

# Human Resources Policy Schedule

# Long Service Leave Western Australian Iron Ore (WAIO)

## 1. What is the purpose of this document?

The purpose of this document is to establish the rules and provisions of the BHP Long Service Leave (LSL) for WAIO employees.

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.

BHP (or the “Company”) is committed to supporting employees in taking a break in their career for their service to BHP.

The intent of the Long Service Leave Policy Schedule (the “Schedule”) is to provide clarity around the differentiated benefits offered to WAIO employees.

## 2. Who does this Policy Schedule apply to?

The Long Service Leave policy is applicable to eligible permanent full-time, part-time and certain casual WAIO employees based in Western Australia in accordance with applicable legislation.

*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\**

### 3. What is the Long Service Leave Entitlement?

Long Service Leave entitlements vary across employees based in Perth, site-based, residential and Fly-In-Fly-Out (FIFO) employees, and transferring employees as outlined in the table below.

Perth-based employees	Site-based employees Residential or FIFO	Transferring employees
<ul style="list-style-type: none"> <li>8.6 weeks leave after 10 years continuous service (i.e. 32.946 hours per annum)</li> <li>Pro-rata long service leave after the first 7 years continuous service where the employee has accrued a total of 6 weeks long service leave.</li> <li>Payment of pro-rata long service leave on termination after the first 7 years if employment is terminated by death or for any reason other than serious misconduct.</li> </ul>	<ul style="list-style-type: none"> <li>13 weeks leave after 10 years continuous service (i.e. 49.4 hours per annum).</li> <li>After 20 years site service, the leave accrual rate increases to 69.92 hours per annum.</li> <li>Pro-rata long service leave after the first 5 years continuous site service where a total accrual of 6.5 weeks exists.</li> <li>Payment of pro-rata long service leave on termination after the first 5 years if employment is terminated by death or for any reason other than serious misconduct.</li> </ul>	<ul style="list-style-type: none"> <li>If you transfer from site to Perth with less than 5 years service, you are not entitled to take LSL until you have accumulated the equivalent of 7 years Perth service (i.e. a minimum of 228 hours LSL). You may take approved leave where the entitlement is based on 5 or more years site service (e.g. a minimum of 228 hours LSL).</li> <li>If you transfer from a Perth-based position to site you must complete 5 years site service or have a total accrual of 228 hours service before you are entitled to LSL.</li> </ul>

#### 3.1 What are the requirements of taking Long Service Leave?

Employees entitled to take LSL must take a minimum of seven calendar days LSL.

Where a public holiday falls during a period of LSL, and you would otherwise be entitled to a paid day off work, the day of public holiday will not be deducted from your LSL balance. 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 or at such time, or times, as may be agreed between you and the Company.

Fly-in-Fly-Out (FIFO) employees are required to take LSL for their entire rostered swing. The commencement or conclusion of leave must not occur during a rostered work period given the costs and logistics involved. Exceptions may be approved by your Leader in exceptional circumstances and subject to operational requirements.

The Long Service Leave Act 1958 (WA) prohibits employees from engaging in other employment for reward while on LSL. You may forfeit any payments made in respect of LSL and may forfeit your right to leave in respect of your unexpired period of LSL if you are found to have engaged in other employment for reward while on LSL.

#### 3.2 How do I apply for Long Service Leave?

As much notice as possible should be given of a request to take leave with a minimum of four weeks' notice required. Leave may be approved by your Line Leader after taking into account operational requirements. LSL applications must be made on a manual leave request form and submitted to your Line Leader for consideration. If approved, the application should be submitted via myHR+ for processing.

As shift workers accrue and have deducted LSL on the basis of a day worker, shift employees must take LSL for their entire block including rostered days off. Applications must commence from first day of leave and conclude on their last rostered day off.

### 3.3 Can I cash out Long Service Leave?

Employees employed in Western Australia may cash-out LSL by agreement with the Company and in accordance with applicable workplace legislation. The Company reserves the right to not agree, amend or cancel this procedure at its discretion. LSL can only be cashed out after 10 years' continuous service. There are no limitations on the amount of leave that can be cashed out.

LSL will be cashed out at the employee's rate of pay they would have received had they taken the leave. However, if the employee is receiving additional allowances as a result of a temporary change or appointment (e.g. shift allowance, higher duties, site allowance), these allowances will not be counted for the purpose of the cash out payment. Superannuation is payable on any LSL that is cashed out.

Employees applying to cash out LSL must make their request in writing, completing a Long Service Leave- Cash-Out form which can be accessed via Long Service Leave Process document listed in Section 4. The Line Leader must approve a cash out of LSL in writing.

### 3.4 Long Service Leave at Half Pay

Employees in Western Australia may request to take a period of LSL at half pay, or at double pay. The request will be considered by the Leader and granted on a case-by-case basis.

## 4. What are the related documents to this Policy Schedule?

Policies and Processes related to this Policy Schedule are outlined in the below table:

Type	Code	Document
Policy	TLP-SPC-00025	<a href="#">Long Service Leave – Policy</a>
Policy	TLP-SPC-00026	<a href="#">Annual Leave – Policy</a>
Process	LEAVE.003.006.009	<a href="#">Leave - BHP Long Service Leave – Process</a>
Process	LEAVE.008.006.001	<a href="#">Leave - Apply for Leave – Process</a>

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

### Legislation or other requirements

Long Service Leave Act 1958 (WA)  
 Fair Work Act 2009

## 6. What is the governance for this Policy Schedule?

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

<b>Policy Name:</b> Long Service Leave Policy - WAIO	<b>Document Code:</b> LEAVE.003.002.036
<b>Policy Owner:</b> Manager Reward Group Functions & Recognition	<b>Policy Approver:</b> Head of Reward
<b>Last Reviewed by:</b> Specialist Reward	
<b>Date last reviewed:</b> 19 March 2026	<b>Date of next review:</b> 19 March 2028
This Policy must be reviewed at minimum every <b>2 years</b> and will be updated with legislation changes.	

## 7. What are the exceptions to this Policy Schedule?

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