

Notification of a vote for the OS Maintenance Agreement

OS has decided to put the proposed OS Maintenance Agreement to vote to enable employees to have their say on the Agreement.

We are now commencing the ballot access period to put the Agreement to ballot of our employees. **The ballot access period commences on Monday 13th March 2023 and concludes on Sunday 19th March 2023.**

Accessing the Agreement

A copy of the proposed Agreement, as well as other explanatory material, is included in your ballot pack email.

Accessing related documents

There are several documents which are referred to or incorporated in the the proposed Agreement. These include:

- BHP Employee Matching Contribution Policy – Australian Superannuation
- BHP Group Parental Leave Australia Policy
- BHP Group Public Service Leave – Australia Policy
- BHP Group Family and Domestic Violence Support Policy
- BHP Redundancy Termination Australia Policy
- OS Worker’s Compensation Pay Policy
- Fair Work Act 2009 (Cth) (including the National Employment Standards)
- Black Coal Mining Industry Award 2020
- Mining Industry Award 2020
- Superannuation Guarantee (Administration) Act 1992

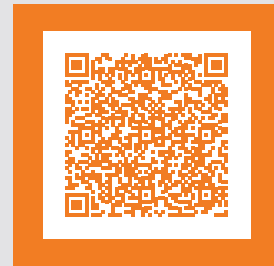
Access to all documents, and the Agreement itself, is available via the options in the right-hand panel of this document.

We will also take steps to explain the terms of the Agreement to you in the next seven (7) days.

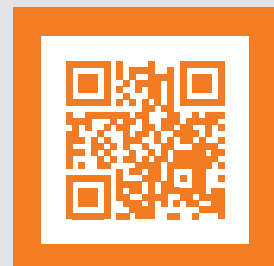
If you have any questions please talk to your Superintendent or email osea@bhp.com.

Access EA material available via:

1. The OS EA Information Hub



2. The CorpVote ballot website



3. Email



osea@bhp.com

4. Your Superintendent



Operations Services is working.



Your Opportunity to Vote

Operations Services Maintenance Agreement

Please find below instructions on how to participate in the Operations Services Maintenance Agreement ballot. CorpVote Pty Ltd is independently conducting this ballot process to protect your privacy and ensure a fair and equitable ballot result. All votes are anonymous and the method by which you cast your vote is secure.

VOTING PERIOD

- Voting Opens on Monday, 20 March 2023 at:
 - 4:00AM AWST
 - 6:00AM AEST
 - 6:30AM ACDT
- Voting Closes on Friday, 24 March 2023 at:
 - 8:00AM AWST
 - 10:00AM AEST
 - 10:30AM ACDT

VOTING INSTRUCTIONS

To lodge your vote, you will require your **Employee Number** and your **Date of Birth**. Please refer to your payslip or site access/TAMS card for your Employee Number.



TO VOTE ONLINE

To lodge your vote online, please follow these steps:

1. Go to: www.netvote.com.au/789
2. Input your **Employee Number** and your **Date of Birth** where indicated and press the 'Enter' button.
3. Follow the on-screen instructions to make your preference and submit your vote.



TO VOTE BY TELEPHONE

To lodge your vote by telephone, please follow these steps:

1. To prepare to lodge your vote by telephone, ensure you have:
 - a. Your **Employee Number** and your **Date of Birth** and a piece of paper and a pen to record your receipt number.
2. Dial **1300 146 388** (International +61 3 9900 4982) and follow the audio prompts.

Only votes successfully lodged before voting closes on Friday, 24 March 2023 will be counted.
You are only able to vote once, and all votes are registered anonymously.

HELP & SUPPORT INFORMATION

- For support contact: support@corpvote.com.au OR call 1300 710 950 to speak to an operator.
- To verify your vote has been lodged, enter your receipt number at www.netvote.com.au/vote/verify-receipt
- For more information about the Agreement contact: osea@bhp.com

RETURNING OFFICER

The Returning Officer for this process is Tim Jones of CorpVote Pty Ltd.