

Guideline

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Coronado is committed to providing an inclusive workplace which takes into consideration the individual flexibility needs of its employees. We respect our employee’s wishes to design their work arrangements with consideration to their other life responsibilities and we are committed to offering flexible work where it meets both business and individual needs. All employees who are not covered by the Enterprise Agreement (EA) are eligible to apply for flexible work options outlined in this document. Employees covered by the EA should refer to the Flexibility clause in Enterprise Agreement.

Flexibility is an option for all eligible employees regardless of their personal or family situation, employment status or location. However, case-by-case decisions based on individual, team, organisational and legal considerations are required. Because of this, an equitable process may not mean that all requests for flexible work will result in the same outcome.

It is paramount that all flexible work arrangements promote and support the achievement of business goals and that the impact of the flexible work arrangement on all stakeholders is understood.

FLEXIBLE WORK OPTIONS

Eligible employees can request the following flexible work options. Any arrangement which leads to a temporary or permanent amendment to an employee’s terms and conditions of employment (such as total working hours per week); as well as varying days worked must be endorsed by HR and documented in writing.

Flexible Time

Varying when hours are worked

Employees in roles traditionally carried out Monday to Friday during ‘office hours’ can request to work their hours over non-standard times. Examples include flexible start and finish time and incorporating weekend work.

Part- time work

Employees can request to work less than full time hours for pro-rata pay. This may be reduced hours per day or less days per week.

Job share arrangements

An employee can request to ‘share’ a full-time role where two or more employees are responsible for one full time position, with work, leave and salary divided depending on the proportion of the role worked. The job sharers may each work part days or part of the week.

Transitioning to retirement hours

Employees who are planning for their retirement may request transition to retirement hours, whereby working hours are reduced gradually over time.

Unpaid leave

Employees can apply to take leave without pay when they have exhausted all their paid leave entitlements. Refer to the Company's *Leave Without Pay Policy*

Work from multiple locations

Employees can request to work from more than one Company location. This may include a combination of some hours worked from the Brisbane Office and some at Curragh for example.

Working Remotely

Employees can request to work a proportion of their working hours from a location other than Company premises in line with the Company's *Remote Working Principles*.