



BHP



Western Australian Iron Ore

Employee Handbook

BHP acknowledges and pays respect to the Traditional Custodians of the lands and waterways on which, or near where, our company is located and operates. We pay our respects to Elders past, present, and emerging leaders.

#WeareWAIO

April 2025

Contents

Who does this Handbook apply to?

This handbook applies to all employees who work in West Australian Iron Ore employed by BHP WAIO Pty Ltd, BHP Iron Ore Pty Ltd and BHP Minerals Pty Ltd.

For the avoidance of any doubt, whilst you are expected to comply with the requirements set out in this Handbook, it is not incorporated into your employment contract.

How can the Handbook help me?

The Handbook provides a single point of reference to guide employees to Human Resources Policies and Procedures and employee benefits.

Our Code of Conduct (Our Code) sets the standards of behaviour for how we should work. You are expected to read and thoroughly understand Our Code so that you can apply the relevant behaviours to your work.

Disclaimer: Although every effort has been made to provide you with accurate information, the policies and procedures summarised in this handbook are subject to change. If there is a discrepancy between the information provided in this handbook and the relevant policy and/ or procedure, the contents of the policy and procedure will apply in lieu of the information contained in this Handbook.

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The BHP Way

Our Charter and Our Code of Conduct

We are BHP, a leading global resources company.

Our purpose is to bring people and resources together to build a better world. We do this through our strategy.

Our strategy:

We will responsibly manage the most resilient long-term portfolio of assets, in highly attractive commodities, and will grow value through being excellent at operations, discovering and developing resources, acquiring the right assets and options, and capital allocation.

Through our differentiated approach to social value, we will be a trusted partner who created value for all stakeholders.

Our decisions and actions are guided by the core values in Our Charter.

Our Code of Conduct (Our Code) brings these values to life. It reminds us why values are important and helps us understand them in practice.

We use Our Charter and Code to drive the best possible outcomes for everyone.

As a member of the BHP team, you must understand the importance of Our Charter and Our Code, because working to your best is not just about working hard, it is about working with integrity too. Each section of Our Code explains our principles, our expectations of our workforce and others who work with us.

Our values:

Do what's right

- A sustainable future starts with safety and integrity, building trust with those around us.

Seek better ways

- Listening to learn and inspiring challenge is how we drive progress.

Make a difference

- The accountability to act, create value and have impact is on each of us, every day.

Our Code is based on the values in Our Charter. It guides our daily work and helps us think about not just what we do but how we do it. It demonstrates how to practically apply Our Charter and reflects many of Global Standards, as well as local standards and procedures. It informs our decision making process and sets the standard for our commitment to working with integrity.

When you work for BHP, either as an employee or a contractor, you agree to uphold a commitment to the values of Our Charter, the requirements of Our Code, and the various policies, standards and procedures that apply to your position and the work you are doing.

Our Code sets the standards of behaviour for how we should work. You are expected to read and thoroughly understand Our Code so that you can apply the relevant behaviours to your work.

Our Charter and **Our Code** are located on the Digital Workspace.



Working at BHP Western Australia Iron Ore (WAIO)

At WAIO, people are the foundation of our success. We are a high performing organisation, which promotes effective direct relationships with our employees. We want to ensure our employees understand their position, know what their leader expects of them and are treated with fairness, respect and dignity.

Health and safety

At WAIO we value sustainability – putting health and safety first, being environmentally responsible and supporting our communities.

Effective health and safety performance is critical to us. We all play a crucial role in caring for our team members and taking steps to prevent workplace related injuries and illness. We expect you to work safely, look after your team members and go home safely.

You must report to your line leader any accident, injury, illness, unsafe or unhealthy condition, incident, spill or release of material to the environment so that appropriate action can be taken to prevent, correct or control those conditions. It is important that you never assume that someone else will report a risk or concern and that you therefore do not need to report it.

Drugs and alcohol

WAIO is committed to creating a safe and healthy work environment, which is free from hazards that may be associated with the use of alcohol and drugs, including prescription medication. You must understand the impact of taking prescribed or non-prescribed medication on your ability to perform your work safely.

Refer to the WAIO Better Manage Medication for more information. The **WAIO Drug and Alcohol Management Procedure** (as varied or amended from time to time) found in HSE Controlled Documents (Tempo), outlines all the provisions around drug and alcohol standards and testing procedures.

Fitness for work

It is a requirement of employment with WAIO that you are able to perform the inherent requirements of your position.

WAIO may require you to undertake any medical assessments it considers appropriate to ensure you are fit for work.

WAIO will maintain and deal with all fitness for work assessments in a confidential manner in accordance with the **BHP Injury and Illness Management Procedure** (as varied or amended from time to time) found in the HSE Controlled Documents (Tempo). The provisions for workers' compensation are also outlined in the same BHP Injury and Illness Management Procedure.

You are required to attend work fit to safely perform your duties without risk to yourself or others. If you suffer from injury or illness that is impacting on your ability to perform your work safely, you must report to your line leader. You must ensure that your time away from work includes sufficient sleep and recovery and you must manage any health, lifestyle, personal or family responsibilities that may impact on your fatigue. The **WAIO Fatigue Management Plan** (as varied or amended from time to time) found in HSE Controlled Documents (Tempo) outlines the requirements.

Smoking in the workplace

WAIO is committed to creating and maintaining a safe and healthy work environment. The Company recognises that passive smoking may be harmful to employees health and impact upon the comfort of employees in the workplace. Consistent with this, smoking (including vapes or electronic cigarettes) is strictly

prohibited unless in designated smoking areas (where available).

The **WAIO Non-Smoking Procedure** (as varied or amended from time to time) found in the HSE Controlled Documents (Tempo), outlines the requirements.

Qualifications and licenses

In accordance with your employment contract, you are required to maintain all necessary qualifications, certificates, permits and licences which enable you to fulfil your duties. If such documents are renewed or if the conditions of such documents change, you must provide updated copies to WAIO in a timely manner and/or upon request.

You must notify WAIO immediately if any such qualifications or licences are cancelled, revoked or are no longer valid.

Failure to do so may result in disciplinary action, up to termination of your employment. If required by WAIO, you must provide current copies of all necessary qualifications to WAIO on request.

Clothing and protective equipment

WAIO will provide you the appropriate personal protective clothing and protective equipment. You must wear and maintain these as required by WAIO.

The **WAIO Personal Protective Equipment (PPE) Standard** (as varied or amended from time to time) found in the HSE Controlled Documents (Tempo), sets out the requirements.

Hours of work

Your ordinary hours of work are set out in your contract of employment. Hours of work are dependent on the roster and the requirements of your work area. There are core times when you are required to be available for work each day that may include a handover and/or travel time, which may vary according to work area. Your line leader will notify you of your hours of work.

It may be necessary from time to time for you to work additional hours (rostered and/or not rostered). You are expected to work the hours which are reasonably required to fulfil the

responsibilities of your position (aligned to the WAIO Fatigue Management Plan requirements). Reasonable additional hours are compensated in your total salary package. Additional whole shifts may be compensated for with time off in lieu, unless otherwise agreed by WAIO.

Further information on hours of work can be found in the **Hours of Work Policy – Regional – Australia, Asia and UK** (as varied or amended from time to time) which can be found on [myHR+](#).

Rosters/shift changes

In order to meet operational requirements, you may be required to change shifts or rosters from time to time. WAIO may, following consultation with the work group affected, change the shift system in operation and/or require employees to transfer from day work to shift work, from shift work to day work, from one shift to another, or change start and finish times. In the event of such change, you will be provided with a minimum of 2 weeks' notice of the roster change where possible. The actual consultation period

will depend on the significance of the change. Where you work a shift work roster, and you are required to change rosters to meet operational requirements, the 2 up leader may approve continuing payment of relevant allowances for up to 3 months in order to give you time to rearrange your financial affairs. This will consider the financial impact and is at the 2 up leader's total discretion. This does not apply in cases related to fitness for work or performance management.

Flexible work arrangements

At BHP we have embedded flexibility into the way we work because we know it makes us more productive, safer and engaged. Our Ways of Working Framework supports attraction and retention of talent and helps to drive high performance.

Details on our ways of working and the provisions for hybrid working and Formal Flexible

Work Arrangements are detailed in the **Ways of Working Framework** and the **Formal Flexible Work - Procedure - Australia** (as varied or amended from time to time), and can be found on [myHR+](#). Further information and supporting materials can also be found on the Ways of Working Hub on the Digital Workspace.



Fly in Fly Out arrangements

Fly in fly out (FIFO) arrangements currently operate in selected areas of the business. If you are a FIFO employee, you should refer to your contract of employment and to the **WAIO Fly In Fly Out Standards** (as varied or amended from time to time) found on [myHR+](#) for more specific details on FIFO requirements.

Rail Operations have a Flight Assistance Policy (as varied or amended from time to time) that applies to eligible employees. Additionally, a **Legacy Flight Assistance - Policy - WAIO** (as varied or amended

from time to time) also applies to a small number of eligible employees who are approved to receive this historical legacy benefit. These Policies can be found on [myHR+](#). All employees are expected to adhere to **Our Code** and **Our Charter** in the course of travel on Company business, including whilst on flights paid for or provisioned by the Company. Our Code provides clear guidance on expected behaviour. Our Charter and Our Code can be located on the Digital Workspace.

Conflict of Interest

Our Code sets out your obligations to declare any potential conflicts of interest or gifts/hospitality offered or received in the course of conducting work for BHP. **Our Code** provides clear guidance and can be located on the

Digital Workspace.

All actual, potential or perceived conflicts of interest must be reported in the Ethics & Compliance Registers via the Digital Workspace.

Secondary employment

Before undertaking secondary employment, you must declare this as a potential conflict of interest and seek written approval from your line leader who will assess potential conflict of interest and fitness for work risks. All employees are expected to adhere to **Our Code**; nothing

you do should conflict with your responsibility to BHP or compromise, or appear to compromise, the quality of your work performance, your commitment to your work and your ability to make impartial business decisions.



Categories of employment and applicable benefits

In addition to full-time employment arrangements, the following categories of employment may apply at WAIO. Your employment type will be specified in your employment contract.

Casual	If you are employed on an 'as and when required' basis you will be a casual employee. There is no guarantee or expectation of ongoing or regular work.
Fixed term	If you are employed on a full or part time basis for a fixed period of time, you are known as a fixed term, or maximum term, employee, depending on the terms of your employment contract.
Part time	If you work less than the full time equivalent nominal weekly hours, you are a part time employee.

The following benefits may be provided in respect of each of the employment categories listed below, at the Company's discretion. However, these benefits may be amended or removed by the Company from time to time at the Company's discretion.

Benefit	Full time	Part time	Fixed term full time	Fixed term part time	Casual
Remuneration	✓	✓ Pro-rata of full time annual salary	✓	✓ Pro-rata of full time annual salary	✓ hourly rate + 25% loading
Incentive scheme	✓	✓	✗	✗	✗
Co-contribution superannuation	✓	✓	✓	✓	Entitled to statutory superannuation
Paid personal/ carer's leave	✓	✓ Pro-rata of full time benefit of 10 days per annum	✓ Pro-rata of full time benefit of 10 days per annum	✓ Pro-rata of full time benefit of 10 days per annum	✗ Up to 2 days unpaid carer's leave per annum for genuine caring purposes for immediate family or an unexpected emergency
Annual leave	✓	✓ Pro-rata of full time benefit	✓	✓ Pro-rata of full time benefit	✗
Long service leave	✓	✓ Pro-rata of full time benefit	✓	✓ Pro-rata of full time benefit	As per legislation

Redundancy	✓	✓	✗	✗	✗
Annual leave travel assistance (ALTA)	Two per year for self and eligible dependents	1 ALTA after 12 months service, if working regularly between 10 and 30 hours per week (site-based) 2 ALTAs after 12 months service, if working regularly 30 hours per week or more (site-based)	✗	✗	✗
Self-education assistance - approved student status	✓	✓	✗	✗	✗
Paid Parental leave	✓	✓	✗ Unpaid parental leave after 12 months of service, any periods of leave do not extend your fixed term contract end date	✗ Unpaid parental leave after 12 months of service, any periods of leave do not extend your fixed term contract end date	✗ If you have been employed on a regular basis for a period of at least 12 months, an entitlement to unpaid parental leave exists as per legislation
Novated leasing	✓	✓	✗	✗	✗
Shareplus	✓	✓	✓	✓	✗
Salary Sacrifice Superannuation	✓	✓	✓	✓	✓
Public holidays	✓ Except where the roster requires you to work	✓ Except where the roster requires you to work	✓ Except where the roster requires you to work	✓ Except where the roster requires you to work	✓ If worked, is compensated in line with hourly rate for shift workers
Personal protective equipment in accordance with site policies	✓	✓	✓	✓	✓
Accommodation and utility subsidies in accordance with site policies	✓	✓	✓	On a pro rata basis ✓	✗
Provision of Company Rental Accommodation (subject to availability)	✓	✓	✓ If contract exceeds 12 months	✓ If contract exceeds 12 months	✗



Secondments

An employee may be seconded into a different position for a continuous period of between 91 days and 12 months. The rules and provisions for a secondment are detailed in the BHP

Secondments - Policy and Secondments - Process documents (as varied or amended from time to time) which can be found on [myHR+](#).

Employee transfers

Organisational requirements may necessitate employees transferring to other positions, operations, sites or locations within the BHP Group of companies. In such cases, reasonable notice will be provided and employment

benefits will be reviewed to reflect any change in responsibilities and site location. In these cases, WAIO will also assist with relocation costs to ensure that no unreasonable costs are incurred by employees and their dependants.

Permanent transfer

Where an employee transfers between locations, WAIO may support the cost of reasonable expenses as a result of that transfer. On transfer, the employee's remuneration and conditions will be reviewed with respect to the new location

and position. All conditions relevant to a transfer will be outlined in the relocation documentation provided to you.

Leave

Accrued annual leave and long service leave balances will be transferred with the employee as required by law.

made at the employee's request, subject to the requirements of any applicable laws or industrial instruments.

Where an employee transfers between locations, payment of accrued annual leave in excess of 4 weeks of their accrued entitlement can be

All leave requested after transfer will be subject to the conditions applying at the new location.

Relocation Benefits

Relocation benefits may include travel, temporary accommodation and transportation of Household goods provided in accordance with the relevant domestic mobility package.

Relocation documentation outlining the applicable relocation benefits will be sent to you prior to transfer.

Your benefits as a BHP WAIO employee

People are the foundation of WAIO's success. WAIO has a variety of employee benefits ranging from financial, leave, education assistance, salary sacrificing, preferred supplier arrangements, recognition and reward benefits, and other personal, family and community benefits. Your contract of employment contains specific details of the benefits applicable to you.

Financial benefits

At BHP, we remunerate our people competitively on base salary, allowances and benefits. In addition, we offer eligible employees the

opportunity to participate in the BHP Short-term incentive (STI) and Management Award Plan.

Superannuation

BHP supports employees in getting the most out of their superannuation through offering the following:

- Superannuation Employee Matching Policy (Co-Contribution)
- Additional Voluntary Contributions

- Nomination of BHP Annual STI into Superannuation

Further information about the above options are available on the [myHR+ – Work@BHP \(drop down\) - Reward – Regional Remuneration and Benefits Program < Australia Programs < Australia.](#)

Short Term Incentive (STI) plan

Eligible employees are able to participate in the BHP Incentive Plan (as varied or amended from time to time).

The STI Plan sets the terms and conditions for a variable cash bonus aimed at recognising individual performance, both in what is achieved

and how it is achieved, and the performance of BHP.

For full details on short term incentive payments, please refer to the **Short Term Incentive (STI) Plan Participant Guide**, located under [myHR+ – Work@BHP \(drop down\) - Reward](#).

Incorrect payment of financial benefits

WAIO is committed to paying our employees equitably. Incorrect payments (overpayment or underpayment) will be reviewed and rectified. Where an overpayment is made, we may seek to recoup monies with your consent via a one-off

payment or fortnightly deductions, subject to applicable legal requirements. In these instances, you will be engaged to arrange a repayment plan or other options may be explored.

Leave benefits

Annual leave

The entitlement and provisions for annual leave are outlined in the **Annual Leave - Policy and Annual Leave - Policy Schedule - Australia** (as varied or amended from time to time). This includes the purchase of additional

annual leave, the ability to take annual leave at half pay, and the ability to cash out annual leave, subject to applicable legal requirements. These documents can be found on [myHR+](#).

Personal/Carer's leave and Compassionate leave

The entitlement and provisions for personal/carer's leave are outlined in the **Personal Leave - Policy and Personal Leave - Policy Schedule - Australia** (as varied or amended from time to time). This includes provisions

for Compassionate Leave, and additional Discretionary Sick Leave. Also refer to the **Discretionary Sick Leave Leader Guide – WAIO and Discretionary Sick Leave – Form – WAIO**. These documents can be found on [myHR+](#).

Long service leave

Long service leave in Western Australia is regulated by the *Long Service Leave Act 1958* (WA) (as varied or amended from time to time). WAIO offers generous long service leave benefits in excess of the legislation.

Details on the entitlement and provisions for long service leave are outlined in the **Long Service**

Leave - Policy and the **Long Service Leave - Policy Schedule - WAIO** (as varied or amended from time to time). This includes the ability to cash out Long Service Leave, subject to applicable legal requirements. The documents can be found on [myHR+](#).

Parental leave

WAIO aims to promote and support family friendly practices in the workplace.

Details on the entitlements and provisions for parental leave can be found in the **Parental Leave - Policy** and **Parental Leave - Policy Schedule - Australia** (as varied or amended

from time to time), and these documents can be found on [myHR+](#).

Brookfield Place also offers an in-house creche and child friendly workspace. Refer to the Guidelines for Use – Creche & Child Friendly Workspace available on the Digital Workspace.

Special leave of absence

Certain circumstances may arise where you may request and be granted a leave of absence for personal reasons beyond your entitlements to annual, sick/carer's (personal) and long service leave. For example, this might enable expedient

departure from site in cases of personal and family urgency.

Special leave may be granted, with or without pay. Any paid leave will be according to normal rostered shifts.

Unpaid leave

Where special circumstances exist, unpaid leave may be granted. Eligibility and entitlement are

detailed in the in the **Unpaid Leave - Policy** (as varied or amended from time to time), and this document can be found on [myHR+](#).

Cultural leave

WAIO recognises the cultural diversity that exists within the workforce and understands some employees may wish to, or be required to, participate in cultural or religious activities or celebrations. The criteria and provision of cultural leave, together with the approvals process are detailed in the **Cultural Leave - Policy Schedule - Australia** (as varied or

amended from time to time) which can be found on [myHR+](#).

BHP also has a Global BHP Indigenous Peoples Strategy, BHP Australian Indigenous Cultural Respect Framework and numerous supporting initiatives. For further information, search on the Digital Workspace.

Community service leave

Employees are entitled to take community service leave for certain activities such as voluntary emergency management activities, jury service, and defence service leave. The entitlements and approval process is detailed

in the **Public Service - Policy** and **Public Service Leave - Policy Schedule - Australia** (as varied or amended from time to time), and this document can be found on [myHR+](#).



Time off in lieu

In certain circumstances, you may be required to work additional hours, and where approved by your department manager, you may accrue time off in lieu to be taken at a later time. Time off in lieu is generally provided to compensate for full days or shifts worked in excess of your ordinary hours. Where you work an additional full day or shift and your department manager approves time off in lieu, you will receive the equivalent of a full day or shift (single time) in time off in lieu. When working less than an additional full day or shift, you will not be entitled to accrue time off in lieu, as your existing salary, which includes

reasonable additional hours, compensates this additional time.

Approved time off in lieu should be taken as soon as reasonably practicable at a mutually agreed time between the individual and the leader, subject to any requirements under an applicable industrial instrument. Time off in lieu can be transferred between roles and BHP Assets by agreement between the employee and the respective leaders.

Leave requests for time off in lieu must be submitted through [myHR+](#) – **My leave requests < Create a request < Time off in lieu.**

Public holidays

Western Australian gazetted public holidays are observed except where site arrangements have been made to substitute these for local government gazetted public holidays. If you are rostered to work one or more public holidays during the course of a year, you are requested to work those days and we believe this is a reasonable request, in light of our

operational requirements and remuneration structure. Refer to the **Working Public Holidays - Policy** on [myHR+](#) for further information.

No leave will be deducted for employees who take leave on a rostered day which falls on a public holiday. However, where a public holiday falls during a period of unpaid leave, employees will not be paid for the public holiday.

Other benefits

Housing and accommodation

If you reside and work at remote sites, you may be provided with subsidies or subsidised accommodation in accordance with prevailing site conditions. Such conditions do not apply if you are employed on a FIFO basis. Further information on housing and accommodation

conditions are included in the contract of employment of eligible employees and are outlined in the **Iron Ore Residential Housing Policy** (as varied or amended from time to time) which can be found in Controlled Documents (Tempo).

Annual leave travel assistance

Benefit

Annual Leave Travel Assistance (ALTA) is provided to permanent full and part time employees to enable residential based employees and their dependents to leave remote sites when taking leave.

It is intended to assist with the travel costs associated in reaching your furthest holiday destination and returning to the remote site. It is

not intended to cover employees' holiday costs while at the destination. Reimbursements will only be made for eligible expenses up to the maximum of an economy return airfare from your Pilbara location to Perth. The maximum value is subject to change and is currently:

Location	Value
Newman	\$1,120.00
Port Hedland	\$1,258.00

Eligibility

Residential employees based on site (e.g. Port Hedland or Newman) may be entitled to ALTA in the form of the equivalent cost of economy return airfares to Perth for each completed year of service, for themselves and, potentially, the dependants who reside with them. The number of airfares employees are entitled to is dependent upon the type of employee. This is outlined in the table below, however, where a contract of employment has specific provisions for ALTA, that provision will prevail over the below section of this policy.

In your first 12 months of site service, reimbursement of the equivalent cost of one return economy airfare may be claimed in advance after 6 months site service. If your employment terminates prior to your completion of 12 months service, you must reimburse WAIO for any claims made (subject to any applicable legal requirements).

For the purposes of this section of the

Handbook, 'dependant' means:

- A spouse or de facto partner; and/or
- Children between the ages of 2 and 18, or children less than 25 years of age who are full time students at a school, college or university, and who are wholly dependent on their parents

Other members of the household including older children who are wholly dependent upon the employee due to a permanent illness or injury, or a direct family member that requires full time care and are wholly dependent on the employee may also be considered eligible for benefits under this section of the Handbook.

If employees have full or partial custody of dependent children (as defined above) they are able to claim where eligible in this Handbook. This does not extend where employees are paying child maintenance and the children do not reside with them.

Employment Type	Benefit for employee and each eligible family member
Permanent Full Time	2 economy return airfares per year
Permanent Part Time (working on average between 10-30 hours per week)	1 economy return airfare per year
Permanent Part Time (working on average 30+ hours per week)	2 economy return airfares per year

Criteria

- Where your dependants do not permanently reside with you, ALTA is only paid if the dependants return to Town prior to, and after, taking annual leave away from site with you. The cost of travel to/from the Pilbara to commence their holiday is not claimable.
- You cannot claim ALTA as an employee and also as the partner/ dependant of an employee. The entitlement is up to two ALTA claims per year for each individual eligible family member (dependent upon employment type).
- Employees who have partners that can claim annual leave travel assistance from their employer cannot claim from both. For example, if the employee and their family claims one airfare from their partners' employer, they can only claim one ALTA from the Company.
- Where both parents are eligible for ALTA, only 1 parent can claim for a child.
- If you are eligible for ALTA, you may claim travel assistance for your dependants, independently of you.
- Once at your holiday destination, expenses incurred for travel to other locations are considered part of ordinary holiday expenses and will not be reimbursed.
- The entitlement to ALTA is to be used within 12 months of each completed year of service.
- No entitlement to ALTA arises unless annual leave is actually taken away from site. If you work a day work roster (e.g. 5 on 2 off) the minimum period of leave to be taken is five consecutive rostered shifts, which may include public holidays. If you work a shift work roster (e.g. 9 on 5 off or 6 on 6 off), the minimum period of leave to be taken is three consecutive rostered shifts. The above periods are the same whether you take Annual Leave at full pay or half pay. All employees travelling must take the minimum annual leave.
- When employees choose to drive to their holiday destination, all family members in the vehicle must be included on the claim form. The ALTA is counted as a claim for each family member as they have taken a holiday away from site and therefore have taken an ALTA. Reimbursement for the costs is only claimed once (not for each family member), as only incurred once.
- To support employees in managing fatigue when driving, one night's accommodation each way can be claimed en-route when driving. This does not extend to accommodation once you have reached your destination. If employees choose to drive to an alternate destination or further than Perth, only one night is provided en-route.
- It is a tax requirement that ALTA can only be claimed with Annual Leave. It cannot be claimed with any other form of leave.
- It is a condition of claiming ALTA that on their return from leave, employees must return to work (Site) for a minimum of one day.
- ALTA is not cumulative, however, it may be deferred (dependent on operational requirements) with the department manager's approval and after consultation with Human Resources.
- Each period of site service will be treated separately when calculating ALTA entitlements.
- Employees with a Personal Benefits Vehicle who drive to reach their holiday destination cannot claim driving expenses as costs are borne by the Company, therefore there is no cost incurred by the employee.

- Employees who drive a Novated Lease vehicle to reach their holiday destination cannot claim driving expenses as costs are captured under the novated lease arrangement. If you have a novated lease and are claiming for a different vehicle, you will need to provide evidence to support you are using a non-novated lease vehicle e.g. photographic evidence with car registration

visible against identifiable landmark or statutory declaration.

- Please note, any false claims for ALTA will be taken seriously and will be investigated. If the claims are substantiated, disciplinary action may result, up to and including termination of employment.

ALTA applications

The Australian Taxation Office requires WAIO to record details of ALTA payments provided to employees tax free. In order to comply with this, you are required to follow the process below to claim ALTA:

- Eligible employees should apply for the relevant period of annual leave.
- Reimbursements will only be made for eligible expenses up to the maximum of an economy return airfare from your Pilbara location to Perth. The maximum value is subject to change.
- No claims for ALTA will be paid prior to taking the period of leave.
- Only two claims per family member can be made per year regardless of whether the maximum value is reached.
- Where an employee claims ALTA for dependent children who are less than 25 years of age and who are full time students at a school, college or university, documentary evidence of current study (e.g.

enrolment form) is required to be submitted with each ALTA claim

- All receipts to the furthest destination and return should be provided for all family members travelling.

Copies of booking confirmations or original receipts must clearly show the following:

Air/Bus/Train tickets

- Name of traveller
- Date of travel
- Place where travel commenced and the destination
- Amount paid

Accommodation

- Name of traveller/booking
- Date of stay
- Amount paid

Driving

Where employees are driving, their claim should be reflective of the actual kilometres travelled. Evidence that travel by car has occurred should be submitted in the form of fuel receipts or other evidence (e.g. bank statements) and should outline the date of travel and location of the

fuel depot. Accommodation can be claimed when driving to assist in managing fatigue. Fuel expenses will not be reimbursed as this is covered in the cents per km reimbursable amount already provided to employees who choose to drive.

Expenses that can be claimed

- Airline Tickets (economy class only)
- Bus Tickets
- Train Tickets
- Cents per km when driving (fuel receipts needed as evidence)
- Accommodation (one night only each way – en-route, not at destination and only

Expenses that cannot be claimed

- Premium Economy, Business, First Class flights or travel
- Meals
- Accommodation (at holiday destination)
- Taxi or other mode of transport to/from Airport
- Hire Car
- Cents per km when driving a hire car or novated lease vehicle
- Fuel
- Booking Change / Upgrade Fees / Third Party Charges
- Excess Baggage
- Insurance

The cents per kilometre reimbursement values are for all vehicle/engine capacity types as per the Australian Tax Office (ATO) guideline. This amount is reviewed 1 July each year. The applicable cents per kilometre rate to apply will be the rate enforced by the ATO as at the date of travel.

- All of the above requirements also apply when your spouse/partner or dependants travel independently.
- Applications for ALTA reimbursements received after pay period cut off will be paid in the next pay period.
- The ALTA claim forms are available on [myHR+](#).



Salary sacrifice

The options available to eligible employees in Australia for salary sacrificing the cost of specific goods and services from their pre-tax salary is detailed in the **Salary Sacrifice - Policy - Australia** (as varied or amended from time to time) available on [myHR+](#).

Salary sacrifice options at BHP include:

- FIFO flights

- FIFO airport parking
- Superannuation contributions
- Novated vehicle lease
- Office Building Parking (Local – refer to local workplace policy)
- Remote Housing Benefits (Local – refer to applicable housing policy/s)

Personal Benefits Vehicles

BHP provides vehicles to employees in designated positions, either for business and personal use or on 'as needs basis' (relevant local site conditions apply). Discretion on the allocation of vehicles rests with the relevant Head of or General Manager. Information on eligibility, requirements and approvals are detailed in the **Private Use of Company Vehicles - Procedure - WAIO** (as varied or amended from time to time) available on [myHR+](#).

All employees required to drive a BHP light vehicle must be deemed competent and authorised to drive the vehicle. They must have a current full Western Australian 'C' (manual) or C-A (automatic) class driver's licence, that has been valid for 2 years or more. Employees must only drive the vehicle type that they hold the licence for. An exemption to this requirement can only be granted in writing by the relevant General Manager or Head Of.

At all times the driver of the vehicle shall be responsible for the safe operation of the vehicle and shall comply with all applicable road rules as well as the *Work Health and Safety Act 2020* (WA) (as varied or amended from time to time), *Work Health and Safety (General) and (Mines) Regulations 2022* (WA), all site-specific rules and the **Light and Road Going Vehicle Use inc Journey Management WAIO Procedure** (as varied or amended from time to time) found in Controlled Documents (Tempo).

Employees found in breach of the **Light and Road Going Vehicle Use inc Journey Management WAIO Procedure** or the **Private Use of Company Vehicles - Procedure - WAIO** may be subject to disciplinary action (up to and including termination of employment) and permission to drive BHP vehicles in the future may be revoked.

Novated vehicle leasing scheme

Novated vehicle leasing enables you to obtain a leased vehicle by salary sacrificing pre-tax salary. Under this arrangement, responsibility for the vehicle and all associated costs and decisions rests with the employee. This arrangement has the potential for taxation savings and provides you with a level of choice as to how your remuneration is packaged. WAIO offers the choice of two novated lease service providers:

- LeasePlan Australia – 1300 668 572, www.leaseplan.com.au
- ORIX Corporation Australia – 1300 554 957, www.orix.com.au

All permanent full time and part time employees are eligible to participate in a novated vehicle leasing agreement between WAIO and a leasing company. International assignees on assignment in Australia, fixed term or casual employees, and contractors employed through a third party are not eligible to participate in the scheme.

Where employees apply to obtain a novated lease, it is a requirement that novated lease agreements are signed by a team member of the HR Enquiry Management Team as an authorising officer. Access to the HR Enquiry Management Team is available on the digital workspace by selecting [myHR+](#)/Raise a Case.

It is strongly recommended that you consult an independent professional financial advisor/accountant before deciding to use salary sacrifice.

The **Salary Sacrifice - Policy - Australia** (as varied or amended from time to time) is available on [myHR+](#).

Further information about the policy or process for novated leasing is available from HR Operations or by contacting one of the novated lease service providers. To contact HR Operations please visit the digital workspace selecting [myHR+](#) and Raise a Case.

Shareplus – employee share plan

Shareplus is an Employee Share Plan which provides eligible employees with the opportunity to share in BHP's success. All permanent employees, full and part time, and employees on a fixed term contract, are eligible to participate in Shareplus. Details can be found on [myHR+](#) under **Work@BHP (drop down) Reward < Global Rewards Program < Employee Shareplan Shareplus** – access via Shareworks.



Travel assistance for urgent medical treatment

WAIO will consider reimbursement for urgent medical treatment travel and accommodation costs, not covered by government assistance, if you are employed in a remote area. Any reimbursement will be determined taking into consideration costs already covered by the State Government's Patients Assistance Travel Scheme (PATS).

WAIO will only consider reimbursement for medical treatment which is urgent and critical. Receipts for travel and accommodation and a copy of the PATS application must be provided to your manager for reimbursement to be made. If approved, the employee should submit the documentation for reimbursement through the **Digital Workspace - Tools & Systems - Manage Expenses**.

Employee recognition

At WAIO, our people are the key to the success of our business. We have a global recognition program known as **Big Thanks | Muchas Gracias**, where everyone is able to recognise a person for what has been achieved and how, as well as to celebrate people's career milestones. Details on

the employee and career milestone recognition are outlined in the **Global Recognition Program FAQ** document found on [myHR+](#). Big Thanks can be accessed on the Digital Workspace.

Employee assistance program

WAIO recognises the central role and importance of its employees in the success of its business and understands that some employees experience personal or work-related problems that may affect their quality of life, and in some cases, may have an adverse effect on their work performance.

Consistent with our health and safety standards, WAIO will ensure that support is available for you (and where relevant, your partner and dependent children) where you are experiencing personal or work-related problems.

The Employee Assistance Program (EAP) is a confidential, professional counselling service provided at no cost to you. This service is provided by qualified, independent, professional counsellors. **Converge International, our EAP provider can be contacted for face to face, telephone or live chat support as follows:**



Visit convergeinternational.com.au to **Live Chat** with a counsellor.



Call **1800 BHP SUPPORT**
(1800 247 7877678)
(Australia)

Education assistance

WAIO encourages permanent employees to undertake additional vocational training through approved courses of study offered by any appropriate tertiary institution, technical college, or other approved institution.

Assistance may be provided for approved courses of study in accordance with the

Education & Memberships - Policy and the **Education & Memberships - Policy Schedule - Minerals Australia** and **Education & Career Leave Policy Schedule - Australia** (as varied or amended from time to time), and these documents can be found on [myHR+](#).

Education allowance for dependents

WAIO may provide an education allowance for children of permanent full time or part time employees residing at remote sites.

The allowance is to assist with boarding charges, either at the place of education or private boarding arrangements, incurred in obtaining tertiary education not available at the site. The allowance will be available for:

- Tertiary education for diploma, degree or pre-vocational programs which are not available at site; and
- Special schooling due to physical or mental impairment.

The amount which will be paid to eligible employees is up to \$4,500 per annum, based on proof of expenditure, after the deduction of available Government assistance.

Where a full time student resides with their parents in their own home or a rented residence where no proof of boarding expenditure exists, the amount payable is up to \$2,250 per annum

or pro-rata per semester. The following eligibility criteria must be met:

- child must be less than 25 years of age;
- child must be studying full time (proof of enrolment must be provided); and
- child must be wholly dependent on parent(s).

Generally, only 1 course of study will be supported and additional support is subject to the discretion of the Head of HR. The following criteria must be met:

- student must demonstrate successful completion of semester(s) claimed; and
- support is provided for the minimum duration to complete a course (e.g. maximum of 4 years support for a 4 year degree).

Applications for the dependents' education allowance must be approved by the Department Manager.

Employee professional and business associates memberships

WAIO will reimburse employees for personal professional and business association membership fees if a membership is required by law or is necessary due to the nature of the employee's job. Details are outlined in the

Education & Memberships Policy and the **Education & Memberships - Policy Schedule - Minerals Australia** (as varied or amended from time to time) which can be found on [myHR+](#).

Family and domestic violence support

Statistically, we understand that a significant number of people experience a form of family or domestic violence within their lifetime. It can happen in all parts of the community, and it can take many different forms. In line with Our Charter, BHP is committed to providing a safe, inclusive and supportive workplace for all our employees.

In addition to our EAP discussed above, WAIO has a number of other options that may be

extended to support employees based on their individual circumstances.

BHP employees experiencing family or domestic violence, and those providing support to a person who is experiencing family or domestic violence, will be eligible for support.

Further details are outlined in the **Family and Domestic Violence Support – Policy** (as varied or amended from time to time) which can be found on [myHR+](#).



Hardship events

BHP may at its discretion, offer support to employees in hardship events depending on the significance and the nature of the hardship. For the purposes of application of this policy, hardship events are significant unusual or unexpected events in locations where BHP operates. These events may include natural disasters, such as floods, typhoons, tsunamis,

earthquakes, volcano eruptions, landslides etc., health events, such as an epidemic or pandemic outbreak, significant social unrest events, or other emergency situations. For further information refer to the **BHP Hardship Policy – Global and the Hardship Policy Schedule – Australia Asia UK** (as varied or amended from time to time) on [myHR+](#).

Employee Deals and Discounts

A number of non-BHP entities offer a wide range of benefits that are available to WAIO employees. For further information refer to the **Employee Discounts - QRG - Australia**. The QRG can be found on [myHR+](#).

Our relationship

BHP aims to provide all employees with a fair and equitable work environment that is free from discrimination, harassment, bullying and victimisation.

Our Code

BHP recognises and values its diverse workforce and is committed to providing all employees with the opportunity to contribute to continuously improving our work environment and business performance.

Applicability

Our Code applies to everyone who works at BHP, including employees, contractors and suppliers.

Our Code applies:

- at site, in offices, when working remotely;
- in camp or other BHP provided accommodation
- at BHP functions
- when travelling and
- at all times when you are representing BHP.

Our Code can be found on the Digital Workspace.

Workplace equality and inclusion

At BHP our vision is to unlock the enormous potential that diverse and inclusive teams bring to the workplace, to leave a strong legacy within and beyond our operations for the generations to come.

Our detailed commitments and contribution can be found in the **Inclusion and Diversity Framework** which is located on [myHR+](#).

We also want everyone to come to work feeling valued, included and able to do their best work. In addition to our Code, there are numerous materials to educate yourself about sexual harassment and respect at BHP.

We do not tolerate discrimination, sexual harassment, harassment or bullying at BHP. For example, insulting or offensive behavior towards others, verbal abuse, coarse language,

derogatory remarks or comments, disparaging use of words such as scab, maggot, graffiti aimed at fellow employees and posting of unauthorised material, (offensive stickers and posters) will not be tolerated. Please refer to **Our Code – Respect for all**.

We will not tolerate retaliation. Please refer to **Our Code – Speak up & Protecting those who speak up**.

Responsibilities & Information

WAIO aims to ensure that all employees, contractors and visitors are aware of their obligations and responsibilities.

Everyone on WAIO sites has a responsibility to ensure proper work standards of conduct are upheld and to demonstrate courtesy and respect towards others in the work environment.

Everyone must always consider how their actions or words may be seen by others.

RespectHub is the portal housing information regarding the right behaviours that foster a safe, respectful, and supportive work environment. It also includes more information on workplace-issue resolution options, to support you in dealing with issues in the workplace, in ways that feel right for you.

RespectChat our 24/7 digital tool, is designed to help you find the information you need, when you need it, on issues such as racism, bullying and sexual harassment. Whether you are looking to understand the right actions to take at work or need some help navigating an issue you have experienced, RespectChat can help. It is multilingual, anonymous and a safe space for you to find information. It is accessible to all employees, contractors and our external community via the RespectHub and Our Code | BHP.

Complaints procedure

For everyone at BHP, raising a business concern should be seen as a positive step toward protecting our organisation, our co-workers, and our stakeholders. You have the right and the responsibility to raise a concern about anything that contradicts our values, policies, standards or procedures. The requirements are detailed in the **GLD Business Conduct – Global Standard** and **Our Code** which can be located on the digital workspace.

If you believe that you are being subjected to discrimination, harassment, sexual harassment, sexual assault, racism, bullying or victimisation, or if you observe behaviour which may amount to discrimination, harassment, sexual harassment, sexual assault, racism, bullying or victimisation, you should immediately report it to your line leader, department manager or relevant head of department/ general manager. You may wish to speak with a member of the Human Resources department.

Alternatively, any behaviour that breaches our Code can be reported confidentially, including anonymously, via **Raising a Concern - Integrity @ BHP** located on the Digital Workspace and it will be reviewed by our Ethics & Investigations team.

You may wish to make a Protected Disclosure under the Australian Corporations Act or other Australian Whistleblowing laws. If you would like to make a Protected Disclosure to report:

- misconduct or an improper state of affairs in relation to BHP or BHP's tax affairs; or
 - retaliation or a threat of retaliation,
- you can make your protected disclosure via the **BHP Protected Disclosure Reporting Channel** or through our reporting hotlines (Australia free call 1800 423 473), or to any eligible recipient (listed in the **BHP Whistleblower Policy**).

Our **Whistleblower Policy** sets out further examples of matters that can be raised through this avenue and other important information about making a Protected Disclosure, including the protections in relation to your identity that apply when reporting using this avenue.

For further information on reporting breaches of **Our Code** or access to our **BHP Protected Disclosure Reporting Channel** and the **BHP Whistleblower Policy** please refer to **Raising a Concern** on the digital workspace.

Issue resolution

BHP's **Issue Resolution - Policy - Global** (as varied or amended from time to time) sets out the process for resolving questions, disputes or difficulties, which may arise from time to time in the workplace, promptly and efficiently. This document can be found on [myHR+](#).

The Policy applies to all BHP employees, who do not otherwise have a specific issue or dispute resolution framework in place under local legislation, contracts of employment, or industrial instruments.

Breach of Our Charter, Our Code, Policies, Procedures, Standards or your Contract of Employment

Breaches of Our Charter, Our Code, Policies, Procedures, Standards and your contract of employment will be taken seriously and may be investigated in a confidential manner.

The management team will treat all breaches confidentially and ensure appropriate action is taken. If any employees are found to have breached Our Charter, Our Code, Policies,

Procedures, Standards or employment contracts they may be subject to disciplinary action up to and including termination of employment.

WAIO will not tolerate the victimisation of any person who makes a complaint or assists in the investigation of a complaint. Victimisation is unlawful and may lead to disciplinary action, up to and including termination of employment.

Privacy and freedom of information

When administering WAIO policy and procedures, employees must ensure that appropriate confidentiality and privacy of personal information, financial or otherwise,

is strictly maintained in accordance with the privacy legislation. Requirements are outlined in the **BHP Privacy Principles Guidance Note** which can be found on the Digital Workspace.

Separation

Resignation and termination

The **Resignation & Termination Policy, Resignation and Termination - Policy Schedule**

– **Australia** can be located on myHR+. These documents outline the requirements and provisions relating to resignation and termination for WAIO employees, including obtaining a Certificate of Service and personal references.

Relocation on resignation

If you live and work in a remote location and resign, and where provisioned in your Contract of Employment, WAIO may provide you with the following relocation assistance. Relocation assistance is not provided to employees that were employed locally.

Less than 12 months service:

No assistance. You may be required to pay back a prorated amount of your relocation to the site, subject to applicable laws.

More than 12 months but less than two years:

An economy class air ticket or cash equivalent for you only, to Perth.

You may be required to pay back a prorated amount of your relocation to the site, subject to applicable laws.

After two years' service

- An economy class air ticket or cash equivalent for you to Perth
- Economy class air ticket or cash equivalent for your partner and dependent children, residing with you to Perth; and



- Relocation of household / personal effects and two motor vehicles to Perth or other location of equivalent cost.

No cash equivalent or part-payments will be paid if the relocation assistance for personal effects and/or a vehicle is not used.

If eligible for relocation assistance, the employee must utilise the relevant services within 60 days of their last day of employment.

Redundancy

Where WAIO no longer requires work of a particular kind to be carried out and there is no suitable alternative employment within the Iron Ore Business, or with another Company within the BHP Group, it may be necessary to make positions redundant. Affected employees will be consulted as early as possible, as required by law.

For WA based FIFO employees, suitable alternate employment may include residential work in the

Perth area, regardless of the location where you have chosen to live.

Where a contract of employment or letter of offer has specific provisions for relocation, the provision of the relevant contract or letter will prevail.

These benefits are provided at the Company's total discretion, and the Company may vary or remove these benefits at any time.

Please refer to the **Resignation & Termination Policy** and **Redundancy Policy Schedule – Australia** (as varied or amended from time to time) which can be located on [myHR+](#) for further information on Eligibility and Entitlements.

Key contacts and MyHR+

Key contacts and MyHR+

myHR for me

From the Digital Workspace, employees can access a range of information on [myHR+](#). This includes [myHR+ - myHR for me](#) which provides tailored information on your payslips, personal details, employee profile, leave requests, performance/goals and development plans, HR cases, and access your training/learning information in LMS as well as taxation

Line leader

Queries should be directed to your line leader in the first instance or 2 up leader where necessary.

information. This can also be accessed via the People System tile on the Digital Workspace. To support leaders navigate myHR+, leaders are encouraged to utilise the Leader Support Sessions - see [myHR+ - Leadership Development](#).

Human resources

For BHP employees and contractors (with access to the BHP network) you can access HR by raising a case or calling our inquiry team.

To raise a case, from the Digital Workspace select [myHR+](#)/ "Raise a case", complete the form and submit.

Telephone (Australia): 08 6321 4441 or 1800 344 441

RespectHub

RespectHub available from the Digital Workspace contains information to foster safe, respectful work environments and includes information on workplace-issue resolution options. It also contains **RespectChat**, a 24/7 digital tool.

RespectChat is accessible to all employees, contractors and our external community to help find the information on issues such as racism, bullying and sexual harassment. It is multilingual, anonymous and a safe space to find information.

Integrity@BHP

Online: Access **Integrity@BHP** via the Digital Workspace - **Raising a concern** or at: <https://secure.ethicspoint.com/domain/media/en/gui/23435/index.html>

Telephone (Australia): Free call 1800 423 473 or Sexual assault or harassment specific: 08 6321 7274



Glossary

ALTA	Annual Leave Travel Assistance.
Big Thanks	BHP Employee Recognition Program.
Community service leave	Includes Jury duty, Military/Defence/Reservist and voluntary emergency management service.
EAP	Employee Assistance Program.
FIFO	Fly In Fly Out.
Flexible work	Includes part time work, job share, mixed work arrangements (on/off site) and career breaks.
Gazetted	Published by the Western Australian Government in the "Government Gazettes" (as varied or amended from time to time).
Novated lease	A finance arrangement used with salary packaging to purchase a vehicle.
PATS	Patients Assistance Travel Scheme (as varied or amended from time to time).
Prevailing site conditions	The terms or conditions applicable for a specific site.
Qualifications	All necessary qualifications, certificates, permits, licences and the like which enable you to fulfil your duties.
Remote Sites	BHP work sites located a significant distance from Perth.
Remuneration	Base salary, incentives and allowances.
Salary sacrifice	A method of paying for goods and services from pre-tax salary.
STI	Short term incentive.
TEMPO	Tempo - Controlled Docs search in Iron Ore. Navigate from Digital Workspace -> Our Company -> West Australian Iron and scroll down to Controlled Docs Search box.
WAIO	Includes BHP Iron Ore (BHPIO), BHP WAIO (BHPWAIO) and BHP Minerals (BHP MINS).

Quick Reference Guide

The following outlines other information you may find useful:

[Business Travel /Personal accident / travel insurance for business travel](#)

Travellers must refer to and comply with the Business Travel in **Our Code, Global Standard for Business Conduct** and the **Business Travel and Business Expense Claims Guidance Note** which can be found on the Digital Workspace – Our Requirements.

[Media and Communications](#)

Refer to the **Communications and Brand Global Standard** and the **Communicate consistently and truthfully section in Our Code** for requirements on communicating externally both located on the digital workspace.

Refer to BHP's **Social Media Policy** by searching on the digital workspace.

[Service Recognition](#)

Details on the employee and career milestone recognition are outlined in the **Global Employee Recognition Program FAQ** document found on myHR+.

[WAIO Equipment](#)

Refer to **Protect our Assets** in **Our Code**, located on the digital workspace in relation to loaning or removing WAIO equipment.

What is the governance for this Handbook?

This section details the ownership, approval and review details of the Handbook.

Document Name:
Oresome Handbook WAIO

Document Code:
EHB-001-017-036_001

Handbook Owner:
Principal Employee Relations WAIO

Handbook Approver:
Manager Employee Relations Min Au - WAIO

Last Reviewed by: Principal Employee Relations WAIO

Date last reviewed: 24/03/2025

Date of next review: 24/3/2028

This Handbook must be reviewed at minimum every 3 years and will be updated with Policy or legislation changes.

