller/Group Management.

8. ILLNESS

1. If an employee through no fault of their own, becomes ill while undertaking official travel and is unable to return home at the agreed time, the employee may be reimbursed for reasonable business-related expenses incurred during that period; excluding any medical expenses incurred by the employee.
2. The employee must advise their Business Manager of the illness and make appropriate arrangements for the cancellation of any business meetings that were to occur during the trip.
3. In this instance, the employee must furnish a medical certificate from a suitably qualified medical practitioner and follow the appropriate procedures as identified in the company's personal leave policy.

12 NON-REIMBURSABLE EXPENSES

The following is a list of some (but not all), of the expenses the company will not provide reimbursement for. It is intended to provide guidelines to both employees and Managers.

- Non-economy airline travel
- Car washes (personal vehicles)
- Excess luggage charges
- Dependent care expenses (children etc)
- Household expenses (kennel, house sitter etc)
- Theft or loss of personal property, including car, clothing or money
- Personal entertainment including sporting events, movies etc not approved for business-related purposes.
- Meals for persons other than the individual employee (including meals for other employees, family, friends or travel companions).
- Personal reading material,
- Personal travel insurance in addition to the standard Company coverage.
- Personal credit card fees.
- Repairs, insurance or maintenance of personal cars
- Repairs to personal apparel or effects
- Penalties for legal violations including traffic/parking fines or court costs.
- Upgrade charges for airline, hotel or car hire
- Special room service
- Tuxedo/formal wear rental
- Valet parking charges
- Laundry/Dry Cleaning
- Personal kms travelled out of work requirements on weekends.
- Normal commuting expenses to and from home to your regular place of business.

13 INSURANCE

All employees travelling on company business are covered by travel insurance. In case of a travel or medical emergency or if your personal safety is in danger, please contact :-

AHI Assist (anytime from anywhere in the world)
Phone: +612 9978 6666
Email: ahiasist@dynamiq.com.au
SMS: +614 1690 7493
Policy No. 0026970

Policy – Discrimination, Harassment and Bullying

1 PURPOSE

The purpose of this policy is to support employees and others at The Beverage Food Group to work in an environment that is free from unlawful discrimination, sexual harassment, victimisation and bullying.

2 APPLICATION

This policy applies to all employees, contractors and volunteers of The Beverage Food Group.

3 POLICY

The Beverage Food Group aims to provide its employees with a work environment that is free from unlawful discrimination, sexual harassment, victimisation and bullying.

Discrimination

The Beverage Food Group will not tolerate unlawful discrimination in the workplace.

“Unlawful discrimination” occurs when someone is treated, or it is proposed they be treated, unfavourably because of a personal characteristic protected by Commonwealth, state or territory law. In Victoria, it is unlawful to discriminate on the basis of the following characteristics:

- | | |
|--------------------------|--|
| > Age | > Status as a Parent or Carer |
| > Breastfeeding | > Physical Features |
| > Disability | > Pregnancy |
| > Employment Activity | > Race |
| > Gender Identity | > Sex |
| > Industrial Activity | > Sexual Orientation |
| > Lawful Sexual Activity | > Political or Religious Beliefs or Activities |
| > Marital Status | > Association with someone with above attributes |

Unlawful discrimination includes both direct and indirect discrimination:

“Direct discrimination” is when someone is treated, or it is proposed they be treated, unfavourably because of the above characteristics protected by law.

“Indirect discrimination” occurs when an unreasonable condition is imposed that disadvantages a person with a personal characteristic listed above and protect by law.

Sexual Harassment

The Beverage Food Group will not tolerate unlawful sexual harassment in the workplace.

“Unlawful Sexual harassment” is unwelcome sexual behaviour which could be expected to make a person feel offended, humiliated or intimidated in breach of Commonwealth, state or territory law.

Unlawful sexual harassment can include, but is not limited to:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated requests to go out
- requests for sex
- sexually explicit emails, text messages or posts on social networking sites.

Unlawful sexual harassment occurs in the workplace when it happens:

- At work
- At work-related events
- Between people sharing the same workplace
- Between colleagues outside of work

Victimisation

The Beverage Food Group will not tolerate unlawful victimisation in the workplace.

“Unlawful victimisation” occurs when someone subjects, or threatens to subject, another person to some form of detriment or harm, in breach of state or territory law, because they have:

- Made a complaint of discrimination or sexual harassment

- Helped someone else make a complaint a complaint of discrimination or sexual harassment
- Refused to do something because it would be discrimination, sexual harassment or victimisation

Bullying

The Beverage Food Group will not tolerate bullying in the workplace.

"Bullying" is the repeated and unreasonable behaviour by an individual or group directed towards an individual or group where that behaviour creates a risk to health and safety. Reasonable management action that is carried out in a reasonable way is not bullying.

"Unreasonable behaviour" means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the other person.

"Risk to health and safety" includes risk to the mental or physical health of the employee.

In determining whether the behaviour of an employee constitutes bullying it is irrelevant whether or not the employee is aware of the bullying, and whether or not it is intentional.

Bullying can include, but is not limited to:

- Physical or verbal abuse
- Spreading malicious rumours or gossip
- Intimidation
- Psychological harassment
- Unjustified criticism or complaints
- Excluding or isolating people from workplace activities
- Cyber bullying

4 COMPLAINT PROCEDURE

All employees who feel they have experienced unlawful discrimination, bullying, victimisation and/or harassment at work are strongly encouraged to raise their concerns to an appropriate person within The Beverage Food Group. An appropriate person may be a manager or supervisor.

All complaints will be treated seriously by The Beverage Food Group.

Where a complaint may involve offences under the criminal law (such as sexual assault, indecent exposure or stalking) the matter may be referred to police.

5 BREACHES OF THIS POLICY

The consequences of breaching this policy will depend on the seriousness of the matter, but may include disciplinary action up to and including termination of employment.

6 RELEVANT LEGISLATION

The Beverage Food Group has a responsibility to prevent unlawful discrimination, sexual harassment, victimisation and bullying in the workplace under both Commonwealth and state and territory legislation.

In Victoria, this legislation includes:

- > *Equal Opportunity Act 2010* (Vic)
- > *Racial and Religious Tolerance Act 2001* (Vic)
- > *Occupational Health and Safety Act 2004* (Vic)
- > *Crimes Act 1958* (Vic)

The Commonwealth legislation includes:

- > *Fair Work Act 2009* (Cth)
- > *Racial Discrimination Act 1975* (Cth)
- > *Sex Discrimination Act 1992* (Cth)
- > *Disability Discrimination Act 1992* (Cth)
- > *Age Discrimination Act 2004* (Cth)

7 POLICY REVIEW

The Beverage Food Group may make changes to this policy from time to time.

Policy – Internet, Email and Computer Usage

This policy sets out the standards of behaviour expected of persons in relation to use, retention and disclosure of electronic mail (e-mail) messages sent or received by the company's employees (or authorised individuals) using any electronic mail system made available or accessible by the company. This policy and its requirements are extremely important and protect vital company assets and interests.

This policy applies to all company employees and all other authorised users of the global electronic mail and messaging infrastructure made available by the company, including Internet, Intranet and on-line access provider systems. Users are responsible for complying fully with this policy as stated, but the company reserves the right to modify this policy at any time, with or without prior notification. Violations could be a basis for discipline action or termination of employment.

Electronic mail, including Internet and Intranet access, is provided to employees as a business communication tool for appropriate internal and external business uses. The e-mail system (the "System") is owned solely by the company and information in the System will be treated just like other company business records, files, electronic records, documents, materials and equipment. Users must take particular care not to disseminate confidential company information to unauthorised users. Use of the system for the communication of personal, private or confidential information is not appropriate. If incidental or occasional personal use of the system is made, such use is still subject to the same policies and procedures set out in this policy. Management retains the right to scrutinise such use.

The company reserves the right to review all company electronic records, including e-mail messages. Therefore, employees should have no personal expectation that their electronic mail messages are private.

Because e-mail messages deleted by the user may still be present, either in another person's mailbox, or on a file server or back-up file of a user, care must be taken to ensure the accuracy and professionalism of all e-mail communications. E-mail messages must be able to withstand scrutiny without causing embarrassment to the company, its employees or customers. Furthermore, users must take care not to transmit or place material, which could diminish the reputation of any person.

All company policies – including but not limited to policies concerning copyright, confidentiality, harassment and compliance with equal opportunity laws – apply to the use of electronic mail.

PROCEDURES AND GUIDELINES

A. Authorised Users of Electronic Mail

All company employees with a legitimate business purpose may use e-mail, maintaining a personal business "mailbox" address for the sending and receipt of company related messages.

Security of e-mail Confidential Messages and User Passwords

1. Employees must ensure that internal messages meant only for company employees are not sent or distributed externally.
2. System users should secure access to their mailboxes through the use of passwords and other security devices and should not leave the System on and available to unauthorised users.
3. Internet, Intranet and/or on-line access provider address may be used solely for business purposes.
4. Employees may not reveal any confidential internal e-mail names and passwords of company e-mail users to anyone outside the company, including people who request such information over the telephone and appear to have a legitimate reason for asking. All such requests must be referred to a Director for a response.
5. Extreme care must be taken in both configuration of the system and content of communications not to expose the company to risk of a security breach.
6. All passwords are to be provided to the HR Manager or Operations Manager prior to the last day of employment with the company.

B. Prohibited Uses of E-mail System

1. Sending copies of documents in violation of copyright laws or licensing agreements.
2. Sending messages prohibited or restricted by government security laws or regulations.
3. Sending Confidential or proprietary information or data to persons not authorised to receive it, either within or outside the company.
4. Content that may be considered discriminatory, obscene, derogatory or excessively personal, whether intended to be serious or humorous.
5. Content that may constitute sexual harassment, including remarks as to appearance, unwelcome, sexual advances, or unwelcome requests for social contact.
6. Forwarding personal communications without the author's prior consent.
7. Sending large quantities of unwanted or unsolicited e-mail to individual accounts.
8. Making unauthorised attempts to gain access to any e-mail account not belonging to the user.
9. Illegal activity.
10. Harassment.
11. Exchanging sensitive information related to possible or actual litigation.
12. Personal commercial activities.
13. Promotion of political positions or actions.
14. Solicitation of any type, except for company-sanctioned activities.

Employees cannot disclaim responsibility for failure to adhere to these restrictions. If you need clarification on any of these prohibited uses, contact the relevant Manager.

C. Privacy/Access to Electronic Mail

The company does not intend to routinely monitor the contents of electronic mail messages. However, users should expect that electronic mail messages may be accessed by authorised Directors with or without the permission of the employee. However, no other employees may monitor or access e-mail messages of another user.

Any requests for access to the contents of e-mail in order to respond to legal process, such as subpoenas, or for purposes of representing the company in connection with any actual or threatened litigation, investigation or claim must be brought to the attention of the company secretary.

Unauthorised access of e-mail is a serious violation of company policy and grounds for dismissal.

RESPONSIBILITIES

All employees must ensure that they have management authorisation to use the system and are responsible for adhering to this policy.

All employees who discover a violation of the policy must notify a Departmental Manager as soon as practical.

Business Managers and Department Heads are responsible for (a) ensuring that their employees understand this policy and for monitoring usage within their department; (b) ensuring that access privileges are terminated when appropriate in cases of transfer, termination or changes of assignment; and (c) cooperating with and providing resources for investigations of system use and misuse.

The HR Manager will be responsible for communicating, updating and interpreting this policy.

Agreement to the Signatory declaration will bind you to having agreed that you have read the company's e-mail policy statement and that you agree to abide by it as consideration for continued employment by the company. That you understand that violation may result in your termination. Indemnifying the company from any loss and damage or liability to third parties from any breaches to the company email protocol is a fundamental priority of all employees of The Beverage Food Group.

Policy – Internet Access & Electronic Media

As part of The Beverage Food Group's commitment to the utilisation of new technologies, nominated employees will be granted access to the Internet. This document and its requirements define the company's policy with regard to use, retention and disclosure of information obtained via the Internet. As such these guidelines are extremely important and protect vital company assets and interests.

This policy applies to all company employees and all other authorized users of the global electronic and messaging infrastructure made available by the company, including Internet, Intranet and on-line access provider systems. Users are responsible for complying fully with this policy as stated, but the company reserves the right to modify this policy at any time, with or without prior notification. Violations could be the basis for disciplinary action or dismissal.

Use of the internet is strictly limited to the purpose of company business. The use of chat lines, non-related work web sites, social networking sites or pornography sites are strictly prohibited.

All use of the company's Internet access services shall be intended to facilitate the exchange of information and otherwise be consistent with the broad objectives of the company. The smooth operation of the network relies on the proper conduct of those that use it. In general this requires efficient, legal and ethical utilisation of the network as well as adherence to the company's codes of conduct.

GUIDELINES:

Authorised Uses of the Internet

1. It is the company's policy to limit Internet access to official business. Employees are not authorised to access the Internet on company devices for personal business, either during the normal business day or after-hours.
2. Employees using the company's accounts are acting as representatives of the company. As such, employees should act accordingly so as not to damage the reputation of the company.
3. Whilst every endeavour will be made to allow unrestricted access to the Internet for business purposes, access to any website, particularly restricted websites, will be recorded and audited.
4. Employees are not authorised to access any service that attracts a charge unless prior authorisation is obtained. Where unauthorised charges are incurred, the employee will be responsible for them, and they shall be recoverable from the employee.

Security of Information

5. Downloaded files from the Internet will be scanned with virus detection software before installation or execution. All appropriate precautions will be taken to detect a virus and, if necessary, to prevent its spread.
6. The truth or accuracy of information of the Internet and in e-mail should be considered suspect until confirmed by a separate or other reliable source.
7. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet is always at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.
8. Employees shall not place company material including copyrighted software, internal correspondence, confidential or proprietary information in any form on any publicly accessible Internet site, social media platform or computer without prior permission.
9. Internet services may not be used for the purpose of transmitting or storing of information, which is obscene, libellous or defamatory. Downloading and storing certain obscene material can constitute possession of prohibited matter, and is a serious criminal offence.
10. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying and such files without permission from the copyright holder.

Privacy/Access to Internet

11. Internet services shall not be used in a manner which would violate any law or infringe any copyright, trademark, trade secret, right of publicity, privacy right of any other right of any person or entity.
12. The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited. Any such activity will immediately result in termination of employment.
13. Alternate Internet Service Provider connections to the company's internal networks are not permitted unless expressly authorised and properly protected by a firewall or other appropriate security device(s).
14. The company reserves the right to inspect an employee's computer system for violations of this policy.

Any infringing activity by an employee may be the responsibility of the company. Therefore, the company may choose to hold the employee liable for their actions.

Every attempt has been made to limit distribution of information, which would violate any applicable law or regulation or would be highly offensive to the recipient or recipients, however, the nature of the Internet or Intranet precludes total control of information access. The company will not be responsible for any damages suffered, including but not limited to loss of data, resulting from delays, non-deliveries, service interruptions, inaccurate information or an employee's failure to adhere to these guidelines.

Employees cannot disclaim responsibility for failure to adhere to these restrictions. If you need clarification on any of these prohibited uses, contact you relevant Business Manager or Group General Manager.

1. PURPOSE

The purpose of this policy is to provide guidelines for employee use of social media, which should be broadly understood for the purposes of this policy to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner

9. APPLICATION

This policy applies to all employees of The Beverage Food Group and its related entities. The following principles apply to professional use of social media on behalf of The Beverage Food Group as well as personal use of social media when referencing The Beverage Food Group or its related entities.

10. POLICY

- Employees need to know and adhere to the Beverage Food Group's Code of Conduct, Employee Handbook, and other company policies when using social media in reference to The Beverage Food Group or any of its related entities.
- Disparaging comments about The Beverage Food Group or its associated entities and/or the employees of the business will result in disciplinary action, including up to termination of employment.
- Employees should be aware of the effect their actions may have on their own image, as well as that of the The Beverage Food Group. The information that employees post or publish may be public information for a long time.
- Employees should be aware that The Beverage Food Group may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to The Beverage Food Group, its associated entities, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.
- Social media defamation
 - In general terms, defamation occurs when a person intentionally spreads information about another person, group of people, or small company that damages their reputation, or can make others think less of them.
 - Defamation is actionable regardless of the medium. A person can be defamed, for example in print, through photos and on the internet.

- Defamation cases involving the internet and social media are relatively new, but the same principles apply.
- A person who did not create the defamatory material, but only shares it (for instance, by "retweeting" a tweet), can also be held found liable guilty of defamation.
- There are several defences to defamation, including that the statement was true, or that it was an expression of an honest opinion. Consequently, you may be liable for defamation if you spread information which constitutes a hurtful and untrue statement of fact about another person or organisation/business.
- Employees are not to publish, post or release information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their direct supervisor, manager, or Group General Manager.
- Social media networks, blogs and other types of online content have capacity to generate press and media attention or legal questions. Employees should refer these inquiries to authorised spokesperson of The Beverage Food Group or its associated entities.
- Only employees authorised by The Beverage Food Group or its associated entities can represent or make comments on behalf of the business on social media, or any media.
- Employees should get appropriate permission before you refer to or post images of current or former employees, suppliers, customers or the workplace. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at The Beverage Food Group. The Beverage Food Group computer systems are to be used for business purposes only. When using The Beverage Food Group computer system, use of social media for business purposes is allowed (e.g. Facebook, Twitter, Instagram, What's APP, LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- After-hours and personal online social media activity that violates The Beverage Food Group's Code of Conduct or any other company policy may result in disciplinary action up to termination of employment.

Policy – Company Mobile Phone

All employees must abide by the terms outlaid in this document. The policies & procedures are the same for all our companies and their employees.

☐ **Operations Manager**

The Operations Manager is responsible for the purchase, negotiation, replacement and all other matters surrounding mobile phones. Where a service needs adjustment, checking or advice, the Operations Manager is to be consulted before proceeding.

☐ **Usage**

(1) Usage – Company

Mobile phones are to be used for company business use only.
Mobile Phones are not to be used for individual "business" or private matters related to income generating activities.

The user of the mobile phone is not permitted to change or modify settings without the approval of the responsible officer.

(2) Usage - Private Use

The company permits personal calls to immediate family whilst travelling long distances on company business. We request that the frequency and length of these calls be kept to a minimum. If found to be excessive; the user may be asked to reimburse the company for the related charges.

(3) Usage – In & Out Of The Office

All employees should divert their office phones to their mobiles when not in the office.

Mobile phones are to be kept on whilst in the office and users on the "All for Biz" plan should use their mobiles to make outgoing calls, all other users should use the office landline phones.

(4) Usage – Annual Leave or extended periods of leave from duties

The company may divert incoming calls to the office or to other authorized personnel during periods of Annual Leave or extended leave.

The company may require company issued mobile phones to be returned to the office during periods of extended leave from duties, to be used as tools of trade by other nominated personnel.

☐ **Lost, Stolen or Broken Phones**

The company expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them.

If a phone is lost, stolen or broken, it should be immediately reported to the Operations Manager.

If stolen then it is the user's responsibility to contact the police to make a formal police report, complete the insurance company claim form (if required), and make every attempt to provide the information required by the insurance company in order for a claim to be processed.

The company will be responsible for replacing a lost or damaged phone unless carelessness on the part of the employee can be shown as the cause for the loss/damage. In circumstances where it has been shown that the employee's carelessness contributed to the loss/damage of the phone then the employee may be required to pay the whole or contribute to the replacement/repair cost of the phone.

☐ **Storage of Phones**

Users are required to keep mobile phones clean, and in serviceable condition to the best of their ability. Mobile phones should have a protective cover/case and when not in use clipped onto the employee's belt or clothing where possible.

- Keep batteries charged at all times and report all irregularities immediately.
- Activate the "Keypad Lock" (Check your user manual)
- Activate a PIN code that must be used to unlock the phone.
- Mobile phones are not to be left in vehicles while unattended.

☐ **Occupational Health & Safety**

The use of mobile phones whilst driving is forbidden unless hands free kits are fitted. It is an offence (driving without due care/careless driving) to use mobile phones whilst operating a motor vehicle and the incursion of expiations and fines will be solely at the employees cost. Any vehicle damage incurred as a result of this practice, which is not recoverable through insurance, may be recovered from the employee.

It will not be an excuse that non fitment of equipment led to an offence.

The use of mobile phones in certain parts of a workplace and whilst operating certain equipment can be potentially dangerous, all employees are to follow the workplace rules & regulations for that site at all times.

☐ **Procedure for Upgrade**

Mobile phones will generally be upgraded in accordance with the company's

telecommunication plan.

When a phone has been upgraded the user must return the old phone along with all of its accessories within 30 days of receiving the new phone, unless otherwise stated. Failure to comply will lead to calls on the new phone being barred and the possible retraction of the newly issued phone.

☐ **Message Bank – Mandatory**

Message Bank is installed on all mobile phones within our network and is to be used and accessed without question.

All users are expected to respond to all received voice mail in a prompt manner.

☐ **Termination of Employment**

On termination, the employee must return the company issued mobile phone to the responsible officer in good order (allowing for reasonable wear & tear). All other company issued phones and accessories must also be returned.

Should this not occur in whole or in part, the employee will be liable for the replacement of the missing items prior to their last working day or the company will have the right to withhold the equivalent amount of money from the employee's last pay to replace the items.

The employee must provide a list of all of the mobile phones access & security codes.

☐ **Mobile Email Policy**

All messages via the company's email system, even personal emails, are the property of the company. You must have no expectation of privacy in anything you create, store, send or receive when using the company email system. The company reserves the right to access, review and monitor the email system.

It is strictly prohibited to:-

- Send or forward emails containing libelous, defamatory, offensive, racist, obscene or harassing remarks. If you receive an email of this nature, you must promptly notify the responsible officer.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending email.
- Send or forward a message containing information from the internet or printed material without authorisation of the author/publisher.

☐ **Mobile Internet Policy**

The company provides access to the resources of the internet to assist you in your employment. The facilities that provide access represent a considerable

commitment of resources for telecommunications, networking, software, storage etc. This policy is designed to help assist you in understanding the expectations of these resources including the conditions of internet use.

- Sexually explicit material may not be downloaded, displayed, archived, stored, distributed, edited or recorded using the company's network or facilities.
- You must not use the company's facilities knowingly to download or distribute pirated software or data.
- You must not use the company's facilities to deliberately propagate any virus or worms.
- You must not download any licensed software or apps without the approval of the responsible officer.
- The company reserves the right to monitor & review internet usage from all company mobiles.

☐ **Mobile Camera Policy**

- The camera on the mobile phone is to be used for the express purposes of taking photographs of images that are in relation to your role and in line with the main business of the company.
- The camera must not be used to take a photo or video of any person without their knowledge or consent.

By signing this policy, I acknowledge that I have been provided with a company mobile phone & accessories as noted below and that I have read, understood and agreed to each of the points noted **(by placing a tick in each of the section boxes)** within the mobile phone policies & procedures.

By signing this policy, I acknowledge that the company reserves the right at any time to revoke my right to use the company mobile should I be found to have breached any of the above. I also acknowledge that any serious breach of this company policy may result in disciplinary action and termination of employment.

List of approved applications:

Approved applications: Skype, UBER, WhatsApp. Any additional applications are to be approved by the employee's Business Manager or Group Management & Financial Controller.

1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for employees who wish to take parental leave. The entitlement to parental leave is at all times provided in accordance with the *Fair Work Act 2009* (Cth), as amended from time to time.

This policy is intended to be a summary of the basic entitlement to parental leave and should be read in conjunction with the *Fair Work Act 2009* (Cth). It also outlines procedures relevant to The Beverage Food Group.

2 APPLICATION

This policy applies to all permanent and regular and systematic casual employees of The Beverage Food Group.

The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

3 POLICY

Available Unpaid Parental Leave (up to 12 months)

After 12 months continuous service employees are entitled to a period of 12 months unpaid parental leave if the leave is associated with the birth of a child or the placement of a child with the employee for adoption, and where the employee has or will have a responsibility for the care of the child. Evidence must be provided to The Beverage Food Group as outlined in further detail below.

Where an employee has started an original period of parental leave which is less than the available 12 months, the employee may extend their original period of parental leave once (up to the available maximum of 12 months).

The employee must provide The Beverage Food Group with written notice of this extension at least 4 weeks before the end date of the original leave period. This notice must also specify the new end date for the leave (which is to be a total of no more than the available maximum of twelve months). At its sole discretion, The Beverage Food Group may allow additional extensions within the 12 month period.

Under the *Fair Work Act 2009*, both parents (or caregivers) are entitled to separate periods of up to 12 months unpaid parental leave if they have a responsibility for the care of the child. The period of the second parent's/caregiver's unpaid parental leave must start immediately after the end of the first parent's/caregiver's period of parental leave.

The total period of parental leave taken by both parents/caregivers must not exceed 24 months and this includes any other approved leave (e.g. annual, concurrent leave) except special maternity leave.

Additional Unpaid Parental Leave (in excess of the original available 12 months)

An Employee who takes available unpaid parental leave for 12 months can request an extension of unpaid parental leave for a further period of up to 12 months immediately following the end of their available unpaid parental leave period. (The total parental leave period taken by both parents/caregivers must not exceed 24 months however).

Such a request must be made to The Beverage Food Group in writing at least four weeks prior to the end of the available parental leave period. Additional evidence may be requested by The Beverage Food Group (as outlined in further detail below). The Beverage Food Group will consider all such requests and respond in writing by no later than 21 days after the request is made.

Such requests will require General Manager approval. In cases where extensions cannot be granted, The Beverage Food Group will provide the employee reasons for the refusal.

Concurrent Unpaid Parental/Adoption Leave

A period of concurrent unpaid parental leave of up to 8 weeks can be taken concurrently (by both caregivers). This concurrent unpaid leave of 8 weeks must not start before the date of the birth of the child or the day of placement of the child (if adoption related), but must be taken within the first 12 months of the birth or adoption. This concurrent leave may be taken in separate periods of at least 2 weeks, or a shorter period if agreed to by The Beverage Food Group.

A notification period of 10 weeks applies to employees wishing to take concurrent unpaid parental leave, or if the leave is to be taken in separate periods of 2 weeks or less, a 4 week notification period applies.

Reduction of approved parental leave

An employee whose period of unpaid parental leave has started may request to reduce the period of their unpaid parental leave. Approval of such requests will be at The Beverage Food Group's sole discretion.

In such cases the employee on parental leave is required to submit a written request to The Beverage Food Group as soon as reasonably practicable before their requested return date, preferably no later than four weeks prior to their requested return date.

The Beverage Food Group will consider such requests for an early return date and notify the employee as to whether their request has been denied or approved. If The Beverage Food Group determines that it can accommodate an early return of the employee on parental leave, The Beverage Food Group will notify the employee of the early return date which may be a period which is later than the employee's requested return date.

Special Maternity Leave

Female employees can utilise unpaid Special Maternity Leave during pregnancy if they are suffering from a pregnancy related illness or at the end of pregnancy if their pregnancy ended (other than by the birth of a living child) within 28 weeks of the expected date of birth.

An employee who wishes to apply for unpaid special maternity leave should submit a Leave form to their manager together with reasonable evidence, which may include but is not limited to a medical certificate. The employee should advise the period, or expected period of special maternity leave. This period will not reduce the amount of unpaid parental leave they can take.

Transfer to Safe Job

A pregnant female employee can utilise paid no safe job leave if she provides reasonable evidence that she is fit for work, but that it is inadvisable for her to continue in the position during a stated period (the risk period) because of illness or risk arising out of her pregnancy or hazards connected with that position and there is no appropriate safe job at The Beverage Food Group for her to perform.

Upon reasonable evidence being provided that it is inadvisable for the female pregnant employee to continue in her usual position, in the event that employee is directed to perform an appropriate safe job, The Beverage Food Group will transfer the employee to that job for the risk period, with no other change to the employee's terms and conditions of employment.

Employees that have completed less than 12 months of continuous service are entitled to unpaid no safe job leave.

Parental Leave and Service

Any period of parental leave does not break an employee's continuity of service. However, a period of unpaid parental leave does not count as service for the calculation of entitlements and benefits, including but not limited to, long service leave.

Employee Obligations during Leave

Employees on parental leave must not engage in any conduct during the period of leave which is inconsistent with their general employee obligations to, and the employee's contract of employment with The Beverage Food Group

Procedure and Notice Requirements:

In the case of birth-related parental leave, employees must provide their manager notice of their intention to take unpaid leave (including the intended start and end dates of the leave) accompanied by a medical certificate from a medical practitioner stating that the employee or the employee's spouse or de

facto partner (stipulating the spouse's or de facto partner's name) is pregnant, and the expected date of birth. This must be done no later than 10 weeks prior to the expected date of birth as stated in the certificate.

Birth-related Parental Leave

At least four weeks prior to their intended parental leave commencement date, employees must submit a leave application form to their manager for approval, confirming the first and last days of the period of parental leave. If required by The Beverage Food Group, the Application must be accompanied by a statutory declaration made by the employee stating:

- > the first and last day of the period (or periods) of any other authorised leave intended to be taken (or already taken) by the employee on parental leave;
- > the first and last days of the period (or periods) of any parental leave intended to be taken (or already taken) by the employee's spouse or de facto partner because of the birth or expected birth;
- > that the employee has or will have a responsibility for the care of the child;
- > that the employee will not engage in any conduct inconsistent with his/her contract of employment while on parental leave.

The Beverage Food Group may also request the above evidence when considering requests for Additional Unpaid Parental Leave (in excess of 12 months).

Concurrent Unpaid Parental Leave

To be entitled to 8 weeks of concurrent unpaid parental leave, employees must submit a leave application form at least 10 weeks before starting the leave or as soon as reasonably practicable to their manager for approval, stating the first and last days of the period of short parental leave. If the concurrent unpaid parental leave is to be taken in separate periods of 2 weeks or less, employees must submit a leave application form at least 4 weeks before starting the leave or as soon as reasonably practicable.

Additional Unpaid Parental Leave

To be entitled to a single, unbroken period of up to 12 months' unpaid parental leave ('parental leave'), other than short parental leave, after an employee's spouse or de facto partner gives birth to a living child where the employee has or will have a responsibility for the care of the child, such employee must, at least 10 weeks prior to their intended parental leave commencement date, submit a leave application form to their manager for approval, stating the first and last days of the period of parental leave. The application must be accompanied by a statutory declaration made by the employee stating:

- > the first and last day of the period (or periods) of any other authorised leave intended to be taken (or already taken) by the employee on parental leave;
- > the first and last days of the period (or periods) of any parental leave, or any other authorised leave of the same type as parental leave intended to be taken (or already taken) by the employee's spouse or de facto partner because of the birth or expected birth;
- > that the employee has or will have a responsibility for the care of the child;
- > that the employee will not engage in any conduct inconsistent with his contract of employment while on parental leave.

The Beverage Food Group may also request the above evidence when considering requests for Additional Unpaid Parental Leave (in excess of 12 months).

Concurrent Unpaid Adoption Leave

To be entitled to 8 weeks of concurrent unpaid adoption leave, employees must submit a leave application form at least 10 weeks before starting the leave to their manager for approval, stating the first and last days of the period of short adoption leave. If the concurrent unpaid parental leave is to be taken in separate periods of 2 weeks or less, employees must submit a leave application form at least 4 weeks before starting the leave or as soon as reasonably practicable.

Additional Unpaid Adoption Leave

To be entitled to a single, unbroken period of up to 12 months unpaid adoption leave ('long adoption leave'), other than short adoption leave, after the placement of the child where the employee has or will have a responsibility for the care of the child, such employee must, at least 10 weeks prior to their intended long adoption leave commencement date, submit a leave application form to their manager for approval, stating the first and last days of the period of long adoption leave.

As least 4 weeks before the employee begins a period of either short or long adoption leave, the employee must provide a statement from the adoption agency of the day when the placement is expected to start confirming that the child is, or will be, under 16 at the day of placement, or the expected day of placement, of the child. At the same time, the employee is also required to provide a statutory declaration stating:

- > the first and last day of the period (or periods) of any other authorised leave intended to be taken (or already taken) by the employee because of the placement of the child;

- > the first and last days of the period (or periods) of any parental leave, or any other authorised leave of the same type as parental leave intended to be taken (or already taken) by the employee's spouse or de facto partner because of the placement of the child;
- > that the child is, or will be, under 16 years at the day of placement, or the expected day of placement, of the child;
- > if taking long adoption leave, that the employee has or will have a responsibility for the care of the child;
- > that the employee will not engage in any conduct inconsistent with his or her contract of employment while on adoption leave.

The Beverage Food Group may also request any of the above evidence when considering requests for Additional Unpaid Parental Leave (in excess of 12 months).

Once a leave form has been submitted it will require management approval. As set out above, General Management approval is required for 'Additional Unpaid Adoption Leave' in excess of the original available 12 months unpaid parental leave.

Keeping in touch days

An employee who is entitled to unpaid parental leave may perform a maximum of 10 days' work for The Beverage Food Group during the leave period as a "keeping in touch day". Work performed on a keeping in touch day will be paid as per an employee's contract of employment/relevant industrial instrument. This work will not break the continuity of the period of unpaid leave and it will not extend the period of unpaid parental leave. Keeping in touch days can be worked as a part day, one day at a time, a few days at a time or all at once.

Keeping in touch days are to be taken when performing work which enables the employee to keep in touch with The Beverage Food Group in order to facilitate a return to that employment after the end of the period of leave and need to take place by agreement between the employee and The Beverage Food Group. Keeping in touch days may include; participating in a planning day, training or attending a conference. Additional requirements about the work that can be performed on these days can be found in the *Fair Work Act 2009* (Cth) and *Paid Parental Leave Act 2010* (Cth).

An employee can request to work a keeping in touch day 14 days after the date of birth or day of placement of a child in writing to their manager. The Beverage Food Group can request a keeping in touch day be worked 42 days after the date of birth or day of placement of the child.

The Beverage Food Group may amend and vary this policy from time to time.

Policy – GRIEVANCE AND COMPLAINTS

1 PURPOSE

The purpose of this policy is to define the procedure if an employee has a grievance that relates to their employment that requires resolution.

2 APPLICATION

This procedure applies to all The Beverage Food Group employees.

The Beverage Food Group aims to resolve grievances promptly, objectively and as close to the source as possible. However, a grievance may be escalated to the next management level where necessary, until resolved.

The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

3 PROCEDURE

1. Should an employee have a concern or grievance, the employee should attempt to resolve the grievance themselves and as close to the source as possible. At this stage, every effort should be made to resolve the grievance before it is formalised, using verbal and informal methods. Employees may seek the advice or assistance of the employee's manager/supervisor or Group General Manager, if appropriate to resolve the matter informally. Informal resolution may include:
 - a. Talking directly to the person and advising them of your concerns;
 - b. Mediation with a third person if all parties to the dispute agree;
 - c. Any other informal process to attempt to resolve the complaint.
2. If the matter cannot be resolved in this manner, or if it is not appropriate to do so, then the formal grievance process may commence.
3. To commence the formal process, the employee should outline their grievance in writing, with as much detail as possible. This should be given to the employee's manager/supervisor or Group General Manager, if appropriate.
4. Discussions may be held in good faith between the employee and the other party in an effort to genuinely resolve the grievance at the workplace level. If the grievance concerns another member of Employees ('the other Employees member'), the other Employees member against whom the grievance or complaint has been raised will be given the details of the complaint against them, and they will be given the opportunity and a reasonable time to respond before the process continues. The employee's manager/supervisor or Group General Manager, if appropriate may have a discussion with both parties in an effort to genuinely resolve the grievance at workplace level.

5. Where there is a grievance which involves Employees members from different departments, or the issue at workplace/management level has not been resolved, the matter is to be referred directly to the Group General Manager, if appropriate] for discussions in good faith, and resolution in the manner in which the Group General Manager, if appropriate deems to be appropriate in the circumstances.

At any time during the grievance process, a representative from The Beverage Food Group may be involved in the discussions, at The Beverage Food Group's discretion.

During the course of the grievance process, the employee is entitled to have a support person present. The support person is not to act as an advocate for the employee.

Once the grievance is resolved, if deemed necessary by The Beverage Food Group, a review may be undertaken by the manager or a representative from Human Resources with all parties involved at any stage thereafter. Further reviews may be held if required.

Should The Beverage Food Group determine that the matter is such that it needs to be escalated or dealt with outside this policy, The Beverage Food Group may do so at any time. This would include but is not limited to matters involving serious allegations, health and safety matters or other potential breaches of workplace legislation.

4 POLICY REVIEW

The Beverage Food Group may make changes to this policy from time to time.

Policy – COVID Safe – Prevention & Planning.

1 PURPOSE

We take the welfare and wellbeing of our employees and customers seriously. This policy outlines our strict procedures for employees who remain in the workplace, or who are required to return to the workplace due to operational requirements during the COVID-19 pandemic.

2. GOVERNMENT DIRECTIVES AND THE LAW

This policy represents our approach to dealing with the COVID-19 pandemic. However, this policy is in all respects subject to any overriding Government directive or law. For example, if the Government mandates that you must remain at home, or that our workplace must close, then such directive overrides this policy.

We refer you to the various Government websites (both Federal and State) which contain up-to-the-minute information on Government policy on COVID-19.

3. APPLICATION

Key Actions

1. All employees of The Beverage Food Group must provide proof of full vaccination against COVID-19. Definition of 'full vaccination' will be in accordance with government direction and may change.
2. Digital COVID Vaccination Certificates of employees will be filed on Microsoft TEAMS in a confidential file.
3. All employees of The Beverage Food Group are strongly encouraged to obtain their 3rd booster vaccination.
4. In consultation with their manager, employees may take paid leave to obtain their booster vaccination against COVID-19
5. Alcohol based hand sanitiser available at all key locations such as store entrances, customer service desk, bathrooms, and warehouse.
6. Increasing frequent cleaning of regularly used objects (e. g EFTPOS Machines, counters, benches, Employees rooms, bathrooms).
7. Enforcing physical distancing guidelines where practical 1.5m. Actions include signage "reminders: and ground markings for queuing".
8. Ensuring public gathering limits in accordance with government direction are adhered to. (Currently no more than 1 person per 4m² in stores including Employees).
9. Promoting contactless transactions such as "tap and go" instead of cash for payments. Having Employees wear disposable gloves when handling objects and money
10. Monitoring and encouraging customer adherence to relevant public health guidelines

11. Check ins with employees on their well- being, ensuring employees and are properly trained and have access to relevant information and personal protective equipment (PPE).
12. Ensuring every employee is temperature checked at the start of their shift and has recorded this on the register.
13. All employees must sign the Work Attendance Register on entering the business on a daily basis. This will be used to notify close contacts of confirmed COVID-19 cases.

COVID-19

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is the disease cause by a new coronavirus so there is no existing immunity in our community. As such, it can spread widely and quickly due to its person to person transmission.

How it spreads

- Close contact with an infection's person (including in the 24 hours before they started showing symptoms)
- Contact with droplets from an infected person's cough or sneeze
- Touching objects or surfaces that have cough or sneeze droplets from an infected person, and then touching your mouth or face.

Symptoms

Symptoms reported include

- Fever
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Fatigue

Other symptoms such as headache, loss of smell, loss of taste, nausea or vomiting, muscle pain, joint pain, diarrhoea or a loss of appetite may also be present.

11. PROCEDURES

Prevention and preparedness

Practice good hygiene

- Stop handshaking
- Clean hands at the door and schedule regular hand washing reminders
- Disinfect surfaces like doorhandles, trade desk, tables and EFTPOS machine,
- Employees to wipe down individual keyboard with disinfectant wipe twice per day.
- Disinfect forklift and van with disinfect wipes before you get on.
- Disinfect personal property that comes to work such as mobile phones, sunglasses etc.
- Increase ventilation by opening windows or adjusting air conditioning when possible.

Be careful with meetings and travel

- Use video conferencing for meetings when possible. i.e. Zoom or Teams
- Employees members should not travel between sites unless necessary or unless an outbreak has occurred and you need to help at the other site, or unless you have been instructed by your COVID Compliance officer.

Stay home if....

- You are feeling sick
- You have a sick family member in your home
- If you have been tested for COVID 19 and are awaiting test results of a PCR Test.
- If someone in your household has been tested for COVID 19 and is awaiting test results
- If you have tested positive to a Rapid Antigen Test (RAT)
- If you have tested positive for COVID 19 with a PRC
- If someone in your household has tested positive for COVID 19

PPE

- All employees and management are required wear a face mask/covering at all times when mandated to do so by the Chief Medical Officer (CMO).
- Gloves should be worn when handling money, deliveries or when cleaning.

Planning Ahead

- The HR Manager and Operations Manager will implement all COVID Safe work practices. If you need ANYTHING that you think will help comply with a COVID Safe workplace you must contact them.

How TBFG will respond to, a suspected or confirmed cases of coronavirus (COVID-19)

- If an employee has COVID Symptoms they will need to immediately get tested and self-isolate. They will also need to contact the HR Manager or Operations Manager as soon as practical.
- You will NOT be able to return to work until you have a negative result
- If you have tested positive for COVID 19 you must contact the HR Manager or Operations as soon as practical.
- The HR Manager and Operations will then do a risk assessment to see if any other employee needs to get tested and also self-isolate.
- If an employee tests positive in the office/warehouse/premise/venue/store, the area will be cleaned and sanitised and all close contact employees will be notified.

Employee Obligations

- Know our workplace COVID Safe Plan and understand what is required
- If wearing a mask is mandated by government, you must wear a correct mask at all times in the workplace.
- Check that you are feeling well before starting your shift- you cannot work if you have COVID 19 Symptoms.

- Provide your details to your employer when you start your shift for record keeping purposes (Workplace Attendance Register).
- If you have symptoms get tested and stay home until you receive your PCR result.
- If you test positive to COVID-19 by a Rapid Antigen Test or PCR Test, **you must stay home and isolate for 7 days before returning to work.**
- **You must provide proof from the Department of Health of the end date for your isolation period. (DH-COVID-19 message with DH reference number).**
- Tell your employer if you have tested positive
- Keep your workplace safe by regularly cleaning equipment, shared spaces and individual workstations.

Policy – Signature Acknowledgement

This Company Policy document applies to all employees of The Beverage Food Group and associated entities.

<input type="checkbox"/>	GENERAL CODE OF CONDUCT POLICY
<input type="checkbox"/>	CONFIDENTIALITY POLICY
<input type="checkbox"/>	CONFLICTS OF INTEREST POLICY
<input type="checkbox"/>	ANNUAL LEAVE, PERSONAL/CARER'S LEAVE & LONG SERVICE LEAVE POLICY, PURCHASED LEAVE AGREEMENT
<input type="checkbox"/>	OCCUPATIONAL HEALTH & SAFETY POLICY
<input type="checkbox"/>	WORK ATTENDANCE POLICY
<input type="checkbox"/>	DISCIPLINARY PROCEDURES POLICY
<input type="checkbox"/>	DRUGS & ALCOHOL IN THE WORKPLACE POLICY
<input type="checkbox"/>	COMPANY MOTOR VEHICLE & CAR ALLOWANCE POLICY
<input type="checkbox"/>	COMPANY TRAVEL POLICY
<input type="checkbox"/>	DISCRIMINATION, HARRASSMENT AND BULLYING POLICY
<input type="checkbox"/>	INTERNET, EMAIL AND COMPUTER USAGE POLICY
<input type="checkbox"/>	INTERNET ACCESS & ELECTRONIC MEDIA POLICY
<input type="checkbox"/>	SOCIAL MEDIA POLICY
<input type="checkbox"/>	COMPANY MOBILE PHONE POLICY
<input type="checkbox"/>	PARENTAL LEAVE POLICY
<input type="checkbox"/>	GRIEVANCE AND COMPLAINTS POLICY
<input type="checkbox"/>	COVID SAFE – PREVENTION AND PLANNING

I, _____ acknowledge,

- I have received, read and understood the policies
- I am required to comply with the policies; and

There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

The Beverage Food Group may make changes to this policy document from time to time.