

Human Resources Policy

Long Service Leave Australia

1. What is the purpose of this document?

BHP (or the “Company”) supports employee's taking Long Service Leave in recognition of their service and dedication.

The purpose of this Policy is to establish and clarify Long Service Leave (LSL) rules, benefits and entitlements applicable to the Company's Australian-based employees and international transferring employees either into or from Australia.

Where there is inconsistency between the terms of this Policy and the relevant Australian State law or an applicable enterprise agreement (EA), and the State law or EA provides a greater benefit or entitlement, the State law or EA provision will apply to the extent of the inconsistency.

Where any legislation, EA, award, contract, policy, procedure or other document is referred to in this Policy, it is not incorporated into and does not form part of this Policy.

2. Who is eligible for this Policy?

This Policy applies to eligible BHP permanent full-time, part-time and fixed term employees, and certain casual employees, based in Australia.

*This Policy shall be applied free from discrimination based upon personal attributes unrelated to job performance, such as race, age, ethnicity, nationality, gender identity, sexual orientation, intersex status, physical or mental disability, mental health condition, relationship status, religion, political opinion and industry/union affiliations, pregnancy, breastfeeding or family responsibilities**

*Subject to BHP's requirement to comply with local laws in jurisdictions in which we operate

3. What is the Long Service Leave entitlement?

Entitlements for LSL vary by Australian State and are underpinned by State legislation. Unless otherwise stated in an applicable EA or site policy, all employees are entitled to the State-based entitlement set out in Table 1 below aligned to their work location. Further details on entitlements and the requirements for taking LSL are provided in the relevant Policy Schedule referenced in Section 4 of this Policy.

LSL is only granted after a qualifying period of continuous service. LSL will be granted and taken as soon as reasonably practicable after the entitlement date. To apply to take a period of LSL, employees must agree with their Leader on mutually acceptable timing. Approval will be granted, unless there are reasonable business grounds for refusing the request.

Long Service Leave entitlements vary based on the employee's work location (State) and on service periods, as outlined in the table below. Operational Services employees are entitled to the applicable State legislative LSL entitlements, determined by their primary work location as set out in Table 1.

Table 1: LSL Entitlements (Full-time equivalent) by Australian State, Asset and Function

State	Asset	Entitlement	Pro rata access	Minimum period to be taken	Payment in lieu on termination	Long service leave can be cashed out
WA	WAIO Perth-based employees	8.667 weeks leave after 10 years continuous service (i.e. 32.946 hours per annum). After the first qualifying period 4.333 weeks per 5 years of continuous service.	Pro-rata LSL after the first 7 years continuous service where employee has accrued 6 weeks LSL.	7 days	Payment of pro-rata LSL after the first 7 years if employment is terminated by death or for any reason other than serious misconduct.	Yes – after 10 years of continuous service.
	West Australian Nickel employees	13 weeks leave after 10 years of completed continuous service. For employees with 10 years of completed service, 6.5 weeks leave for every subsequent 5 years of service.	Pro-rata LSL after the first 7 years continuous service.	7 days	Payment of pro-rata LSL after the first 7 years if employment is terminated by death or for any reason other than serious misconduct.	
	WAIO site-based employees	13 weeks leave after 10 years continuous service (i.e. 49.4 hours per annum). After 20 years site service, the leave accrual rate increases to 69.92 hours per annum.	Pro-rata LSL after the first 5 years continuous site service where employee has accrued 6.5 weeks LSL.	7 days	Payment of LSL after the first 5 years if employment is terminated by death or for any reason other than serious misconduct.	
	OS site-based employees	8.667 weeks leave after 10 years continuous service (i.e. 32.946 hours per annum). After the first qualifying period 4.333 weeks per 5 years of continuous service.	No	7 days	Payment of pro-rata LSL after the first 7 years if employment is terminated by death or for any reason other than serious misconduct.	Yes – after 10 years of continuous service.
NSW	Eligible non-site employees	8.667 weeks leave after 10 years of continuous service.	No	1 day with agreement of the employer	Payment of pro-rata LSL after 5 years where terminated for any reason other than serious and wilful misconduct, or by the worker on account of illness, incapacity	No

State	Asset	Entitlement	Pro rata access	Minimum period to be taken	Payment in lieu on termination	Long service leave can be cashed out
					or domestic or other pressing necessity, or by death.	
NSW / QLD Coal	Coal mine site employees (BHP & OS) (Coal LSL Scheme) Note: Coal LSL Scheme is managed by Coal LSL Board including access and records of accruals. Eligible employees need to contact Coal LSL Board to confirm entitlements and accruals.	13 weeks of LSL after 8 years qualifying service as an 'eligible employee'. * Noting that this includes the employee's entire service history within the black coal mining industry and is subject to the rules in the Coal LSL Scheme.	No	1 day with agreement of the employer	Subject to the rules of Coal LSL Scheme: <ul style="list-style-type: none"> • If an employee resigns and has not yet accrued 8 years qualifying service, they will not be able to access their leave entitlement. • However, if the employee recommences work as an eligible employee after a break period of less than 8 years, their service from prior to the break period will still be considered qualifying service. • If the Company makes an employee redundant, they can access their leave entitlement if they have completed at least 6 years qualifying service. • If employment ceases for other reasons, such as retirement, ill health or death, other provisions exist to enable access to accrued leave entitlement. 	No
QLD	Non-coal sites and office (excluding Hay Point Coal Terminal).	8.6667 weeks leave after 10 years continuous service. Then 4.333 weeks per subsequent 5 year period of continuous service.	Pro-rata LSL after the first 7 years continuous service	1 day with agreement of the employer	Payment of pro-rata LSL after 7 years where the employee was terminated by the employer because of illness or any reason other than conduct, capacity or performance or the employee resigns due to illness or pressing domestic necessity, or by death.	Only if permitted by applicable industrial instrument and by written agreement, in accordance with QLD LSL legislation.
	Eligible Hay Point Coal Terminal employees	13 weeks' leave after 10 years' service.	Pro-rata LSL after the first 7 years' continuous service.	1 day with agreement of the employer	Payment of pro-rata LSL after 7 years' service where the employee was terminated by the employer because of illness or any reason other than conduct capacity or performance, or the employee resigns due to illness or pressing domestic necessity, or by death.	No
VIC	All eligible employees	6.066 weeks leave after 7 years of completed continuous service (approximately 0.8667 weeks per year).	Pro-rata LSL after the first 7 years' continuous service.	1 day	Payment of LSL after 7 years service in all cases.	No
SA	All eligible employees	13 weeks leave after 10 years continuous service.	Pro-rata LSL after the first 7 years continuous service.	1 day with agreement of the employer	Payment of pro rata LSL after 7 years completed continuous service upon termination for any reason other than serious misconduct, or on resignation unless the contract of service was unlawfully terminated by the employee.	Yes, by agreement after 10 years continuous service

3.1 Requirements for taking Long Service Leave

Employees are able to take LSL when they reach their qualifying period of continuous service specified in Table 1.

To apply to take a period of LSL, employees must agree with their Leader on mutually acceptable timing. LSL can only be taken at a time agreed between the employee and the Company.

Whilst on LSL, employees receive payment at the rate of their base salary and applicable roster/shift allowance.

3.2 Applying to take Long Service Leave

Please check with your Leader for any notice requirements for taking leave as these can vary by location. A request to take LSL should be made with as much notice as possible to allow your Leader reasonable time to consider the request prior to your taking leave. Further details on the process for applying for LSL are provided in the relevant Process referenced in Section 4 of this Policy.

3.3 International transfers

For employees who have transferred from Australia and are working internationally, eligibility will be determined as follows:

- Permanent transfers – LSL benefit is frozen at the date of leaving Australia. There is no further accrual of benefit because comprehensive leave provisions are set out in the local employment terms. The frozen LSL benefits can be accessed when the total cumulative BHP Group employment period reaches the relevant qualifying/access period.

Where employees have met the qualifying period in years, and the LSL benefit has become due but not yet taken in full, the accrued LSL benefit will be paid out in their final Australia pay run.

- Temporary transfers – LSL benefit is fully maintained and accrued as Australian home leave provisions apply.

For employees who have transferred into Australia from an international location, eligibility will be determined as follows:

- Permanent transfers – The LSL benefit accrues from the date employment in Australia commences. However, access to this benefit is based on the date employment commenced with the Company.
- Temporary transfers – LSL is not provided because (non-Australian) home country employment terms and conditions govern the employee's employment whilst on assignment.

4. What are the related documents to this Policy?

Policies and process documents related to this Policy are detailed in the below table.

Type	Code	Document
Policy	TLP-SPC-00026	Annual Leave – Policy
Policy Schedule	TLP-SPC-00051	Long Service Leave - Policy Schedule - Coal QLD & NSW
Policy Schedule	TLP-SPC-00014	Long Service Leave - Policy Schedule – Western Australia Nickel
Policy Schedule	LP-SPC-00052	Long Service Leave - Policy Schedule - WAIO
Policy Schedule	TLP-SPC-00062	Long Service Leave Policy – Victoria

Type	Code	Document
Process	LEAVE.003.006.028	<u>Leave - Coal Long Service Leave – Process</u>
Process	LEAVE.003.006.009	<u>Leave - BHP Long Service Leave – Process</u>
Process	LEAVE.008.006.001	<u>Leave - Apply for Leave – Process</u>
Guidance	LEAVE.003.012.028	<u>Long Service leave in Coal – Employee Guide</u>

5. Are there Legislation or other requirements related to this Policy Schedule?

Legislated Long Service Leave Entitlement (Full-time equivalent) by State

State	Legislation or other requirements
All	Fair Work Act 2009 (Cth)
Western Australia (WA)	Long Service Leave Act 1958 (WA)
New South Wales (NSW)	Long Service Leave Act 1955 (NSW) Coal Mining Industry (Long Service Leave) Administration Act 1992 (Cth)
Queensland (QLD)	Industrial Relations Act 2016 (QLD) Coal Mining Industry (Long Service Leave) Administration Act 1992 (Cth)
Victoria (VIC)	Victoria Long Service Leave Act 2018
South Australia (SA)	Long Service Leave Act 1987 (SA)

6. What is the governance for this Policy?

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

Policy Name: Long Service Leave	Document Code: LEAVE.003.001.001
Policy Owner: Manager Reward Global Functions, Policy & Recognition	Policy Approver: Head of Reward
Last Reviewed by: Manager Reward Global Functions, Policy & Recognition	
Date last reviewed: 09 April 2026	Date of next review: 09 April 2028
This Policy must be reviewed at minimum every 2 years and will be updated with legislation changes.	

7. What are the exceptions to this Policy?

Any exceptions to this Policy must be approved by the Head of Reward.