

# ACME CORP

## Employee Policy & Benefits Manual

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Issued by: People & Culture Division

*This document contains confidential and proprietary information. It supersedes all previous versions. All employees are required to read and acknowledge receipt within 14 days of commencement or upon any revision.*

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## Section 1: Employment Classification & Probation

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### 1.1 Employment Types

Acme Corp recognises four employment classifications: Full-Time Permanent, Part-Time Permanent, Fixed-Term Contract, and Casual. Each classification carries different entitlements as detailed throughout this manual. Employees must confirm in writing their classification upon commencement.

### 1.2 Probationary Period

- §1.2.1** All new Full-Time and Part-Time employees are subject to a probationary period of six (6) months commencing from their start date.
- §1.2.2** Fixed-Term employees engaged for periods of less than 12 months are subject to a probationary period of three (3) months.
- §1.2.3** During probation, either party may terminate the employment agreement with a minimum notice of five (5) business days. Performance reviews are conducted at weeks 6, 12, and 24.
- §1.2.4** Probation may be extended by up to a further 3 months at the sole discretion of the employee's direct manager, with written approval from the People & Culture Division.

### 1.3 Salary Classification Levels

Acme Corp operates a six-tier classification system (L1-L6). Employees are assigned a level at commencement based on skills, experience, and market benchmarking. Reclassification is reviewed annually but may occur off-cycle with written justification from a Director-level manager.

Note: Employees at L1-L3 are classified as 'Individual Contributors'. Employees at L4-L5 are 'Senior Contributors or Lead'. Employees at L6 are 'Director and above'. This distinction affects expense limits, travel class entitlements, and bonus structures (see Appendix A).

## Section 2: Remuneration & Salary Review

### 2.1 Pay Cycle

All employees are paid fortnightly, with pay periods ending on the Sunday of alternating weeks. Payments are processed by 11:59 PM AEST on the Thursday following each pay period end date.

### 2.2 Annual Salary Review (ASR)

- §2.2.1** The Annual Salary Review window opens on 1 March each year and outcomes are effective from 1 April. Employees must have been employed for a minimum of six (6) months prior to 1 March to be eligible for an ASR adjustment in that cycle.
- §2.2.2** The maximum base salary increase under an ASR is capped at 8% for L1-L4 employees and 12% for L5-L6, except in cases of reclassification.
- §2.2.3** Employees who received an off-cycle salary adjustment of 5% or more in the preceding 12-month period are ineligible for an ASR increase in the same calendar year.
- §2.2.4** The company-wide ASR budget is determined each January by the Board and communicated to managers by the last business day of February.

### 2.3 Performance Bonus

Acme Corp operates a discretionary annual performance bonus scheme. Bonus eligibility and targets are outlined below:

Level	Maximum Bonus	Eligibility Threshold
L1-L2	0-5% of base salary	90%+ of OKR targets
L3-L4	0-10% of base salary	85%+ of OKR targets
L5	0-20% of base salary	80%+ of OKR targets
L6+	0-30% of base salary + LTIP	As per individual agreement

Bonuses are paid in the first pay cycle of July following the review period. Employees who resign before 30 June forfeit all bonus entitlements for that year, regardless of OKR performance.

## Section 3: Annual Leave & Personal Leave

### 3.1 Annual Leave Entitlement

- §3.1.1 Full-Time employees accrue 20 days (4 weeks) of paid annual leave per year, accrued progressively at 1.6667 days per month.
- §3.1.2 Employees in roles designated as 'Shift Work' receive an additional 5 days per year (25 days total). The list of shift-designated roles is maintained by People & Culture and reviewed in February of each year.
- §3.1.3 Annual leave may be taken in advance with written manager approval. The maximum advance is 10 days. If employment is terminated while in advance, the shortfall is deducted from the final pay.
- §3.1.4 Accrued leave is capped at 40 days (8 weeks). Once this cap is reached, no further leave accrues until the balance is reduced. Managers are responsible for proactively managing their team's leave balance.
- §3.1.5 Annual leave loading of 17.5% applies to all roles at L1-L4. Employees at L5 and above are not entitled to leave loading as this is factored into their total remuneration package.

### 3.2 Leave Requests & Blackout Periods

All leave requests must be submitted via the HR portal no less than 10 business days in advance for leave of 5 days or fewer. For leave exceeding 5 consecutive days, 21 calendar days' notice is required. Emergency situations are assessed on a case-by-case basis.

Blackout periods, during which annual leave requests will not generally be approved, are declared by the relevant Business Unit Head. Standard company-wide blackout periods are: the last two weeks of each financial year quarter (i.e., end of March, June, September, December) and the two weeks immediately preceding a major product launch, as defined by the CEO's office.

### 3.3 Personal / Carer's Leave

- §3.3.1 All permanent employees receive 10 days of paid personal leave (sick leave) per year, accrued at 0.8333 days per month. Casual employees are not entitled to personal leave.
- §3.3.2 Personal leave may be used for personal illness, injury, or to care for an immediate family member. Immediate family is defined as: spouse or de facto partner, child, parent, sibling, grandparent, or grandchild.
- §3.3.3 For personal leave exceeding two (2) consecutive days, a medical certificate or statutory declaration must be provided. Acme Corp reserves the right to request documentation for any absence at its discretion.
- §3.3.4 Unused personal leave accrues indefinitely but does not attract leave loading and is not paid out upon termination of employment.

### 3.4 Long Service Leave

Employees who have completed 7 years of continuous service are entitled to long service leave (LSL) as per State/Territory legislation. For employees based in New South Wales: 2 months' leave is available after 10 years, with a pro-rata entitlement after 5 years in cases of genuine redundancy, death, or domestic pressing necessity. For Victoria-based employees: 6.067 weeks is payable after 7 years of service.

## Section 4: Parental & Carer's Leave

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### 4.1 Primary Carer Leave

- §4.1.1** Permanent employees who are the primary carer of a newborn or newly adopted child are entitled to 20 weeks of paid parental leave at their ordinary rate of pay, provided they have completed at least 12 months of continuous service prior to the expected date of birth or adoption placement.
- §4.1.2** An additional 4 weeks of unpaid leave may be taken immediately following the paid period, for a total of 24 weeks leave. The employee must provide at least 10 weeks' notice of their intended leave commencement date.
- §4.1.3** Employees who are currently on a Performance Improvement Plan (PIP) at the time of their leave request remain entitled to parental leave. However, the PIP is paused during the leave period and recommences upon return.

### 4.2 Secondary Carer leave

- §4.2.1** Permanent employees who are the secondary carer receive 4 weeks of paid secondary carer leave. This leave must be taken within 12 months of the child's birth or placement.
- §4.2.2** Secondary carer leave can be taken in a single continuous block or split into two periods of at least 2 weeks each.

### 4.3 Return to Work & Keeping in Touch

Employees on parental leave may work up to 10 'Keeping in Touch' (KIT) days without it affecting their leave entitlement. KIT days must be agreed between the employee and manager and cannot be compelled by either party. Each KIT day is paid at the employee's ordinary daily rate.

## Section 5: Flexible Working Arrangements

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### 5.1 Work From Home Policy

- §5.1.1** Acme Corp operates a hybrid work model. Employees are expected to be in the office a minimum of three (3) days per week. The specific days are agreed between the employee and their manager but Tuesday and Wednesday are designated as 'anchor days' for all teams, meaning attendance is mandatory unless travelling for business or on approved leave.
- §5.1.2** Employees at L1 or in their first 6 months of employment may be required by their manager to attend the office up to five (5) days per week for mentoring and onboarding purposes.
- §5.1.3** Work from home equipment: Acme Corp will provide a one-time home office allowance of \$800 AUD for Full-Time permanent employees and \$400 AUD for Part-Time permanent employees upon commencement, subject to manager approval. This allowance covers desk, chair, and monitor. Receipts must be submitted within 90 days.

### 5.2 Formal Flexible Working Requests

Eligible employees (those with at least 12 months of continuous service, or who are a parent or carer) may request a formal flexible working arrangement under the Flexible Work Act provisions. Requests must be submitted in writing to People & Culture. The company must respond within 21 days with either an approval, a counter-proposal, or a written refusal including business grounds.

## Section 6: Expense Reimbursement Policy

### 6.1 Approval Thresholds

All business expenses must have prior written approval except for those below the auto-approval threshold. Approval thresholds are based on the employee's level:

Level	Auto-Approve Limit	Single Claim Limit	Approver
L1-L2	\$50	\$500	Manager
L3-L4	\$150	\$2,000	Manager
L5	\$500	\$5,000	Director
L6+	\$1,000	Unlimited	CFO or delegate

### 6.2 Meals & Entertainment

- §6.2.1** Client meals and entertainment: up to \$120 per person per occasion for L1-L4. Up to \$250 per person for L5 and above. A guest list and business purpose must be documented.
- §6.2.2** Team meals (internal only, no clients): Up to \$45 per person. Maximum frequency of once per month per team. Must be approved by a Director or above.
- §6.2.3** Working lunches delivered to the office are permitted at up to \$25 per person when a meeting exceeds 3 hours and spans the lunch period (12:00-14:00).

### 6.3 Travel

- §6.3.1** Domestic economy class flights are standard for all employees. Business class is permitted for flights exceeding 4 hours in duration for L5 and above, and for any employee where a medical certificate supports the upgrade.
- §6.3.2** International business class is permitted for L6 and above for all flights, and for L4-L5 for flights exceeding 8 hours, subject to CFO approval.
- §6.3.3** Hotel accommodation is reimbursed at up to \$250 per night in capital cities and \$180 per night in regional locations. Exceptions require Director approval.
- §6.3.4** A daily meal allowance ('per diem') of \$85 applies when travelling for business more than 50km from the employee's primary office location, for each 24-hour period away.



## Section 7: Code of Conduct & Disciplinary Procedure

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### 7.1 Expected Standards

All Acme Corp employees, contractors, and representatives are held to the following standards: integrity in all dealings, respect for colleagues and stakeholders, compliance with all applicable laws and company policies, protection of confidential information, and avoidance of conflicts of interest.

Any breach of the Code of Conduct may result in disciplinary action up to and including termination of employment. The severity of the response will be proportional to the nature, frequency, and impact of the breach, as assessed by People & Culture in consultation with the relevant manager.

### 7.2 Conflicts of Interest

- §7.2.1** Employees must declare any actual or potential conflict of interest to their manager and People & Culture within 5 business days of becoming aware of it. A register of declared conflicts is maintained by the Legal & Compliance team.
- §7.2.2** Employees may not hold a shareholding of greater than 1% in a direct competitor or supplier of Acme Corp without written approval from the CEO.
- §7.2.3** Employees must not accept gifts, hospitality, or other benefits from external parties valued above \$150 AUD without prior written approval. Values between \$50-\$150 must be declared. All accepted gifts must be registered in the Gift Register within 3 business days.

### 7.3 Disciplinary Process

The standard disciplinary process follows these steps: (1) Manager discussion and verbal warning (documented), (2) Formal written warning issued by People & Culture, (3) Final written warning or Performance Improvement Plan (PIP), (4) Termination of employment. Steps may be skipped for serious misconduct, which includes but is not limited to: theft, fraud, harassment, and material breach of information security policies.

## Section 8: Information Security & Data Handling

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### 8.1 Acceptable Use

Acme Corp systems, devices, and networks are to be used for legitimate business purposes. Incidental personal use is tolerated provided it does not: interfere with work performance, involve access to illegal or inappropriate content, constitute a security risk, or involve use of company storage for personal media files exceeding 2GB.

### 8.2 Password & Access Controls

- §8.2.1** All corporate passwords must be at least 14 characters and include uppercase, lowercase, numbers, and symbols. Passwords must be rotated every 90 days.
- §8.2.2** Multi-factor authentication (MFA) is mandatory for all corporate systems. Failure to enrol in MFA within 5 days of account creation will result in access suspension.
- §8.2.3** Employees must not share access credentials under any circumstances. Shared service accounts require a formal request to IT Security with a documented business justification.

### 8.3 Data Classification

Acme Corp data is classified into four tiers: Public, Internal, Confidential, and Restricted. Customer PII, financial data, and board materials are Restricted. Employee HR and salary data is Confidential. Internal operational documents are Internal. All other published content is Public. Restricted data may only be stored on approved encrypted corporate devices and may not be transmitted via personal email or unapproved cloud services.

## Section 9: Health, Safety & Wellbeing

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### 9.1 EAP - Employee Assistance Programme

Acme Corp provides all permanent and fixed-term employees with access to the Acme EAP, delivered by LifeAssist Partners Pty Ltd. The programme offers up to 8 confidential counselling sessions per employee per calendar year, at no cost. Sessions may be for personal or work-related matters. The EAP is also available to an employee's immediate household members.

EAP access: Call 1800 555 234 (24/7) or visit [eap.acmecorp.internal](http://eap.acmecorp.internal) (corporate network only). All interactions are strictly confidential and no information is disclosed to Acme Corp.

### 9.2 Workplace Injury

- §9.2.1** Any workplace injury must be reported to the employee's manager and the People & Culture team within 1 business day of the incident, regardless of severity.
- §9.2.2** Acme Corp maintains workers' compensation insurance in all jurisdictions of operation. Injured employees are entitled to support under the applicable state scheme.
- §9.2.3** Employees required to perform modified duties during recovery will be accommodated where operationally feasible. Modified duties will be reviewed fortnightly by the WHS team.

### 9.3 Wellbeing Allowance

All permanent employees receive an annual Wellbeing Allowance of \$600 AUD (Full-Time) or \$300 AUD (Part-Time), to be spent on eligible health and wellness activities. Eligible categories include: gym memberships, fitness equipment, mental health apps, nutrition coaching, and mindfulness programmes. The allowance must be claimed via the HR portal with receipts. It does not roll over and expires on 31 December each year. Casual employees are not eligible.

## Section 10: Termination & Redundancy

### 10.1 Notice Periods - Resignation

Length of Service	Notice Period (Resignation)
Less than 1 year	2 weeks
1-3 years	3 weeks
3-5 years	4 weeks
5+ years	5 weeks

Acme Corp may elect to pay out the notice period in lieu at its discretion. If the employee fails to provide the required notice, the corresponding amount may be deducted from final pay as per the Fair Work Act 2009.

### 10.2 Redundancy Payments

In the event of genuine redundancy, employees are entitled to redundancy pay as prescribed by the National Employment Standards (NES), summarised below:

Length of Service	Redundancy Pay
Less than 1 year	NIL
1-2 years	4 weeks
2-3 years	6 weeks
3-4 years	7 weeks
4-5 years	8 weeks
5-6 years	10 weeks
6-7 years	11 weeks
7-8 years	13 weeks
8-9 years	14 weeks
9-10 years	16 weeks
10+ years	12 weeks

**IMPORTANT:** Acme Corp enhances the NES minimum by providing an additional 2 weeks of pay for each completed year of service beyond 5 years, capped at a maximum total redundancy payment of 26 weeks' pay. This enhancement is not available to employees dismissed for misconduct.

## Appendix A: Benefit Entitlements by Level

The following summarises benefit entitlements across all employee levels. All dollar amounts are in AUD and are reviewed annually.

Benefit	L1	L2	L3	L4	L5	L6
Annual Leave	20 days	20 days	20 days	20 days	20 days	20 days
Leave Loading	17.5%	17.5%	17.5%	17.5%	N/A	N/A
Wellbeing Allowance	\$600	\$600	\$600	\$600	\$600	\$600
Home Office Allowance	\$800	\$800	\$800	\$800	\$800	\$800
Laptop Refresh	3 years	3 years	3 years	3 years	2 years	2 years
Phone Allowance/month	\$0	\$30	\$30	\$60	\$100	\$150
Max Meal (client)	\$120pp	\$120pp	\$120pp	\$120pp	\$250pp	\$250pp
Max Bonus	5%	5%	10%	10%	20%	30%+LTIP
Flight Entitlement	Economy	Economy	Economy	Economy	Bus (4h+)	Bus (all)

Note: Laptop refresh cycles are approximate and subject to device condition assessment. Phone allowances are provided as a salary supplement and are taxable. Home office allowance is a one-time payment at commencement only (not per year).

## Appendix B: Approved Vendors & Travel Policy

### B.1 Preferred Travel Providers

Acme Corp has negotiated rates with the following preferred providers. Use of preferred providers is mandatory except where operationally impractical:

Category	Provider	Booking Portal	Notes
Flights	Qantas Business	qantas.com/acme	Must book 7+ days in advance for savings
Hotels	Marriott / IHG	acme.marriott.com	Corporate rate: up to 25% discount
Car Rental	Hertz	hertz.com/acme-corp	Class C (mid-size) maximum
Rideshare	Uber for Business	Via Uber app	Set up through IT; receipts auto-sync
FX / Cash	Wex Travel Card	wex.com.au	Must be activated 5 days prior to travel

### B.2 Non-Approved Expenditure

The following are explicitly non-reimbursable: personal entertainment (movies, sports events not for client purposes), alcohol consumed alone, fines or penalties, personal subscriptions, first-class flights for any level, luggage above 23kg on domestic flights, and any expense that violates the Code of Conduct.

### B.3 End of Year Note

All expense claims for any financial year (ending 30 June) must be submitted by 31 July. Claims submitted after this date will be processed in the following financial year. This cutoff is a hard deadline and no exceptions will be granted after the Finance team closes the books.