

EMPLOYEE HANDBOOK Version 062022

Eligibility

Employees on company roles in ANZ and must have completed 12 months' continuous service with Blazeclan.

Entitlement

52 weeks' unpaid leave for either parent on the birth or adoption of a child. It includes maternity leave (for women) and paternity leave for men and partners.

This leave needs to be applied through Leave Management System and should be approved by the reporting manager.

This leave cannot be accrued/ adjusted with any other leave, unless mandated by statutory provisions. Company at its own discretion may as the employee to submit the certificate of proof.

Loss of Pay

Loss of pay will be calculated as number of unapproved leave or leave in excess to leave accrued.

12. TAX, SUPERANNUATION AND OTHER BENEFITS

Australia

The following link will help employees in calculation of tax and superannuation in Australia. www.ato.gov.au

Superannuation is calculated on fixed compensation at the rate of 9.5% (from 1 July 2014). Medical insurance is responsibility of each employee to ensure coverage for him and his family.

New Zealand

The following link will help employees in calculation of tax and superannuation in New Zealand. www.ird.govt.nz

Superannuation is New Zealand is at employee discretion and can be configured at the employment commencement.

13. RELOCATION ALLOWANCE (WITHIN AUSTRALIA AND NEW ZEALAND)

Eligibility

Employees relocating within Australia or New Zealand from one city to another on business need

Entitlement

Travel expenses and initial 7 days of accommodation for self and family, where applicable. Boarding and miscellaneous expenses will not be covered under this benefit. Conveyance to and from customer location and place of stay will not be covered.

Please refer to Section 16 for details on Lease Breakage.