

Step Up Supervisor Secondment Policy Schedule

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 Step-Up Solution for WAIO employees.

In the case of any conflicting information, the relevant individual or collective agreements, local legislation and currently published company documents prevail.

BHP (or the “Company”) is committed to supporting employees in achieving their career or personal aspirations when possible.

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

2. Who does this Policy Schedule apply to?

This Policy Schedule applies to leaders of all permanent full-time and part-time technician level employees in WAIO, including leaders of IPRO and Infrastructure Services roles identified.

Rail Operations employees are not eligible for this benefit and should refer to the BHP Iron Ore Locomotive Drivers Agreement 2024 for their entitlements when performing acting arrangements.

Employees not included under this policy schedule are:

- Employees in Assets other than WAIO
- WAIO employees whose positions already include the requirement to support and step up into the Supervisor role (and are compensated accordingly) are not eligible for a Step-Up Supervisor payment.

*This Policy Schedule 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

- This includes roles such as Coordinator (that report to Supervisors), Team Leader, Leading Hand, or Senior Technician. (Where a vacancy arises in these roles leaders may consider fulfilling the role on a secondment basis to enable more team members career development opportunities.)
- Employees whose supervisor does not have S26 accountabilities are also not eligible for a Step-up Supervisor position.
- However, exemption is given to include in scope the following non-statutory roles within the Integrated Operations & Infrastructure Services roles:

Integrated Operations

- Control Operator
- Logistics Scheduler

Infrastructure Services

- Warehouse Operator
- Technician Electrical
- Technician Water
- Technical Plumbing
- Technician Mechanical

3. Step-Up Supervisor WAIO Overview

It has been recognised that there is a requirement for WAIO employees to “Step-up” to temporarily support the Supervisor in operational coverage and safety. This can include full coverage of the Supervisor role on a temporary basis for planned and unplanned leave of the Supervisor, or during a period where a recruitment process is underway to fulfill the Supervisor role on a permanent basis.

The need for a Step-up position continues to be a resourcing approach to allow for safety and operational coverage, development opportunities and succession planning.

The need for this Step-up Supervisor role has arisen over time due to increased demands of the Supervisor role including additional WHS legislative requirements

3.1 Definitions

- Step-Up Supervisor is defined as a frontline Technician or Operator, who performs **some** of the duties listed in the position description of their Supervisor, **as well as** the duties of their substantive frontline role (as required). 30-70% of time is allocated to step up responsibilities
- They may be required to temporarily provide coverage for the Supervisor during periods of planned and unplanned leave.

3.2 Eligibility

- A Step-Up Supervisor is defined as a frontline Technician or Operator, who performs **some** of the duties listed in the position description of their supervisor, **as well as** the duties of their substantive frontline role (as required). 30-70% of time is allocated to step up responsibilities

	Key Accountabilities	Responsibilities
Supervisor	<ul style="list-style-type: none"> • Front-line execution work (minimal to none) • Monitor work • Schedule work • Operational Leadership including S26 accountabilities (exception of Nominated Roles in Integrated Ops & I&S) • People Management 	<ul style="list-style-type: none"> • Lead investigations • Lead Performance Management • Lead Hiring Processes
Step Up Supervisor	<ul style="list-style-type: none"> • Front-line execution work (less than Supervisor, more than Technician) • Monitor work • Schedule work • Operational Leadership including S26 accountabilities (exception of nominated roles in Integrated Ops & I&S**) • 30-70% time is allocated to Step Up responsibilities and Accountabilities • Provides full time coverage for Supervisor during periods of unplanned and planned absences 	<ul style="list-style-type: none"> • Assist in investigations • Assist in hiring processes • Support in coaching, training and development of team
Team Leader / Coordinator / Senior Technician	<ul style="list-style-type: none"> • As per above but already hold Position Title and are remunerated accordingly as part of existing base/total salary. 	
Technician	<ul style="list-style-type: none"> • Front-line execution work 	

3.3 Entitlements

- Where employees meet the definition and eligibility criteria for a Step-Up position and comply with its conditional requirements, a fixed Higher Duties Allowance amount, in accordance with the WAIO Reward Framework, will be enacted.

3.4 Appointments

- The role should be planned for in Crew and Workforce planning activities with the incumbent temporarily appointed through a secondment mechanism with each appointment lasting between 6 to 12 months, with a minimum duration of 91 days.
- There is only to be a maximum of one (1) Step-Up supervisor per panel (crew) within the existing headcount.
- Employee is placed in new position and identified with “Step-Up Supervisor” at the end of their position title, i.e. Technician Electrician Step Up Supervisor for the duration of the secondment. Their technician role is not backfilled during this period of secondment.
- The role should be planned for in Crew and Workforce planning activities
- System requirements:
 - Position must align with employees’ Employing Entity
 - Key Position Type (KPT) – is determined by their relevant function ie Business User (Production) and GJG Work Managing is applied to the position
- If the employee is not successful in role post training, coaching and reasonable performance management, the leader may remove from role. Guidance can be sought from Employee Relations.
- The opportunity should be prioritised for team members who have been identified as Talent with diversity also being considered as part of the selection and appointment process.

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

Policies, Processes and resources related to this Policy Schedule are detailed in the below table:

Type	Document
Policy	Secondment Policy
Process	Secondment Process

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

Legislation or other requirements
WAIO Statutory and Other Appointments (bhp.com)

6. What is the Governance for this Policy Schedule?

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

Policy Name: Secondment Policy Schedule - WAIO	Document Code:
Policy Owner: Head of Talent	Policy Approver: Head of Talent
Last Reviewed by: Head of Talent	
Date last reviewed: 27 February 2025	Date of next review: 27 February 2028
This Policy must be reviewed at minimum every 3 years and will be updated with legislation changes.	

7. What are the exceptions to this Policy Schedule?

Any exceptions to this Schedule must be approved by the VP Talent and Performance.