



Hostplus Enterprise Agreement 2026-2029



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Welcome to Hostplus

1. Introduction

1.1.1 At Hostplus we are committed to providing the highest quality level of service and support to our members and employers. This Agreement reflects this fundamental objective. This Agreement sets important terms and conditions for employees to understand what they can expect from Hostplus and what Hostplus can expect from them.

2. Hostplus Values and Commitments

2.1 Hostplus Values

2.1.1 Further to the conditions set out in this Agreement, Hostplus has a unique set of values that underpin the behaviours expected of our employees when conducting themselves at work.

These values are:



We Care

We care about our work, our clients and our colleagues



Better Together

We've got each other's backs, and we never walk alone)



Keep it Real

We are honest, genuine, straightforward and transparent



Go for it

We are optimistic and we focus on solutions, not problems



Be Proud

We are proud of who we are and the work we do every single day

2.2 Commitments

2.2.1 The employees and the Unions are committed to the objectives of Hostplus.

2.2.2 Hostplus is committed to its continuing success and it seeks to achieve this by ensuring that employees are fairly recognised and rewarded through the terms of this Agreement.

3. Agreement Title and Coverage

3.1 Title

3.1.1 This Agreement will be known as the Host-Plus Pty Limited Enterprise Agreement 2026-2029.

3.2 Coverage

3.2.1 This Agreement covers Hostplus and all Employees of Hostplus who perform work throughout its operations across Australia.

3.2.2 The provisions and the associated terms and conditions apply to all Employees, irrespective of level or classification, unless specified otherwise in individual clauses.

3.2.3 It also covers the FSU and the ASU and their officers and members if so determined by section 53 of the Act.

3.2.4 This Agreement replaces the Hostplus Enterprise Agreement (2022-2025) and the Award.

3.2.5 This Agreement comprehensively states the terms and conditions of employment of the employees covered by this Agreement, nothing in this Agreement reduces the entitlement available to an employee under the NES.

4. Commencement and Duration

4.1 Commencement and Duration

4.1.1 This Agreement will take effect from seven (7) days after the date of approval by the FWC and will remain in force until 31 December 2029 (nominal expiry date).

4.1.2 After the nominal expiry date, the Agreement will continue to be in force until it is either replaced by a new enterprise agreement or terminated in accordance with the provisions of the Act.

4.1.3 The parties agree that the contents of this Agreement may be published by the FWC.

4.2 Variations to this Agreement

4.2.1 It is agreed that the terms and conditions contained in this Agreement may be varied by agreement between the parties subject to the provisions of the Act.

5. Definitions

Definition	Term
Act	unless otherwise specified, means the <i>Fair Work Act 2009</i> (Cth).
Agreement	means the Host-Plus Pty Limited Enterprise Agreement 2026-2029.
ASU	means the Australian Municipal, Administrative, Clerical and Services Union.
Award	means Banking, Finance and Insurance Award 2020.
Casual employee	means a casual employee within the meaning of Section 15A of the Act.
Child	as defined in the Act.
Continuous service	means service under an unbroken contract of employment and includes: <ul style="list-style-type: none"> (a) any period of paid leave taken in accordance with this Agreement; or (b) any period of part-time employment worked in accordance with this Agreement, or (c) any period of leave or absence authorised by the employer or by this Agreement.
CPI	means the national Consumer Price Index for Australia all groups as measured by the Australian Bureau of Statistics as the changeover twelve months to the March quarter of the relevant year.
Dispute	means a disagreement, grievance, complaint.
Eligible employees	for the purposes of clause 13.5, means employees who are eligible to receive overtime payments in accordance with clause 13.5. for the purposes of clause 41, means members and persons eligible to be members of the FSU or ASU who are employed by the employer.
Employee	unless otherwise specified, means a full-time or part-time employee of Hostplus.
Employer, The Fund, Fund or Hostplus	means Host-Plus Pty Limited ABN 79 008 634 704 in its capacity as trustee of the Hostplus Superannuation Fund and Hostplus Pooled Superannuation Trust
Fixed-term or maximum-term employee	means persons (full or part-time) who are employed by Hostplus for a fixed or specified period to perform a specific role. Such employees receive the same benefits as for full-time employees and are pro-rated for part-time employees.
FSU	means the Finance Sector Union of Australia.
Full-time employee	is defined in clause 6.2.1.
FWC	means the Fair Work Commission.

Immediate family	means a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild, sibling, or a child, parent, grandparent, grandchild or sibling or the employee's spouse or de facto partner (or former spouse or de facto partner). It includes step-relationships (e.g. step-parents and step-children), as well as adoptive relations and Aboriginal and Torres Strait Islander kinship arrangements or other First Nations family groupings.
NES	means the National Employment Standards in the Act.
Part-time employee	is defined in clause 6.3.1.
People Leader	means a person authorised by the Employer to organise, direct and supervise the work of other employees.
Probationary period	means the first 6 months' of an employee's employment with Hostplus.
Salary	means a part-time or full-time employee's annual base salary before the addition of any allowances or superannuation and before deduction of any salary sacrificed components.
Shift Worker	For the purpose of the additional week of annual leave provided for in the NES, a shift worker is a 7-day Shift Worker who is regularly rostered to work on Sundays and public holidays in a business in which shifts are continuously rostered 24 hours a day for 7 days a week.
TOIL	means Time Off In-lieu.
Year	for the purposes of various Leave types, unless otherwise specified, means the period of twelve (12) months between the date of engagement and the corresponding date in the following calendar year, and each successive period of twelve (12) months.



Your Employment with Hostplus

6. Categories of Employment

6.1 General

6.1.1 Employees will be engaged in one of the following categories:

- i. Full-time; or
- ii. Part-time; or
- iii. Casual.

6.1.2 At the time of engagement, the employer will inform each employee of the terms of their engagement and in particular whether they are to be full-time, part-time or casual.

6.2 Full-time Employees

6.2.1 A full-time employee is a person who is engaged to work ordinary hours of an average of 38 hours per week but 152 hours over a four-week cycle, up to 10 hours per day and up to 50 hours per week.

Full time employees will be entitled to TOIL subject to clause 14.

6.3 Part-time Employees

6.3.1 Part-time employees are employees who:

- i. work less than full-time hours of 38 hours per week; and
- ii. have predictable hours of work; and
- iii. work a minimum of three (3) consecutive hours on any one single attendance; and
- iv. receive, on a pro-rata basis, equivalent wages and conditions to those of full-time employees who do the same kind of work.

6.3.2 At the time of engagement, the employer and the part-time employee will agree in writing on a regular pattern of work, within the employee's pay period, specifying the hours worked each day, which days of the week the employee will work and the actual starting

and finishing times each day. Once agreed, these will become the set contracted hours for the particular employee.

- 6.3.3 Part-time employee may, by mutual agreement from time to time, increase their hours for short periods, but not on a regular basis. The period may, by mutual agreement, be less than the minimum three hours. Such time will be paid at the employee's base rate of pay.
- 6.3.4 A part-time employee's contracted hours, either weekly or daily, can only be altered by genuine mutual agreement between the part-time employee and the employer, with at least four (4) weeks' notice given of any proposal to change. This will include full and open discussion on the needs of each party, taking into account such matters as the personal, family (including childcare) and financial needs of the employee and the business needs of the employer. Any changes will be for at least one (1) full four (4) week cycle.
- 6.3.5 An eligible employee (as defined in Clause 13.5) who is a part time employee may be given a pre-approved written direction by their people leader's manager to work in excess of their agreed pattern of work. In that event, the hours worked in excess of their agreed pattern of work will be paid in accordance with clause 13.5.
- 6.3.6 A part-time employee who requests to work in excess of their agreed pattern of work, and that request is pre-approved by the employee's people leader's manager, will be paid their base hourly rate of pay in respect of any requested and agreed excess hours worked.

6.4 Casual Employees

- 6.4.1 A casual employee will be paid for each hour worked at an hourly rate for their Grade, plus an additional casual loading of 25%.
- 6.4.2 The Employer and/or the casual employee may terminate the employment arrangement at any time in writing with 1 days' notice.
- 6.4.3 Hostplus will comply with its casual conversion obligations set out in the Act.

7. Appointments and Due Diligence

7.1 Appointments

- 7.1.1 All employees will be eligible to apply for all advertised vacant positions.
- 7.1.2 All vacant positions will be advertised internally, except when an exemption is granted by the Chief People Officer under exceptional circumstances.
- 7.1.3 Any disputes arising from an application for an advertised vacancy may be handled in accordance with clause 41 - Dispute Resolution.

7.2 Due Diligence

- 7.2.1 All individuals, including external and internal job applicants applying for roles, as well as current employees are required to undergo employment screening as part of the recruitment or ongoing employment processes. Screening may include reference checks, criminal record and bankruptcy checks as appropriate for the role.

8. Job Classification Framework

8.1 Classification Structure

- 8.1.1 Hostplus is committed to a remuneration structure which demonstrates fairness and equity and which appropriately rewards employees for their contribution.
- 8.1.2 Hostplus has adopted a position classification structure for all positions, with the exception of those in the Executive Leadership Team, based on organisational parameters, knowledge, skills and problem solving, plus accountability. Full details of each classification description appear in Schedule 3 of this Agreement.

8.2 Levels

- 8.2.1 In implementing the classification structure agreed in the Hostplus Enterprise Agreement (2007 – 2010), management decided to have the base level entry position classified at a Grade 5. This Grade was the equivalent of a Level 3 in the Award. This in turn meant that the present Grade 6 in this Agreement is the equivalent of Level 4 in the Award, and so on.
- 8.2.2 Positions at Grades 5 to 10 and at the Managerial Grade (M) will be paid minimum salaries as set out in the table at Schedule 1 of this Agreement. The specified minimum salaries will apply during the life of the Agreement and be effective from the commencement of the first full pay period on or after 1 July each year in the nominal term of the Agreement.
- 8.2.3 All employees who perform the same work at the same Grade and at the same level of proficiency will receive equal remuneration provided that this general rule will not apply in respect of:
- i. employees who are receiving salaries which are varied in recognition of personal circumstances (which includes, without limitation, the employee's location, and market factors relating to the employee's role); or
 - ii. employees with differing length of service in the same role, who may receive different remuneration in recognition of that service.

Salaries within Grades may also be varied to reflect experience, skills, training, education and professional certification.

8.3 Salary or Job Grade reviews

- 8.3.1 In each 12-month period during the nominal life of the Agreement, an employee may make one request for an annual review of their salary or job grade. Hostplus will communicate to employees the process from time to time.
- 8.3.2 Specific reasons must exist for an employee to request a salary and/or job Grade to be reviewed. These include:
- i. the job has become significantly more complex; or
 - ii. the level of responsibility has increased; or
 - iii. the accountability is greater.
- 8.3.3 To make a valid request under this clause, the employee must submit to the People, Performance and Culture team:

- i. a written explanation that sets out the reasons they believe they are entitled to an increase to their salary or job grade; plus
- ii. supporting documents that validate their written explanation; plus
- iii. a written endorsement from their People Leader and Chief in support of their request for a review under this clause.

8.3.4 The employer will not be obliged to consider any requests under this clause 8.3 that do not satisfy the requirements set out above or more than once per year.

8.3.5 If the outcome of the review determines that the position should be reclassified to a lower grade, the incumbent's salary will not be reduced.

8.3.6 Hostplus will advise an employee of the outcome of their review request within 25 business days from the date that the People, Performance and Culture team receive the written request and supporting documentation.

8.3.7 Any disputes arising from a review request may be dealt with under clause 41 - Dispute Resolution.

9. Remuneration and Pay Increases

9.1 Payment of Salary

9.1.1 Salaries will be paid fortnightly into each employee's nominated bank account.

9.1.2 Each employee will, at the time of payment of their salary, be provided with a written statement detailing salary payable and the particulars of all deductions made by the employer.

9.1.3 The salaries payable under this Agreement may be used by an employee to salary sacrifice personal superannuation contributions.

9.2 Salary Increase Arising From This Agreement

9.2.1 The following salary increases will apply to all eligible employees:

- i. a 4.5% increase in salary from the commencement of the first full pay period on or after 1 July 2026; and
- ii. a 4% increase in salary from the commencement of the first full pay period on or after 1 July 2027; and
- iii. a salary increase equal to the greater of 3.5% or annual CPI, in salary from the commencement of the first full pay period on or after 1 July 2028; and
- iv. a salary increase equal to the greater of 3.5% or annual CPI, in salary from the commencement of the first full pay period on or after 1 July 2029.

9.3 Eligibility For Salary Increases

9.3.1 All employees are eligible to receive the salary increases referred to in clause 9.2, except:

- i. where the employee is yet to successfully complete their probationary period at the date the salary increases take effect. In such

circumstances, the employee will receive the increase on successful completion of their probationary period of employment and the increase will be payable from that date;

- ii. where the employee has been the subject of performance counselling in the three (3) months preceding the commencement of this Agreement, or the three (3) months preceding 1 July 2026, 1 July 2027 or 1 July 2028 or 1 July 2029. Any employee in this category will be eligible to receive an increase once they have satisfactorily met performance criteria and performance counselling has been completed. The effective date for the increase in salary will be the date on which the performance counselling was completed; or
- iii. where the employee has been the subject of a disciplinary process in the 3 months preceding the commencement of this Agreement, or the three (3) months preceding 1 July 2026, 1 July 2027 or 1 July 2028 or 1 July 2029. Any employee in this category will be eligible to receive an increase once the disciplinary process has been satisfactorily completed. The effective date for the increase in salary will be the date on which the disciplinary process was satisfactorily completed; or
- iv. where, at the time an offer of employment was made to either a new starter, or an employee commencing in a new role, the employer took into account the salary increase set out at clause 9.2.1; or
- v. for employees who ceased to be employed by Hostplus prior to the commencement of this Agreement.

9.4 Salary Packaging

9.4.1 Part of an employee's salary may be taken in the form of non-salary benefits described by agreement between the employee and Hostplus. The terms of any agreement will be committed to in writing and signed by both parties.

9.4.2 All employees will be given the option to salary sacrifice additional superannuation payments.

9.4.3 Hostplus strongly advises and encourages employees interested in commencing or modifying their salary packaging arrangements to obtain independent financial and/or taxation advice before making their decision. Hostplus accepts no responsibility for any decision made by employees in relation to their salary packaging arrangements.

9.5 Pay Secrecy

9.5.1 Hostplus will not require employees covered by this Agreement to keep details of their remuneration confidential.

10. Superannuation

10.1 Superannuation

10.1.1 Upon commencement of employment, employees may nominate a complying superannuation fund and Hostplus will make employer superannuation contribution payments into that fund at the rate of the Superannuation Guarantee rate + 3% based on

their base salary, unless otherwise agreed in accordance with clause 18.1.1. If an employee does not nominate a complying superannuation fund upon the commencement of their employment, Hostplus will make employer superannuation contributions at the rate of the Superannuation Guarantee rate + 3% of the employee's base salary into:

- i. the employee's stapled superannuation fund; or
- ii. if the employee does not have a stapled superannuation fund, Hostplus will make contributions to the Hostplus default superannuation fund.

10.1.2 Employees may elect to sacrifice part of their salary as an additional superannuation contribution. Where an employee elects to salary sacrifice contributions to superannuation, the salary for the purposes of calculating all entitlements pursuant to this Agreement and all other statutory entitlements shall be the actual salary before salary sacrifice.

10.1.3 Hostplus will continue to pay employer superannuation contributions at the employee's usual rate into the superannuation fund for the primary care giver for the duration of parental leave up to twelve (12) months absence.

11. Allowances and Reimbursements

11.1 Annual Adjustments

11.1.1 Allowances in sub-clauses 11.4, 11.6 and 11.7 shall be reviewed each year in line with the relevant rate prescribed in the Award and the rates will be no less than the rates set out in the Award, to commence in the first full pay period on or after 1 July of each year for the nominal term of this Agreement. For the avoidance of doubt, this clause 11.1 does not incorporate the Award or any term of the Award into this Agreement.

11.2 Car Reimbursement

11.2.1 Where an employee is required to use a vehicle to perform Hostplus business (other than travelling to and from work) and a Fund vehicle is not available, they may claim a reimbursement based on kilometers travelled for the use of their private vehicle and in line with the applicable rate recommended by the Australian Taxation Office.

11.3 Higher Duties Allowance

11.3.1 All employees are eligible to be considered for a higher duties allowance at the discretion of the Chief People Officer or Chief Executive Officer (CEO).

11.4 Meal Allowance

11.4.1 Employees will be paid a meal allowance if they are required to work overtime on any weekday after 6:00pm and/or after 1.00pm on a Saturday, Sunday or public holiday. The meal allowance is \$25 per meal.

11.4.2 The meal allowance will be paid no later than the pay period after which the overtime was worked and the employee is responsible for entering the allowance into the payroll system. All meal allowances are paid in addition to overtime subject to clause 13.5.

11.5 Relocation Allowance

11.5.1 An employee who has to change their place of residence because of an employer initiated transfer is entitled to the following:

- i. all reasonable costs and fares involved in transporting the employee and their dependents to a new place of residence; and
- ii. all reasonable relocation costs.

11.6 First Aid/Emergency Warden Allowance

11.6.1 Where an employee has been appointed as a first aid officer and holds a current first aid certificate to perform first aid duties by Hostplus, the employee shall be paid a first aid allowance of \$1,250 per year, payable fortnightly. First aid officers are required to attend regular meetings, training and hold a current first aid certificate issued by a registered training organisation as appointed by Hostplus.

11.6.2 Where an employee has been appointed as an emergency warden and has completed the required emergency training by Hostplus, the employee shall be paid an emergency warden allowance of \$750 per year, payable fortnightly. Emergency wardens are required to attend regular meetings, training and participate in the annual emergency drills.

11.6.3 An employee may be either an Emergency Warden or a First aid Officer, but not both.

11.7 Standby Allowance

11.7.1 Any employee specifically requested by Hostplus to hold them self in readiness to perform work outside ordinary working hours shall be paid a stand-by allowance at the rates prescribed below:

- i. Monday to Friday inclusive - \$25 per day.
- ii. Weekends or Public Holidays - \$50 per day.

11.8 Call Back

11.8.1 Employees at Grade 5 who are recalled to work after having completed their ordinary hours shall be paid in accordance with the rates prescribed in Clause 13.5 with a minimum payment of four (4) hours.

11.8.2 Employees at Grade 5 who are recalled to work on a Weekend will be paid at the rate of double time, with a minimum payment of four (4) hours.

11.8.3 Employees at Grade 5 who are recalled to work on a Public Holiday will be paid at the rate of double time and a half time, with a minimum payment of four (4) hours.

11.8.4 A Grade 5 Employee may, instead of receiving the applicable payments in clauses 11.8.1 – 11.8.3, request that the hours worked on recall to be accrued as TOIL in accordance with Clause 13.5.5 of this Agreement.

11.8.5 For the purpose of assessing payment or TOIL, time spent on journey from home to work and from work to home by the most direct route shall be included.

11.8.6 The minimum payment or allocation of TOIL of four (4) hours for an initial call back is inclusive of any time spent on subsequent call backs, i.e. four (4) hours must have elapsed since the initial call back before any further call back allowance can be claimed.

11.8.7 Clause 11.8 does not apply to Employees at Grade 6 and above who are recalled to work.

12. Group Salary Continuance Insurance

- 12.1.1 As an additional employment benefit, current employees will be provided with income protection insurance under the Fund's staff group salary continuance insurance policy, subject to the eligibility terms and conditions of the insurance policy as applies from time to time. All costs associated with providing this benefit will be met by the Fund.
- 12.1.2 The group salary continuance insurance policy can provide a monthly benefit of up to a maximum of 75% of an employee's salary and 15% as a superannuation contribution. The benefit will be payable for up to two years and is subject to a 60-day waiting period. The cover expiry age is 70 years of age.
- 12.1.3 The benefit will become payable if the employee is unable to carry out their normal duties due to illness or injury after the waiting period has ended and meets the definition of totally or partially disabled outlined in the policy. All cover and benefits are subject to the terms and conditions of the insurance policy as applies from time to time.



Working at Hostplus

13. Ordinary Hours and Work Patterns

13.1 Ordinary Hours of Work

- 13.1.1 The ordinary full-time hours of work, excluding meal breaks, for employees shall be an average of 38 hours per week, but 152 per four (4) week cycle, up to ten (10) hours per day and up to fifty (50) hours per week.
- 13.1.2 Ordinary hours must suit the needs of Hostplus' business. Your rostered ordinary hours will be set out in your letter of offer and are to be worked between 7am and 7pm Monday to Friday.
- 13.1.3 All employees are expected to work reasonable additional hours as are necessary to achieve the efficient and effective performance of their duties.
- 13.1.4 Hostplus is committed to assisting employees to integrate work with family and other responsibilities. As part of this commitment, Hostplus offers flexible work practices for employees that meet the business requirements of Hostplus and, where possible, meet the personal circumstances of employees. The span of hours that employees work will be discussed between an employee and the responsible Chief, with a view to reaching a mutually satisfactory outcome.
- 13.1.5 Hostplus also acknowledges that from time to time business imperatives may require that employees work hours outside of what would normally be expected of them. If and when such circumstances arise, Hostplus will work with the employee concerned to ensure that balance is restored as soon as practicable. The employee concerned may seek to access options that suit their personal requirements as an offset for the additional hours worked and any inconvenience caused to the interruption to their work/life integration.
- 13.1.6 Requests for TOIL for extra hours worked outside normal expectations will be considered sympathetically and consistently, but subject to Chief approval.
- 13.1.7 The following principles are to be used to assist Chief and employees to agree on a process where additional hours are required to be worked and the arrangements for compensating for these additional hours. These principles seek to balance the operational needs of the business, our clients' expectations and the needs of employees:
- i. excessive hours are not to be a regular and recurring theme;

- ii. emphasis is to be on output and contribution and not the hours worked;
- iii. working excessively long hours over a prolonged period can be detrimental to health and is seen as a potential occupational health and safety issue;
- iv. it is legitimate for employees to refuse to work excessive hours in circumstances where the working of such hours would result in them working unreasonable hours. In considering whether this would constitute unreasonable hours the parties will have regard to:
 - risks to employee's health and safety;
 - personal circumstances of employees, including family responsibilities;
 - the needs of the workplace and Hostplus;
 - the notice (if any) given by Hostplus for the additional hours and by the employee of his/her intention to refuse it;
- v. an employee's refusal to work excessive hours shall not be used in a way that could prove to be disadvantageous to his/her overall performance assessment or any other employment conditions;
- vi. Hostplus has the right to require employees to work reasonable additional hours.

13.2 Meal Breaks

13.2.1 The standard unpaid meal break on an ordinary working day will be a minimum of thirty (30) minutes.

13.2.2 The unpaid meal break may be lengthened by mutual agreement between the employee and their People Leader.

13.2.3 No employee will be able to work for more than five (5) hours without an unpaid meal break of at least thirty (30) minutes.

13.3 Rest Breaks

13.3.1 You may take paid rest breaks during work on any day as follows:

- i. One fifteen (15) minute rest break where you work more than three (3) hours but six (6) hours or less; or
- ii. Two fifteen (15) minute rest breaks if you work more than six (6) hours.

13.3.2 Where you are entitled to two (2) fifteen (15) minute rest breaks, they are to be taken in the first and second half of the working day. However, by mutual agreement and where eligible, you may take two (2) rest breaks in one thirty (30) minute period.

13.4 Rest Period

13.4.1 A employee is entitled to at least ten (10) consecutive hours off duty between completing an ordinary working day and starting the next.

13.4.2 A employee who does not have ten (10) consecutive hours break between ordinary working days because they are instructed to continue working or to resume work early, will be paid at double time until they are released from duty for at least ten (10) consecutive

hours. The employee will not lose pay for ordinary working time which falls during such absence.

13.5 Overtime

13.5.1 Subject to clause 13.5.4, full-time and part-time employees who are paid a full-time equivalent base annual salary of \$130,000 or below (the eligible employees), will be entitled to payment for overtime at the following applicable overtime rates in respect of overtime worked at the prior written direction of their people leader's manager:

Days	Overtime Hours	Overtime Rates
Monday to Friday	<ul style="list-style-type: none"> Time worked before 7am or after 7pm; or Time worked in excess of 10 hours on any one day; or Time worked in excess of 50 hours in any one week; or Time worked in excess of 160 hours over a 4-week period. 	50% of their "base rate of pay" for the first 3 hours and 100% of their "base rate of pay" thereafter
Saturday and Sunday	All hours worked	100% of their "base rate of pay"
Public Holidays	All hours worked	150% of their "base rate of pay"

13.5.2 For the purposes of this clause:

- i. An eligible full-time employee's "base rate of pay" will be their weekly base salary, divided by 38; and
- ii. An eligible part-time employee's "base rate of pay" will be their weekly base salary, divided by their agreed weekly ordinary hours of work.

13.5.3 Hostplus may require an eligible employee to work reasonable overtime at the above overtime rates and such employee will work overtime in accordance with such requirement.

13.5.4 Overtime payments will only be made to an eligible full-time or part-time employee under clause 13.5 if the employee meets the following requirements:

- i. all overtime must be approved in writing by the employee's people leader manager prior to being worked;
- ii. the employee must have worked the overtime hours at the written direction of their people leader's manager;
- iii. within 2 weeks of working the overtime, the employee must submit a timesheet to payroll that documents:

- when they commenced and finished working the relevant overtime; and
- the duration of any breaks taken during that overtime period.

13.5.5 Subject to clause 13.5.1 and by mutual agreement, an eligible employee may apply to take time off in lieu (TOIL) instead of payment of overtime on an “hour for hour” basis. If mutually agreed between the Employee and relevant department Chief, the employee will be granted one hour of TOIL in respect of each hour of overtime worked. If the Employee has not taken their TOIL within 8 weeks of accruing it, Hostplus will pay out the TOIL at applicable overtime rates.

13.5.6 In calculating overtime payments and TOIL, each day’s work will stand alone. For the avoidance of doubt, any hour of overtime worked by an eligible employee will only give rise to an entitlement to one overtime payment.

13.5.7 Full time and part time employees who are paid a full-time equivalent base annual salary above \$130,000 will not have an entitlement to paid overtime but may be granted TOIL subject to the provisions of clause 14 of this Agreement.

14. Time Off in Lieu (TOIL)

14.1.1 This clause 14 applies only to full time and part time employees who are paid a full time equivalent base annual salary over \$130,000 and do not have an entitlement to overtime under clause 13.5 of this Agreement.

14.1.2 If an employee is required to work more than reasonable additional hours, they may be compensated with TOIL. TOIL will be granted at the discretion of the relevant department Chief and the Chief People Officer.

14.1.3 TOIL is paid at the Employee’s ordinary rate of pay.

14.1.4 An employee can apply to take their TOIL through the normal leave application process. Where TOIL has not been used within a 12 month period from the date TOIL was applied, Hostplus may direct employees to take their TOIL and they will work with the Employee to determine a mutually suitable time.

14.1.5 Employees may elect, with the consent of their Chief, to have their TOIL accrual cashed out at the employee’s base rate of pay. Such requests will be made in writing.

14.1.6 Any outstanding accrued TOIL will be paid out on termination of employment at the employee’s ordinary rate of pay.

15. Public Holidays

15.1 Public Holidays

15.1.1 Employees shall be entitled, without loss of salary, to all statutory or declared public holidays to apply to the whole of the State or Territory in which they reside.

15.1.2 An employee will be entitled to holidays on the following days:

- i. New Year’s Day, Good Friday, Easter Saturday, Easter Monday, Christmas Day and Boxing Day; and

ii. The following days, as prescribed in the relevant State and Territory: Australia Day, Anzac Day, King’s Birthday and Eight Hours’ Day or Labour Day; and

iii. In addition to the holidays prescribed in Clause 15.1.2(i) and 15.1.2(ii), the following days will be observed as public holidays:

State	Holiday
New South Wales	August Bank Holiday
Victoria	Melbourne Cup Day Friday before the AFL Grand Final Day
Queensland	Brisbane Royal National Show Day
South Australia	Adelaide Cup Day
Western Australia	Western Australia Day
Tasmania	Easter Bank Holiday Royal Hobart Regatta Royal Hobart Show
Australian Capital Territory	August Bank Holiday Canberra Day Reconciliation Day
Northern Territory	Picnic Day May Day Darwin Show Day

15.1.3 Where a day is legislated, declared, proclaimed, gazetted or otherwise prescribed as a holiday in a State or Territory within a State or Territory in substitution for any of the days specified in clause 15.1.2(i), 15.1.2(ii) and 15.1.2(iii) that day will be the holiday for the purposes of this Agreement in lieu of the day specified.

15.1.4 The employer and an employee may agree to the employee taking an alternative day as a public holiday in lieu of the prescribed days in clause 15.1.2.

15.1.5 An agreement pursuant to clause 15.1.4 will be recorded in writing and be made available to every affected employee.

15.1.6 Where any holiday or day substituted thereof falls during a period of Annual Leave or Long Service Leave on a day of the week which is normally a working day for an employee, an extra day will be added to the Annual Leave or Long Service Leave of the employee concerned.

16. Office Closures

16.1 Christmas/New Year Office Closure

16.1.1 Hostplus closes its offices between Christmas and New Year. Full-time employees are entitled to additional paid leave, without loss of Annual Leave credits, for a minimum of three (3) working days that fall between Christmas and New Year. Part-time employees receive a pro-rata amount.

16.1.2 In the event that Hostplus requires an employee to work during this period, the employee will be entitled to substitute leave days in-lieu for those days worked between Christmas and New Year. These substitute days may be taken at a time agreed between the employee and Hostplus.



Flexible Work Arrangements

17. Flexible Work Arrangements

17.1.1 At Hostplus we are committed to creating an environment where our people can perform at their best. Hostplus understands the need for employees to integrate their work and personal lives and recognises the importance of flexible working in maintaining a culture that supports our teams, and our business in achieving outcomes.

17.1.2 Requests for flexible working arrangement will be considered in accordance with the NES.

18. Individual Flexibility Agreements

18.1 Individual Flexibility Agreement

18.1.1 An employer and employees covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:

- i. the Agreement deals with one (1) or more of the following matters:
 - arrangements about when work is performed;
 - overtime rates;
 - penalty rates;
 - allowances;
 - remuneration including superannuation; and
 - leave.
- ii. the arrangement meets the genuine needs of the employer and employee in relation to one (1) or more of the matters mentioned in Clause 18.1.1(i); and
- iii. the arrangement is genuinely agreed to by the employer and employee.

18.1.2 The employer must ensure that the terms of the individual flexibility arrangement:

- i. are about permitted matters under section 172 of the Fair Work Act 2009; and

- ii. are not unlawful terms under section 194 of the Fair Work Act 2009; and
- iii. result in the employee being better off overall than the employee would be if no arrangement was made.

18.1.3 The employer must ensure that the individual flexibility arrangement:

- i. is in writing; and
- ii. includes the name of the employer and employee; and
- iii. is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
- iv. includes details of:
 - the terms of the Agreement that will be varied by the arrangement; and
 - how the arrangement will vary the effect of the terms; and
 - how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - states the day on which the arrangement commences.

18.1.4 The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

18.1.5 The employer or employee may terminate the individual flexibility arrangement:

- i. by giving no more than 28 days written notice to the other party to the arrangement; or
- ii. if the employer and employee agree in writing at any time.



Leave Entitlements

Note: the parties intend that leave will accrue and be taken in accordance with the decision of the High Court in *Mondalez Australia Pty Ltd v Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union* known as the *Australian Manufacturing Workers Union & Ors* [2020] HCA 29. For example, if an employee is rostered to work 5 hours on a particular day and decides to take personal leave for the whole of that day, Hostplus will deduct 5 hours of personal leave from their balance of accrued but untaken personal leave. Alternatively, if an employee is rostered to work 9 hours on a particular day and decides to take personal leave for the whole of that day, Hostplus will deduct 9 hours of personal leave from their balance of accrued but untaken personal leave.

All employees of Hostplus are entitled to paid leave and unpaid leave as prescribed. Entitlements for part-time and fixed-term/maximum-term employees will be on a pro-rata basis equivalent to either their part-time hours and/or length of employment contract, unless otherwise specified. Casual employees are not entitled to paid leave entitlements, unless otherwise specified in this Agreement or the NES.

19. Annual Leave

- 19.1.1 Full-time, part-time and fixed-term or maximum-term employees will be entitled to paid Annual Leave in accordance with the NES.
- 19.1.2 An employee who is employed as a Shift Worker is entitled to an additional one week of paid Annual Leave per year of service.
- 19.1.3 Any leave in excess of four (4) weeks shall be taken within three (3) months of it having accrued provided that by agreement between the employee and the relevant People Leader, such leave may be deferred to a date to be agreed. The total period of leave that may be deferred cannot exceed 8 weeks.
- 19.1.4 Hostplus may direct employees who have an excessive annual leave accrual balance to take leave and will work with the employee and People Leader to determine a mutually suitable time. Hostplus will not direct employees to take an amount of leave such that they are left with an amount less than 6 weeks' leave. Excessive leave accrual is defined by an employee who has more than eight (8) weeks paid annual leave accrued.
- 19.1.5 An employee may elect to "cash out" any accumulated annual leave in excess of four (4) weeks. Such a request must be made in writing by the employee to Hostplus, and

payment will be calculated at the employee's ordinary rate of pay applying at the date of the request.

- 19.1.6 Annual Leave is exclusive of any public holiday prescribed in this Agreement. If any such holiday falls within an employee's period of Annual Leave and is observed on a day which in the case of that employee would have been an ordinary working day, that day or days will be added to the employee's period of Annual Leave.
- 19.1.7 Employees may take leave before it falls due by agreement with the relevant People Leader. Where leave is granted and taken before it falls due, a further period of Annual Leave will commence to accrue from the next anniversary date.
- 19.1.8 Where leave in excess of the amount of leave an employee has accrued is granted and taken in advance of its falling due, Hostplus will notify the employee and discuss how the overpayment will be repaid and attempt to reach an agreement with the employee on the terms of the repayment. If the employee's employment is terminated before the full repayment of the overpaid leave, Hostplus will discuss with the employee in order to reach a mutual agreement to ensure the full repayment is made.

19.2 Annual Leave Loading

- 19.2.1 Annual Leave Loading is incorporated into an Employee's base rate of pay and as such it is not payable at the time an employee takes Annual Leave.

20. Personal Leave

20.1 Personal Leave

- 20.1.1 Paid Personal Leave will be in accordance with the NES and may be taken as
- i. sick leave due to a personal illness or injury; or
 - ii. carer's leave for the purposes of providing care for an immediate family or household member who requires the employee's care or support due to a personal illness or injury, or who requires care due to an unexpected emergency.

An employee may also elect, with the consent of the employer, to take unpaid leave for the purpose of providing care to a family or household member who is ill.

- 20.1.2 Full-time employees are entitled to 12 days paid Personal Leave per year.

At the completion of each year, unused Personal Leave will accumulate.

- 20.1.3 Paid Personal Leave entitlements are not applicable to casual employees. However, a casual employee will be entitled to unpaid Carer's Leave in accordance with the provisions of the NES.
- 20.1.4 During the course of their probationary employment an employee will progressively accrue their Personal Leave entitlements and will be allocated their full first year entitlement in accordance with clause 20.1.2 once their probationary period of employment has been confirmed.
- 20.1.5 When an employee is absent due to illness for less than one day, they will be debited the amount of sick leave for the actual time not worked.

- 20.1.6 If an employee becomes sick or is injured whilst on Annual Leave and produces, at the time, satisfactory medical evidence that had they been on duty they would have been unable to carry out their usual duties, they will be granted, subject to their leave entitlement, at a time convenient to the employer, leave equivalent to the period of sickness or injury occurring within the scheduled period of Annual Leave.
- 20.1.7 If a statutory, gazetted or proclaimed public holiday occurs during an employee's period of absence because of sickness, injury or caring responsibilities then such holiday will not be counted as Personal Leave.

20.2 Proof Of Illness/Injury

- 20.2.1 In the case of Personal Leave for personal injury and illness, Hostplus will require proof of injury or illness in the following circumstances:
- i. for any absence of two (2) or more consecutive working days; or
 - ii. if the employee has already been absent for six (6) days without proof of illness in the current anniversary year.
- 20.2.2 Employees are also required to provide proof of illness in the following circumstances:
- i. if the absence is on a working day before or after a public holiday; or
 - ii. if the absence is on a working day before or after approved Annual Leave; or
 - iii. if the People Leader considers there is a pattern of absences on a regular basis.
- 20.2.3 Such proof of absence will take the form of a medical certificate or other evidence satisfactory to Hostplus (which will include an affidavit or statutory declaration) and must be entered by the employee into the dedicated payroll system, including uploading the proof of illness within two working days upon returning to work.
- 20.2.4 Hostplus recognises the diversity of its workforce and that not all employees rely on traditional forms of medical treatment when they are sick. For the purposes of this clause Hostplus will accept, where needed, a certificate of inability to attend work due to illness or injury from other alternative medicine practitioners, as long as they belong to the appropriate Australian governing body, or if benefits are payable through Medicare and/or a medical insurance company.
- 20.2.5 The entitlement to use Personal Leave for carer's responsibilities is subject to the employee being responsible for the care of the person concerned. The employee must, if required by Hostplus, establish by production of a medical certificate, the illness of the person concerned and that the illness is such as to require care by another.
- 20.2.6 In normal circumstances an employee must not take Carer's Leave under this clause where another person has taken leave to care for the same person.
- 20.2.7 The employee must where practicable, give Hostplus notice prior to the absence of the intention to take leave, the name of the person requiring care and their relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee must notify their People Leader by telephone of such absence at the first opportunity on the day of absence.

21. Flex Leave

- 21.1.1 Full-time employees are entitled to 5 days' non-cumulative flex leave per year (pro-rata for part-time employees) for any reason.
- 21.1.2 This leave does not accrue from year to year. Hostplus will not require an employee to provide evidence in order to take flex leave but an employee must nominate that they have elected to take flex leave.
- 21.1.3 Where practicable, employees should seek approval in advance from their People Leader and apply for Flex leave at least ten (10) days' prior to commencing Flex leave. If that is not practicable, the employee should apply for the leave as soon as possible prior to the proposed commencement of the leave.

22. Compassionate Leave

- 22.1.1 Paid Compassionate Leave will apply to full-time and part-time employees (but does not apply to casual employees. Casual employees are entitled to unpaid compassionate leave in accordance with the NES).
- 22.1.2 All employees, other than casual employees, are entitled to a period of five (5) days paid leave for each occasion when an employee's immediate family or a member of the employee's household (inclusive of the entitlement under the NES):
- i. contracts or develops a personal illness that poses a serious threat to his or her life, or
 - ii. sustains a personal injury that poses a serious threat to his or her life, or
 - iii. dies.
- 22.1.3 Hostplus may request appropriate medical or other evidence to support the employee's claim for compassionate leave.

23. Special Leave

- 23.1.1 Special Leave may be available to employees who are facing exceptional circumstances.
- 23.1.2 In the first and second years of employment, permanent full-time employees will accrue three (3) days or 22.8 hours non-cumulative paid Special Leave. In subsequent years of employment, full-time employees will accrue five (5) days or 38 hours non-cumulative paid Special Leave. Part-time and fixed-term/maximum-term employees are entitled to Special Leave on a pro-rata basis equivalent to either their part-time hours or length of employment contract.
- 23.1.3 Special Leave requests are at the discretion of the Chief People Officer.
- 23.1.4 Employee may be required to provide the reasons for taking Special Leave and the estimated length of absence including documentary evidence where required. More information about special leave, including how to apply, may be found in the Leave policy.

24. Reproductive Health, Menstruation and Menopause Leave

24.1 Reproductive Health, Menstruation, Menopause Leave

- 24.1.1 Full time employees are entitled to five (5) days leave per year for the purpose of managing health needs relating to menstruation, menopause, or reproductive health. Part-time employees are entitled to the leave on a pro-rata basis. This leave may be used for:
- i. Symptoms or conditions relating to menstruation or menopause; or
 - ii. Reproductive health related medical appointments, treatments, or recovery; or
 - iii. Fertility or assisted reproductive procedures; or
 - iv. Other reproductive health conditions where leave is reasonably required.
- 24.1.2 This leave does not accrue from year to year, and any unused leave will not be paid out on termination.
- 24.1.3 Where practicable, employees should seek approval in advance from their people leader to apply for this leave prior to the leave commencing. If that is not possible, the employee should notify their people leader as soon as reasonably practicable.
- 24.1.4 Hostplus will not require an employee to disclose specific information, such as symptoms, when accessing this leave. Appropriate evidence is evidence that would satisfy a reasonable person that the leave taken is for the purpose of 24.1.1 and may include a medical certificate or other acceptable forms of evidence.

25. Parental Leave

25.1 Parental Leave

- 25.1.1 Employees are entitled to parental leave in accordance with the NES.
- 25.1.2 Parental Leave at Hostplus encompasses a number of different leave types and is available to employees who have completed more than twelve (12) months continuous service prior to the expected date of delivery, or adoption, namely:
- i. Parental/Adoption Leave, including eligible casual employees for the primary carer;
 - ii. Support Carer Leave for an employee whose partner is on Parental Leave;
 - iii. Pre-natal or Pre-Adoption Leave as defined in clause 25.7.
- 25.1.3 The provisions of this clause apply to full-time, part-time and eligible casual employees, but do not apply to other casual employees.
- 25.1.4 The NES provide further details regarding Parental/Adoption Leave and its application, as amended from time to time, in addition to the details outlined in this clause.

25.2 Parental/Adoption Leave

- 25.2.1 Subject to the completion of twelve (12) months continuous employment with Hostplus, an employee is entitled to up to twelve (12) months of unpaid leave for the birth or adoption of their child. An employee may request approval to extend the period of unpaid

Parental/Adoption Leave from twelve (12) months to twenty four (24) months. Any such request for an extension will be considered by Hostplus in accordance with the NES provisions.

25.2.2 Parental/Adoption Leave is only available to one parent (primary care-giver) at a time, in a single unbroken period, except if both parents are employed at Hostplus they may simultaneously take an unbroken period of up to four (4) weeks paid leave as per clause 25.8 at the time of birth or placement of the child. Employees otherwise have rights to unpaid concurrent leave under the NES.

25.3 Parental/Adoption Leave Payment

25.3.1 A permanent employee who meets the eligibility requirements in clause 25.1.1, and subject to commencing paid Parental/Adoption Leave within 12 months of the date of the birth or adoption of the child, will receive a paid Parental/Adoption Leave entitlement equivalent to twenty (20) weeks' salary (reduced by any paid leave taken as a support carer leave). This amount shall be paid into their nominated bank account as part of the normal pay cycle during their period of leave. At the discretion of the Chief People Officer and CEO, the employer may agree to pay an employee their full entitlement to parental leave under clause 25.3.1 before the employee commences Parental/Adoption Leave.

25.3.2 The payment referred to in clause 25.3.1 is over and above any entitlement the employee may have under the Federal Government Paid Parental Leave (PPL) scheme.

25.3.3 Other accrued leave to which an employee is entitled may be taken in conjunction with Parental/Adoption Leave provided that the total period of absence on paid and unpaid leave does not exceed 52 weeks.

25.4 Parental Leave (Stillbirth or Loss of a child)

25.4.1 If a child is stillborn (as defined in the Act) or there has been a death during the 24 month period starting on the child's date of birth an employee would have been entitled to paid parental leave if the child were born alive or had not died, then the employee is entitled to paid parental leave in clause 25.3.1, despite the stillbirth or death of the child.

25.4.2 An employee who is entitled to parental leave (stillbirth or loss of a child) may cancel the leave by giving Hostplus 4 weeks written notice or if they have already commenced parental leave, give Hostplus at least 4 weeks' written notice of their wish to return to work.

25.4.3 An employee is entitled to a period of unpaid special parental leave for the period during which they are not fit for work, as supported by medical substantiation, because they have a pregnancy-related illness, or the pregnancy ends after a period of gestation of at least 12 weeks otherwise than by the birth of a living child and the child is not stillborn (as defined in the Act).

25.5 Transfer To An Alternate Job

25.5.1 Where an employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for them to continue at their present work, they will be transferred to an appropriate safe job available at the rate and on the conditions attaching to that job until the commencement of Parental/Adoption Leave.

25.5.2 If no appropriate safe job is available, the employee may elect, or the employer may require the employee, to take "no safe job" leave in accordance with the NES.

25.6 Effect Of Parental Leave On Employment

25.6.1 An employee's absence on Parental/Adoption Leave will not break the continuity of their service. However, subject to long service leave legislation that applies in the state or territory in which the employee is located, the period of unpaid leave will not be taken into account when calculating the employee's period of service for any purpose under this Agreement.

25.7 Pre-natal/Pre-adoption Leave

25.7.1 The purpose of this leave is to enable an employee to attend to routine appointments associated with their pregnancy, or the pregnancy of their partner, or adoption.

25.7.2 Upon provision of satisfactory evidence, an employee will have access to paid leave totalling 24 hours. Part-time employees are entitled to Pre-natal/Pre-adoption Leave on a pro-rata basis equivalent to their part-time hours.

25.8 Parental Support Carer Leave

25.8.1 A permanent employee with at least twelve (12) months' continuous service with Hostplus is eligible for four (4) weeks' paid Support Carer Leave at the time of birth or placement of the child (reduced by any paid parental leave the employee has already taken as a primary carer). An employee may apply for up to six (6) weeks' additional unpaid Support Carer Leave at the time of birth or placement of the child.

25.8.2 A permanent employee seeking Support Carer Leave will provide at least ten (10) weeks prior to the expected date of commencement of the leave:

- i. a certificate from a registered medical practitioner which names their partner, states that they are pregnant and the expected date of the birth, or states the date on which the placement took place; and
- ii. written notification of the dates on which they propose to start and finish the period of Support Carer Leave; and except in relation to leave taken simultaneously with the primary carer under clause 25.2 a statutory declaration stating:
 - they will take that period of leave to become the primary care giver of a child;
 - particulars of any period of Parental Leave sought or taken by their partner; and
 - that for the period of Support Carer Leave they will not engage in any conduct inconsistent with their contract of employment.

26. Long Service Leave

26.1 Entitlement

26.1.1 Long Service Leave will accrue at the rate of 6.5 working days per each completed year of continuous service.

26.1.2 Long Service Leave is exclusive of any public holiday prescribed in this Agreement. If any such holiday falls within an employee's period of leave and is observed on a day, which in the case of that employee would have been an ordinary working day, that day or days will be added to the employee's period of Long Service Leave.

26.2 Eligibility

26.2.1 Hostplus employees will be entitled to paid Long Service Leave after completing five (5) years continuous employment with Hostplus. Such leave shall be granted and taken at a time or times as agreed between the employee and their People Leader.

26.2.2 Upon cessation of employment employees will be entitled to pro-rata payment in-lieu of Long Service Leave after five (5) years of completed service, less any Long Service leave which has already been granted to and taken by the employee. No entitlement will be applicable in the event of dismissal for serious misconduct.

26.3 Effect Of Part-time Employment

26.3.1 In the case of an employee who during the course of their employment with the employer has been employed both as a part-time employee and a full-time employee, the rate of pay to which that employee will be entitled during the period of long service, or the rate of pay to be used in calculating the amount of money to be paid in-lieu of the leave will have pro-rata regard to the employee's employment pattern.

26.4 Time Of Taking Leave

26.4.1 Leave must be granted and taken as soon as practicable after becoming due having regard to the needs of the workplace, but may be taken in smaller increments by agreement between the employee and their People Leader.

26.4.2 Long Service Leave is to be taken for a period not less than one (1) day.

26.5 Long Service Leave On Half Pay

26.5.1 Employees may apply for any portion of Long Service Leave on half pay provided that the total full-time entitlement amount taken is not less than 33 working days.

26.5.2 The granting of Long Service Leave on half pay will be entirely at Hostplus' discretion.

26.6 Illness Whilst On Long Service Leave

26.6.1 In the event of an employee falling ill during a period of Long Service Leave, Hostplus will "rebate" the relevant period providing it is in excess of five (5) continuous days' Personal Leave and is supported by medical evidence.

26.7 Employment During Long Service Leave

26.7.1 Employees must not engage in any paid employment whilst they are on Long Service Leave which would constitute a conflict of interest with their Hostplus employment. Any employee who engages in such employment will forfeit their right to payment for Long Service Leave for the period in which they are engaged in such employment. If the employee has been paid in advance for their leave, they will repay to their employer that amount.

26.8 Cashing Out of Long Service Leave

26.8.1 Subject to any limitation under applicable state or territory long service leave legislation, if an employee has an entitlement to long service leave under applicable state or territory long service leave legislation, then they may at their discretion request that part or all of their long service leave be cashed out. Employees may make such a request only once in every twelve months of service.

27. Purchased and Additional Leave

27.1 Purchased Leave

27.1.1 Through a Purchased Leave arrangement, employees are able to increase the amount of Annual Leave available to them in a year by reducing their annual base salary. The reduced salary (Purchased Leave Base Salary) is then paid in equal payments across the calendar year so that the employee does not go without a regular income whilst taking the additional leave.

27.1.2 An employee may apply to increase their Annual Leave entitlement by up to four (4) weeks. When this occurs, the employee's salary will be reduced by 1/52 for each week of extra leave. All salary based entitlements and conditions will be based on the employee's reduced salary.

27.1.3 Applications for Purchased Leave will be considered by the employee's People Leader and will be agreed, subject to there being no adverse impact on the operation of Hostplus.

27.1.4 Access to additional Annual Leave, via Purchased Leave, is subject to the following conditions:

- i. Eligibility to apply in writing for Purchased Leave is available to all permanent employees, following completion of twelve (12) months continuous service.
- ii. There must be mutual agreement between the employee and their People Leader when annual and averaged leave will be taken prior to any Purchased Leave arrangements being established.
- iii. If an employee's combined accrued but untaken annual leave and long service leave entitlements exceed four (4) weeks, the employee will not be allowed to establish a Purchased Leave arrangement until their combined accrued but untaken annual leave and long service leave entitlements are less than four (4) weeks.
- iv. A employee must enter Purchased Leave for a complete twelve (12) month period. Participation in Pay Averaging will be reviewed by the People Leader and the employee upon the anniversary of the arrangement being made. Purchased Leave is not transferable between employment roles and is subject to approval by the new People Leader.
- v. Management will seek to respond in writing to Purchased Leave applications within 30 days of receipt of the application.

- vi. An employee working under the Purchased Leave model of employment may request a reversion to standard employment conditions prior to the end of the agreed period, however this cannot be guaranteed to apply.
- vii. The Purchased Leave model of employment can only be introduced at an employee initiative and with the agreement of management.

27.1.5 Upon termination of employment, an employee's termination entitlements will be calculated on a pro-rata basis reflecting the respective amounts of time the employee worked on the Purchased Leave model and a normal working mode

27.2 Leave without Pay

27.2.1 After twelve (12) months continuous employment, employee shall be entitled to apply for up to 52 weeks leave without pay.

27.2.2 Such unpaid leave may be used for family reasons, full-time study, travel or any other purpose as agreed with Hostplus. The employer undertakes to consider each and every application on its merits and in good faith.

27.2.3 If granted, the duration and timing of such leave shall be by agreement between the relevant People Leader and the employee.

28. Community, Volunteer, Cultural and Ceremonial Leave

28.1 Cultural and ceremonial leave for Aboriginal and Torres Strait Islander employees

28.1.1 Employees who identify as Aboriginal or Torres Strait Islander will be entitled to paid leave up to a maximum of three (3) working days per year to follow and practice the requirements of cultural or spiritual beliefs to which they adhere.

28.1.2 Such practices may include but are not limited to, attendance at NAIDOC week events, ceremonial events and celebrations, Sorry Business / Sad News, funeral, or other community events.

28.1.3 Leave under this clause will be non-cumulative.

28.2 Community Service and Volunteer Leave

28.2.1 Community Service Leave; including jury service leave, shall apply in accordance with the provisions of the NES.

28.2.2 Hostplus values the importance of good corporate social responsibility and in positively supporting local communities. Hostplus will provide three (3) paid days per year at the employee's ordinary rate of pay for the purposes of performing voluntary work for organisations whose values are not contrary to that of Hostplus. Applications will be considered and determined by the Chief People Officer.

28.2.3 Community Service and Volunteer Leave does not accrue year on year.

29. Family and Domestic Violence Leave

- 29.1.1 Hostplus recognises that employees may face situations of violence or abuse in their personal life that may affect their attendance or performance at work, or their health and safety. Hostplus is committed to providing support to employees who experience domestic violence. Any employee finding themselves in the situation of needing domestic leave is encouraged to talk to their People Leader, Chief or the People, Performance & Culture department about the support available.
- 29.1.2 For the purposes of this clause, domestic violence refers to a pattern of coercive behaviours, which may include physical, psychological, sexual, economic and emotional abuse, in a close relationship, family or domestic situation.

General Measures

- 29.1.3 Proof of domestic violence may be required and can be in the form of a document issued by police, a court, a doctor, a district nurse, a maternal and child health care nurse, a counsellor, a psychologist, a family violence support service or a lawyer.
- 29.1.4 All personal information concerning domestic violence will be kept in a confidential manner.
- 29.1.5 Hostplus will designate domestic violence contact person/s in the People, Performance & Culture team and publicise their contact details.
- 29.1.6 An employee experiencing domestic violence in line with the definition in accordance with clause 29.1.2 will have access to twenty-five (25) paid days per year for the purposes of attending medical appointments, preparing for and attending legal proceedings and other activities related to domestic violence. This leave will be in addition to any existing leave entitlements and may be taken as whole days or as part days. An employee must advise their People Leader as reasonably practical that they are taking the leave. An employee who has exhausted their entitlement under this sub-clause may apply for Special Leave under clause 23 of this Agreement.
- 29.1.7 In addition to the domestic violence leave entitlements set out in clause 29.1.6, an employee who meets the definition of domestic violence in with clause 29.1.2 is entitled to request for a change in working arrangements, including change of hours or change of their work telephone number and / or email address to avoid contact with an alleged perpetrator, subject to the discretion of the Chief People Officer. Any dispute concerning such a refusal may be addressed by using the disputes procedure in this Agreement.
- 29.1.8 An employee experiencing domestic violence will be advised of the Employee Assistance Program and/or other relevant local resources that may be available.

30. Gender Affirmation Leave

- 30.1.1 Full-time or part-time employees are entitled to apply for a maximum of 4 weeks' paid gender affirmation leave for essential and necessary gender affirmation procedures, including preparation and recovery time associated with essential and necessary gender affirmation procedures.
- 30.1.2 Essential and necessary gender affirmation procedures may include:
- i. medical or psychological appointments;

- ii. hormonal treatment appointments;
- iii. surgery and associated appointments;
- iv. appointments to alter the employee's legal status such as passport interviews, name change appointments;

- 30.1.3 For the avoidance of doubt, the above list is not intended to be an exhaustive list of essential and necessary gender affirmation procedures for which paid leave will be approved.
- 30.1.4 Hostplus may require an employee who has applied to take gender affirmation leave under clause 30.1.1 to provide evidence of their medical appointments associated with their gender affirmation. Gender affirmation is different for each individual and the evidence to support a request for leave may not be the same in each circumstance.
- 30.1.5 Gender affirmation leave may be taken as consecutive, single or part days as agreed with your People Leader.
- 30.1.6 Once an employee has exhausted their gender affirmation leave entitlements under clause 30.1.1, they will not be entitled to further paid gender affirmation leave but may access their annual leave, flex leave, personal leave and long service leave entitlements for gender affirmation purposes subject to the terms of this Agreement.
- 30.1.7 Despite what clause 17 (Flexible Work Arrangements) provides, an employee may request flexible work arrangements of the kind identified in clause 17 to meet their essential and necessary gender affirmation procedures, including preparation and recovery time associated with essential and necessary gender affirmation procedures as defined in this clause 30.
- 30.1.8 Subject to the employee's obligation to provide evidence in accordance with clause 30.1.4 in order to access paid leave under this clause 30 and Hostplus' obligations under legislation, Hostplus understands the need for employees to maintain control over what, with whom, how and how much information is shared about their gender affirmation. An employee who wishes to access leave under this clause 30 agrees that Hostplus will not be in breach of their rights of confidentiality and privacy by taking steps necessary to enable them to access the leave entitlements under this clause 30 and to keep proper records of that leave.
- 30.1.9 Employees who are undergoing gender affirmation may request to have their identity changed in Hostplus' systems (such as their name, pronouns, gender and other related information), however Hostplus will not be obliged to change any pre-existing records relating to the employee because that would conflict with Hostplus' obligations under the Act and other legislation.

31. Study and Examination Leave

31.1 Study Leave

- 31.1.1 Hostplus may grant to any employee paid leave to attend an approved course of study at a recognised educational institution which is likely to increase the efficiency, or enhance the potential, of the employee in the performance of their duties subject to the Chief People Officer and CEO's discretion.

31.1.2 A employee may be granted sufficient paid leave to enable them to travel to and attend up to (five) 5 hours of lectures and tutorials per week, which cannot reasonably be attended outside of the employee's normal working hours.

31.1.3 Provided that in the case of short courses or seminars or in special circumstances, Hostplus may grant additional leave with or without pay as it considers necessary.

31.2 Examination Leave

31.2.1 An employee will be granted up to two (2) days paid leave for study and examination purposes per each unit of study that has previously been approved under clause 31.1.1.

32. Other Leave

32.1 Blood Donor Leave

32.1.1 An employee who wishes to donate blood will be given paid time off on full pay for the period of the absence for that purpose, subject to evidence of attendance being provided.

32.2 Emergency Services Leave

32.2.1 Full-time or part-time employees who are members of an emergency services organisation may apply for up to three (3) days paid leave per year to assist their emergency services organisation respond to an emergency. Casual employees who are members of an emergency services organisation may apply for up to three (3) days unpaid leave per year in the same circumstances.

32.2.2 When an employee requests access to the leave entitlements under this clause 32.2, they must provide Hostplus with:

- i. evidence of their membership of an emergency services organisation; and
- ii. copies of correspondence from the emergency services organisation requesting the employee to attend an emergency.

32.2.3 Emergency services leave does not accrue from year to year.



Workplace Commitments

33. Workplace Health, Safety and Wellbeing

33.1 Objective

33.1.1 The parties to this Agreement are committed to achieving healthier and safer jobs through workplace changes aimed at improved efficiency and productivity. This will be accomplished by establishing a comprehensive approach to managing workplace health and safety issues which aims to control hazards at source, to reduce the incidence and costs of workplace injury and illness and to provide a rehabilitation system for workers affected by workplace injury or illness.

33.2 Consultation

33.2.1 Consultative mechanisms will be established to address workplace health, safety and well-being issues. Such mechanisms will include the appointment of health and safety representatives who will represent fellow workers in negotiations on health and safety matters. A Workplace Health, Safety & Well-being (WHSW) committee shall be established to develop relevant policies.

33.3 Training

33.3.1 The union, employee and Hostplus shall agree on a workplace based WH&S training program designed to suit the needs of Hostplus and its employees.

33.4 Workplace Health, Safety and Wellbeing Program

33.4.1 Hostplus shall institute procedures for collecting information on the nature of hazards and incidence of injury which includes an internal system for reporting, recording and investigation of incidents, injuries and illness and the routine analysis of injury, illness and incident data.

33.4.2 Regular workplace inspections shall be carried out by the WHSW Committee members.

33.4.3 Hostplus shall take prompt action to deal with any health and safety problems.

33.5 Accident Make Up Pay

- 33.5.1 Where an employee sustains an injury and the employee has an accepted workers compensation claim under the relevant workers' compensation act in force in the State or Territory of Australia in which the employee works, the employee will be entitled to make-up pay.
- 33.5.2 Make up pay will be calculated as the gap between what the employee receives for statutory entitlements and the employee's salary prior to the commencement of such leave of absence.
- 33.5.3 Make-up pay is payable from the date of incapacity for the period during which the employee receives compensation payments, up to a maximum of 26 weeks. It ends if:
- i. employment with Hostplus ceases; or
 - ii. death of the employee; or
 - iii. the employee refuses to do work as authorised by a qualified medical practitioner; or
 - iv. the employee receives damages or a lump sum payment under common law.
- 33.5.4 Nothing in this clause will require an employer to insure against its liability for make-up pay.
- 33.5.5 An employee will not be entitled to payment of make-up pay in respect of any period of other paid leave of absence.
- 33.5.6 Nothing in this clause will affect the right of an employer to terminate the employment of an employee and the employer's liability under this clause will cease from the date of such termination. Provided that the employee will only be terminated in accordance with the Act.

34. Workforce Diversity and Inclusion

- 34.1.1 Hostplus is committed to fostering a workplace culture that values diversity, promotes equity and embraces inclusion. We recognise that a diverse workforce brings a range of perspectives, experiences and strengths that enhance our ability to serve our members and contribute to a positive and innovative workplace.
- 34.1.2 Hostplus respects and values the diversity in the workforce and strives to create an environment where all individuals feel respected, valued and empowered to contribute regardless of difference. These differences may include neurodiversity, gender, age, ethnicity, cultural background, disability, socio-economic status, religion, sexual orientation, gender identity or expression, intersex status, relationship or parental status or caring responsibilities.
- 34.1.3 In fulfilling their obligations under clause 41 (Dispute Resolution clause), the parties must make every endeavour to ensure that neither the Agreement's provisions nor their operation are directly or indirectly discriminatory in their effects.
- 34.1.4 Hostplus recognises the right of employees to equal employment opportunity and will facilitate the provision of equal employment opportunities to employees.

- 34.1.5 Entry into employment, selection for specific work and career progression will be determined on the basis of individual merit and criteria related to the effective performance of the work.
- 34.1.6 No employee will suffer any form of disadvantage or discrimination because they have exercised any rights contained in, or participated in any part of the processes set out in, this Agreement.

35. Employee Development and Training

35.1 Introduction

- 35.1.1 Hostplus, the FSU and the ASU are committed to enhancing the career opportunities for employees and enhancing the opportunities for them to contribute to the success of the Fund through training and skill development.
- 35.1.2 The parties commit to providing all new employees with induction and job ready training within three (3) months of commencement, plus other training on a needs basis related to the Fund generally and their position in particular. This induction training will be a base for further development, training and acquisition of experience in the role.
- 35.1.3 The parties also commit to developing a highly skilled and flexible workforce through increased skill acquisition, providing employees with access to improved career opportunities.
- 35.1.4 Hostplus will conduct annual performance reviews each year, when performance objectives will be discussed and agreed with progress against these objectives being reviewed at least each six (6) months. The outcomes from the performance review process will be the driver for individual employee development and training plans.

35.2 Employee Training And Development Plan

- 35.2.1 Each employee along with their relevant People Leader will agree a training and development plan each year. The plan will set out the timeframe and the details of training and career development opportunities including any relevant study, conferences, seminars or on-the-job development relevant to their role.

35.3 External Study

- 35.3.1 Employees may apply for a course of study that may be relevant to their current position or future career with Hostplus.
- 35.3.2 Where applications are approved, employees will be eligible to access Study Leave as set out in Clause 31.
- 35.3.3 Hostplus will ensure that adequate staffing arrangements are made to allow attendance at pre-arranged lectures and for the purposes of examination leave.
- 35.3.4 Hostplus will make available the details of the support to be provided to employee in undertaking external studies, which will be amended from time to time to reflect changing circumstances.

35.4 Training Costs

35.4.1 All appropriate costs of courses will be paid by Hostplus if Hostplus determines that the training is considered relevant to Hostplus and/or to the development.

36. Policies

36.1.1 Hostplus maintains workforce policies, procedures and any other guidelines, which are amended from time to time. Even though certain policies, procedures and guidelines are referred to in this Agreement, those policies, procedures and guidelines are not incorporated into and do not form part of this Agreement.



Leaving Hostplus

37. Notice of Termination

37.1 Notice Of Termination By Hostplus

37.1.1 In order to terminate the employment of an employee, Hostplus will provide notice to terminate employment consistent with the employee's employment contract and in consideration of the minimum requirements under the Act or its replacement.

37.1.2 In addition to the notice in clause 38.1, employees over 45 years of age at the time of the giving of the notice with not less than two (2) years continuous service, are entitled to an additional week's notice.

37.1.3 Payment in-lieu of the prescribed notice in clause 38.1 must be made if the appropriate notice period is not required to be worked. Provided that employment may be terminated by the employee working part of the required period of notice and by the employer making payment for the remainder of the period of notice.

37.1.4 The required amount of payment in-lieu of notice must equal or exceed the total of all amounts that, if the employee's employment had continued until the end of the required period of notice, the employer would have become liable to pay to the employee because of the employment continuing during that period.

37.1.5 The period of notice in this clause does not apply:

- i. in the case of dismissal for serious misconduct; or
- ii. to employees engaged for a specific period of time or for a specific task or tasks; or
- iii. to trainees whose employment under a traineeship agreement or an approved traineeship is for a specified period or is, for any other reason, limited to the duration of the agreement; or
- iv. to casual employees.

37.2 Notice Of Termination By An Employee

37.2.1 The notice of termination required to be given by an employee is the same as that required of the employer in accordance with clause 38.1, plus any additional notice as required in the employee's employment contract with Hostplus.

37.2.2 If an employee fails to give the notice specified in clause 38.2 the employer has the right to withhold monies due to the employee up to a maximum amount of one weeks' pay.



Changes and Resolving Issues in the Workplace

38. Consultation and Communication

38.1 Major Change

38.1.1 As soon as practicable after making a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on employees, Hostplus will:

- i. notify the employees of the decision;
- ii. discuss with the employees the introduction of the change, the effect the change is likely to have on the employees and the measures that Hostplus is taking to avert or mitigate the adverse effect of the change on the employees;
- iii. for the purposes of the discussion—provide, in writing, to the employees all relevant information about the change including the nature of the change proposed, information about the expected effects of the change on the employees; and any other matters likely to affect the employees.

38.1.2 In this clause 39.1, a major change is likely to have a significant effect on employees if it results in:

- i. the termination of the employment of employees; or
- ii. major change to the composition, operation or size of Hostplus' workforce or to the skills required of employees; or
- iii. the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- iv. the alteration of hours of work; or
- v. the need to retrain employees; or
- vi. the need to relocate employees to another workplace; or
- vii. the restructuring of jobs.

38.1.3 If a term in this Agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of Hostplus, the requirements set out in clauses 39.1 and 43.1 do not apply.

38.2 Change to regular roster or ordinary hours of work

38.2.1 When Hostplus proposes to introduce a change to an employee's regular roster or ordinary hours it will:

- i. discuss the introduction of the change with the employees;
- ii. for the purposes of the discussion—provide, in writing, to the employees all relevant information about the change including the nature of the change proposed, information about the expected effects of the change on the employees; and any other matters likely to affect the employees.
- iii. invite those employees to give their views about the impact of the changes (including any impact in relation to their family and caring responsibilities).

38.3 Genuine and prompt consideration

38.3.1 Hostplus must give prompt and genuine consideration to matters raised about a major change or changes to a regular roster or ordinary hours of work by the employees and consult in good faith in relation to a major change.

38.4 Confidential Information

38.4.1 Hostplus is not required to disclose confidential or commercially sensitive information to the employees in order to comply with this clause 39.1.

39. Redundancy and Redeployment

39.1 Definitions

Business includes trade, process, business or occupation and includes part of any such business.

Comparable position means a position that is at the same or higher job Grade and salary. It may mean a change in duties if the change is not significant enough to be unreasonable in the circumstances of the employee's skill and ability, but also having regard to the training opportunities available to the employee. It is at the same location or at another location that is in reasonable commuting distance.

Redundancy means a situation where the job being done by an employee, or the major portion of it, is no longer required to be done in that location as a result of re-organisation, changed business practice, technological change, downturn in business or outsourcing of that function.

Retrenchment means the situation where an employee ceases employment with the employer by reason of redundancy and is not engaged by any outsourcing organisation.

Redeployment means the appointment of an employee to a permanent position that is suited to the employee's education, training and experience either with Hostplus or with any outsourcing organisation.

Transmission includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and transmitted has a corresponding meaning.

39.2 Principles

- 39.2.1 Any realignment of Hostplus' workforce will be consistent with business objectives.
- 39.2.2 Redundancy will only arise from the elimination, outsourcing or restructuring of work, not the performance of individual employees.
- 39.2.3 Retrenchments will only occur after all reasonable redeployment options for placing surplus employees have been exhausted.
- 39.2.4 A position shall be declared redundant solely at the discretion of Hostplus.
- 39.2.5 The provisions of this clause exclude:
- i. employees terminated as a consequence of serious misconduct that justifies dismissal without notice;
 - ii. probationary employees;
 - iii. employees with less than 12 months continuous service;
 - iv. apprentices;
 - v. trainees;
 - vi. fixed-term/maximum-term employees engaged for a specific period of time or for a specified task or tasks; and
 - vii. casual employees.

39.3 Redeployment

- 39.3.1 Hostplus will make all reasonable efforts, including retraining, to deploy elsewhere in the business those employees who are in positions that have been identified as redundant. In so doing, maximum advantage would be taken of natural attrition and the curtailment of recruitment wherever practicable. However, it is noted that the small size of Hostplus significantly limits the opportunities for redeployment within the Fund.
- 39.3.2 The employees who are considered for redeployment will make all reasonable efforts to participate in processes such as assessment and retraining to maximise their redeployment opportunities.
- 39.3.3 Where an employee is being considered for redeployment and has no prior experience in, or apparent suitability for work in an area, this will not be used as sufficient reason alone for filling a vacancy in such an area from elsewhere. Retraining will be seriously considered where appropriate to equip the employee to perform the alternative job where it is appropriate and possible in an acceptable timeframe.
- 39.3.4 Offers of redeployment shall be made in writing to the employee stating the location, job level, remuneration, benefits, job description, transfer details and whether the position is considered to be comparable by Hostplus.
- Employees will be given two (2) weeks to consider the offer of redeployment to a non-comparable position and one (1) week for a comparable position.
- 39.3.5 If an employee accepts redeployment to a non-comparable position, a two (2) month trial period in the new position will be put in place. Should either the employee or Hostplus find that the role is unsuitable the employees service will be terminated without loss of entitlement to retrenchment payments, calculated to the date when service actually ends,

except that in the case of termination due to serious misconduct, no retrenchment payments in accordance with clauses 40.4 and 40.5 will be payable.

- 39.3.6 If the employee is offered redeployment to a comparable position, it is expected that the employee will accept the offer. If, however, the employee declines the offer, the employee's employment will be terminated as a result of redundancy but no retrenchment payments in accordance with clauses 40.4 and 40.5 will be payable.
- 39.3.7 If an employee is offered and accepts a position which involves relocation away from the city in which the employee previously resided then reasonable relocation costs will be met by the Fund.
- 39.3.8 Where an employee is transferred to lower paid duties by reason of redundancy the same period of notice must be given as the employee would have been entitled to if the employment had been terminated and the employer may at the employer's option, make payment in-lieu thereof of an amount equal to the difference between the former ordinary rate of pay and the new ordinary time rate for the number of weeks of notice still owing.

39.4 Notice Of Termination

- 39.4.1 Employees to be retrenched will be given the maximum practical forewarning of their retrenchment and the specific retrenchment date. No employee will be given less than eight (8) weeks' period of notice in writing.
- 39.4.2 Payment in lieu of all or part of the prescribed notice in clause 40.4 must be made by Hostplus only if all or part of the appropriate notice period is not required to be worked.
- 39.4.3 Hostplus will establish or access appropriate counselling and information procedures for employee not internally redeployed or placed in other organisations.
- 39.4.4 An employee who has been given formal notice of retrenchment and wishes to resign prior to the specified date of retrenchment may elect to resign at an earlier date whilst maintaining the full notice period entitlements provided that Hostplus is in agreement, or resign at an earlier date by providing two (2) weeks' notice. In this event the employee would forego the balance of their notice period entitlements.

39.5 Severance Payment

- 39.5.1 An employee whose employment is terminated by reason of redundancy is entitled to the following amount of severance pay in respect of a period of continuous service:
- i. salary in lieu of notice in accordance with clause 40.4, plus
 - ii. three (3) weeks salary for each completed year of service, plus
 - iii. one (1) additional week of salary if the employee has only completed one (1) full year of service, but less than two (2) full years of service, with Hostplus at the time their employment is terminated on the grounds of redundancy; plus
 - iv. a pro-rata payment for each completed month of service in the final year of service.
- 39.5.2 All severance payments will be calculated to be no less than requirements under the Act.
- 39.5.3 The minimum payment shall be the equivalent of twelve (12) weeks salary.
- 39.5.4 The maximum payment shall be the equivalent of 104 weeks' salary.

- 39.5.5 An employee who has transferred from full-time to part-time employment or vice versa, will have his or her retrenchment payments paid on a pro-rata basis on the actual time worked in each mode using the employee's current salary.
- 39.5.6 In addition to the payments described above, a retrenched employee will be paid Annual Leave accrued, but not yet taken and Long Service Leave accrued, but not yet taken in accordance with the provisions of this Agreement.
- 39.5.7 If an employee has accepted an offer of employment from Hostplus which requires the employee to move interstate and the employee is retrenched within two (2) years of such a move, Hostplus will pay reasonable moving expenses to enable a return to the city of origin.

39.6 Transmission of business

- 39.6.1 The provisions of clause 40.5 are not applicable where a business is before or after the date of this Agreement, transmitted from Hostplus to a new employer (in this clause called the New Employer), where the employee accepts employment with the New Employer, which offers the employee terms and conditions substantially similar to, and, considered on an overall basis, no less favourable than, the employee's terms and conditions of employment with Hostplus.
- 39.6.2 If Hostplus transmits all or part of its business to a New Employer, and as a consequence an employee's role is made redundant, they cannot reasonably be redeployed to another role within Hostplus, but have been offered employment by the New Employer on terms and conditions substantially similar to, and, considered on an overall basis, no less favourable, the employee may opt to have their employment terminated by Hostplus and be paid any severance entitlement payable to them under this Agreement instead of accepting the offer of employment from the New Employer.
- 39.6.3 The Commission may vary clause 40.6 if it is satisfied that this provision would operate unfairly in a particular case.

39.7 Redundancy Disputes

- 39.7.1 Redundancy disputes will be managed in accordance with the provisions of clause 41.

39.8 Job Search Entitlement

- 39.8.1 Where the employer has given notice of termination to an employee, an employee shall be allowed up to one (1) days' time off, without loss of pay for the purpose of seeking other employment. The time off shall be taken at times that are convenient to the employee after consultation with the employer.

40. Dispute Resolution

- 40.1.1 If a dispute arises about:

- i. this Agreement; or
- ii. the NES provisions

the parties to the dispute will attempt to resolve the dispute at the workplace level by discussions between the employee(s) and the relevant People Leader.

- 40.1.2 As soon as is practicable after the dispute or claim has arisen, the employee will take the matter up with their People Leader affording them reasonable opportunity to remedy the dispute or claim.
- 40.1.3 Where the attempt at settlement has failed, or where the dispute or claim is of such a nature that a direct discussion between the employee and their immediate People Leader would be inappropriate, the employee will immediately take the matter up with their next level People Leader.
- 40.1.4 If the matter remains unresolved in so far as either party is concerned, the Chief People Officer will be notified and will attempt to resolve the dispute or claim.
- 40.1.5 Where the previous steps have failed to resolve the matter or where the dispute or claim is of such a nature that a direct discussion between the employee and their People Leader and/or the Chief People Officer would be inappropriate, the employee may notify a duly authorised representative of the FSU, the ASU or other employee nominated representative who, if the representative considers that there is some substance to the dispute or claim, will take the matter up directly with the employer.
- 40.1.6 If the matter cannot be resolved at the workplace level, a party or their representative may refer the dispute to the FWC for resolution using any of its powers. This includes the power to arbitrate any dispute.
- 40.1.7 Notwithstanding the previous steps, an employee may contact a representative of their choice for advice or representation at any stage of the procedure. Hostplus will recognise the representative for all purposes involved with the resolution of the dispute.
- 40.1.8 The parties to the dispute and their representatives must act in good faith in relation to the dispute.
- 40.1.9 Without prejudice to either party, all work will continue in accordance with the status quo as it existed prior to the dispute while the matters in dispute are being dealt with in accordance with this clause.
- 40.1.10 The parties to the dispute agree to be bound by a decision made by the FWC in accordance with this term.
- 40.1.11 None of the above procedures shall restrict a party to a dispute (or their representative) from referring a dispute to the FWC for resolution at any stage.
- 40.1.12 A decision that the FWC makes when arbitrating a dispute is a decision for the purpose of Div 3 of Part 5.1 of the Act. Therefore, an appeal may be made against the decision.



Union and Representational Rights

41. Union Rights

41.1 Rights of Entry or Access

41.1.1 An official of the FSU or the ASU may enter Hostplus premises, having given Hostplus 24 hours prior notice, for any purpose connected to the exercise of their duties, including:

- i. consultation with employees covered by the Agreement about their rights and obligations under the Agreement;
- ii. consultation with employees covered by the Agreement about the operation of the Agreement;
- iii. to deal with disputes arising under the Agreement;
- iv. consultation with employees about the negotiation of a replacement Agreement;
- v. to participate in induction meetings for new employee of Hostplus; and
- vi. for any other purpose connected to the work of the employee covered by this Agreement, or the relationship between the FSU and/or the ASU, and Hostplus.

However, nothing in this clause provides the FSU or the ASU with a right to enter premises contrary to Section 194(f) or (g) of the Fair Work Act.

41.2 FSU and/or ASU Workplace Representatives

41.2.1 To facilitate a consultative and co-operative approach to employee relations within the workplace, employees who have been duly appointed as FSU or ASU Workplace Representatives by the FSU or ASU will be allowed reasonable and sufficient time and reasonable facilities during working hours to enable them to attend to their duties as Workplace Representative, including:

- i. consultation about major workplace change;
- ii. consultation about changes to rosters or hours of work;
- iii. resolution of disputes;

- iv. disciplinary processes;
- v. enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the Act or is assisting the delegate's organisation with enterprise bargaining;
- vi. any process or procedure within the Agreement or policy of the employer under which eligible employees are entitled to be represented and which concerns their industrial interests;
- vii. participating in the operation of the union;
- viii. attending union education; and
- ix. addressing new employees about the benefits of union membership at the time that they enter employment.

41.3 Trade Union Training Leave

- 41.3.1 FSU and/or ASU workplace representatives, with approval of the union and upon application in writing, shall be entitled to attend trade union training and attend courses conducted by an approved training provider, that are designed to provide skills and competencies that will assist the delegate or workplace representative contribute to the prompt resolution of disputes and or grievances in the workplace. Subject to Chief approval, an FSU or ASU workplace representative is entitled to five (5) days paid leave in any calendar year for the purpose of attending such training, and then an additional one (1) day of paid leave in each subsequent calendar year for further training.
- 41.3.2 The application to the employer must be in writing, include the nature, content and duration of the course to be attended, and normally be provided with 14 days' notice of the proposed training.
- 41.3.3 The granting of leave pursuant to this clause shall be subject to the employer being able to make adequate staffing arrangements amongst current employees during the period of such leave. The employer shall not use this sub-clause to avoid an obligation under this clause.
- 41.3.4 Leave of absence granted pursuant to this clause shall count as service for all purposes of this Agreement.
- 41.3.5 Each employee on leave approved in accordance with this clause shall be paid all ordinary time earnings.
- 41.3.6 All expenses (such as travel, accommodation and meals) associated with or incurred by the employee attending a training course as provided in this clause shall be the responsibility of the employee or the union.
- 41.3.7 An employee may be required to satisfy the employer of attendance at the course to qualify for payment of leave.
- 41.3.8 An employee granted leave pursuant to this clause shall, upon request, inform the employer of the nature of the course attended and their observations on it.
- 41.3.9 In the event of a disagreement arising from the outcome of this clause, the matter may be settled using the dispute settlement procedures of the Agreement.

41.4 Industrial leave

- 41.4.1 Where an FSU or ASU member holds an honorary official position in the FSU or ASU, Hostplus understands that there may be additional duties which may include attendance at FSU or ASU conferences, Enterprise Council or Executive Committee meetings. Reasonable additional leave will be made available for anyone who holds an honorary official position provided it can be accommodated by Hostplus taking into account the number of honorary officials employed by Hostplus relative to the size of Hostplus workforce in the relevant state. This additional paid leave is capped at the equivalent of one (1) day per calendar month.
- 41.4.2 The FSU and/or ASU will provide written notification if any FSU or ASU member holds an honorary position and the extent of time required to carry out their duties.
- 41.4.3 Leave of absence granted pursuant to this clause, shall count as service for all purposes of this Agreement.
- 41.4.4 Each employee on leave approved in accordance with this clause, shall be paid all ordinary time earnings.

41.5 Entitlement to reasonable communication

- 41.5.1 A workplace delegate may communicate with eligible employees for the purpose of representing their industrial interests. This includes discussing membership of the delegate's organisation and representation with eligible employees.
- 41.5.2 A workplace delegate may communicate with eligible employees during working hours or work breaks, or before or after work.

41.6 Entitlement to reasonable access to the workplace and workplace facilities

- 41.6.1 The employer must provide a workplace delegate with access to or use of the following workplace facilities:
- i. a room or area to hold discussions that is fit for purpose, private and accessible by the workplace delegate and eligible employees;
 - ii. a physical or electronic noticeboard;
 - iii. electronic means of communication ordinarily used in the workplace by the employer to communicate with eligible employees and by eligible employees to communicate with each other, including access to Wi-Fi;
 - iv. a lockable filing cabinet or other secure document storage area; and
 - v. office facilities and equipment including printers, scanners and photocopiers.
- 41.6.2 The employer is not required to provide access to or use of a workplace facility under clause 42.6 if:
- i. the workplace does not have the facility;
 - ii. due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
 - iii. the employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

41.6.3 Before exercising entitlements under clause 42, a workplace delegate must give the employer written notice of their appointment or election as a workplace delegate. If requested, the workplace delegate must provide the employer with evidence that would satisfy a reasonable person of their appointment or election.

41.6.4 An employee who ceases to be a workplace delegate must give written notice to the employer within 14 days.

42. Right to Representation

42.1 Representation

42.1.1 Employees may appoint a representative for the purposes of the procedures in clause 39. Hostplus must recognise an employee's representative if:

- i. the employee appoints a representative for the purposes of consultation;
and
- ii. the employee advises Hostplus of the identity of the representative.



Schedules and Appendices

Schedule 1 – Minimum Rates

The specified minimum salaries for full time employees will apply during the life of the Agreement and be effective from the commencement of the first full pay period on or after 1 July each year in the nominal term of the Agreement.

Grade	1 July 2026*	1 July 2027	1 July 2028	1 July 2029
5	\$75,512	\$78,532	\$81,281	\$84,126
6	\$81,084	\$84,327	\$87,278	\$90,333
7	\$93,028	\$96,749	\$100,135	\$103,640
8	\$117,392	\$122,088	\$126,361	\$130,784
9	\$134,300	\$139,672	\$144,561	\$149,620
10	\$154,802	\$160,994	\$166,629	\$172,461
M	\$179,127	\$186,292	\$192,812	\$199,560

* Rates effective 1 July 2026 are inclusive of the increase provided for in clause 9.2.1(i) of this Agreement.

Schedule 2 – Supported Wage Arrangements

Application

This applies to employees who, due to disability, may require assessment of their productive capacity and are eligible for the Supported Wage System in accordance with the Act.

Supported Wage System means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: www.jobaccess.gov.au.

Supported Wage Assessment

An employee may be paid a supported wage only where the employee has been assessed by an approved assessor accredited under the Supported Wage System.

The supported wage payable will be the percentage of the applicable minimum rate of pay under this Agreement determined by that assessment and must not be less than the minimum amount prescribed under the Supported Wage System Handbook.

Review of assessment

The assessment will be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review will be in accordance with the procedures for assessing capacity under the Supported Wage System.

Other terms and conditions of employment

Employees covered by this schedule 2 will be entitled to the same terms and conditions of employment as all other workers covered by this Agreement.

Schedule 3 – Classification Structure and Work Grade Descriptors

GRADE 5

Grade Profile

Reception, administrative, and entry-level support roles that undertake a range of well-defined tasks within the work area.

Level Features

- positions at this level typically perform a range of well-defined administrative and/or support tasks or activities within specified guidelines.
- typical contacts for positions within this level may be visitors to Hostplus office premises and other Hostplus colleagues. The purpose of most communications would be to identify needs and convey factual information.
- most work situations are recurring and problems can be solved by applying basic principles/procedures and established practices. Some positions at this level may need to choose alternative courses in order to reach a decision.
- proficiency at this level can be gained through repetition of tasks and experience on the job.
- support and guidance are readily available for any complex or new issues.
- positions at this level typically provide a service or information that is used by others in the completion of their tasks and may require some degree of basic explanation or definition.

- typically, positions at this level have little accountability regarding the processes and procedures used to complete the work, though they generally have some degree of accountability for the delivery of the service provided.

Skills and Experience

- advanced secondary school education and possibly vocational training.
- knowledge of relevant procedures, guidelines and instructions relating to the tasks performed.
- experience in operating and maintaining a range of equipment and office systems.
- an understanding of relevant work area's systems and processes.

GRADE 6

Grade Profile

Experienced administrative and service roles that provide specialist team and member support and/or co-ordinate a range of tasks.

Grade Features

- the capacity to apply advanced clerical/administrative/secretarial skills and knowledge is required to document procedures.
- for service roles, the ability to service member enquiries by providing sound product knowledge, factual and general advice and options to effectively offer a board range of products and services to our members.
- a common theme typically applies to the problems, processes and way work is delivered at this level. A typical sequence of events may include:
 - gathering information
 - assessing content
 - presenting written information
 - completing routine processes
 - work scheduling
 - resourcing
- positions at this level may be required to obtain the co-operation of others to comply with administrative requirements. Positions may also be required to provide information to members and employers on a course of action appropriate to their needs and consistent with policies and guidelines.
- there are well defined number of methods, techniques or processes which may be used in completing the work and a requirement to determine the position's own work program within established priorities.
- positions interpret well-established procedures, precedents and guidelines in order to distinguish between alternate courses of action.

- positions at this level typically have some independence in achieving prescribed goals. They balance day-to-day priorities, modify processes, diagnose problems and initiate rectification.
- positions at this level may exercise a degree of discretion and choice in the manner in which they provide a service. General guidelines, procedures, policies and regulation but require interpretation and application to specific events/activities.
- for service roles, positions at this level will be required to have a generic knowledge of the economic environment, operations of financial markets and financial product knowledge.
- for service roles, positions at this level will be required to have superannuation specialist knowledge and relevant qualifications that may be required for those positions interacting with employees and/or members.

Skills and Experience

- advanced secondary school education and vocational training plus significant work experience
- relevant industry qualifications
- a broad understanding of the work area and internal processes
- administrative, commercial or operational experience

GRADE 7

Grade Profile

Base level professional and administrative leadership positions that provide sound advice and recommendations or enhance and redefine administrative practices within strict guidelines. First level supervisory roles in operational areas.

Grade Features

- positions at this level are typically base level professional positions or may lead small-medium teams of similar disciplines and interchangeable skills and instruct and organise the work of other employees, or to provide advice and guidance to entry level positions.
- positions perform a range of varied, yet integrated tasks. A common theme typically applies to the projects, problems, processes and way work is delivered at this level.
- positions at this level require the ability to obtain co-operation or assistance in the administration of well-defined activities. As well as exchanging information, position incumbents communicate with counterparts in other business units, subordinates, peers and management and/or external clients. This is done to discuss commercial or administrative issues, obtain information, resolve problems, reach agreement on overall plans or schedules, or gain co-operation to participate in an activity.
- position objectives, procedures and operating standards are clearly defined through guidelines and requirements, and through recognised techniques and

methods associated with the discipline concerned. Application of professional standards, education and training, established procedures and recognised techniques would occur. Typical tasks could include:

- investigation
 - analysis
 - diagnosis
 - identification of the most reliable intervention
 - mapping a course of action identifying others in the delivery of a solution
- alternative courses of action exist and may be followed, though the influences to be taken into account when assessing each course of action are few and effective choice can be readily learned.
 - administrative leadership roles may enhance or redefine operational practice within policy or regulatory guidelines and may be called upon to resolve more complex operational problems without reference to higher levels.
 - professional positions at this level are expected to provide sound advice and recommendations which influence the decisions made by others, including supervisors and peers, in the monitoring, development and delivery of major programs. The general quality of the advice is monitored by others and there are typically several other equally sound sources of advice within the organisation, or well defined policy and practices covering most issues.
 - typically, positions at this level exercise a degree of discretion and choice in the manner in which they provide a service. General guidelines, procedures, policies and regulation may apply but require interpretation and application to specific events/activities.

Skills and Experience

- a degree or equivalent qualifications, or extensive subject matter knowledge with broad experience
- knowledge of relevant legislation, policies and procedures
- extensive experience in relevant specialised area, with some experience in leading or coaching entry level support positions

GRADE 8

Grade Profile

Professional roles and/or lower-level management roles that may provide authoritative advice and solutions, team planning, or resource management within agreed operational and corporate parameters. Positions may manage a specific operational function or provide specialist advice within Hostplus.

Grade Features

- positions at this level require proficiency in applying established professional or commercial disciplines. Positions at this level would typically have several years

of experience and involvement in a range of challenging projects and/or coaching from specialist or senior managerial employees. Management positions would have many years' experience in work planning, scheduling, evaluation of area outcomes, designing work practices and managing workflows and the quality of work produced.

- worked performed by positions at this level typically focused on one particular area of the business unit, though work must be co-ordinated with other activities performed within the business unit and across the business generally
- positions at this level require the ability to obtain co-operation or assistance in the administration of well-defined activities and/or to influence others in the achievement of set objectives. As well as exchanging information, position incumbents communicate with counterparts in other business units, subordinates, peers and management and/or external clients. This is done to discuss commercial issues, resolve problems, reach agreement on overall plans and schedules, or gain co-operation to participate in an activity.
- positions at this level are typically expected to adapt or modify the techniques and processes used to perform the work, in order to meet requirements. Some positions at this level may be required to develop or modify specific operational methods, policies, practices or standards.
- problem resolution is a relatively frequent requirement for positions at this level. However, the types of issues resolved are typically recurrent and problem resolution can generally be achieved within existing organisational and professional knowledge and experience.
- positions at this level are expected to provide sound advice and recommendations to counterparts in other business units, subordinates, supervisors and peers regarding the monitoring, development and delivery of specific projects.
- for professional positions, the general quality of the advice is monitored by others and the more difficult decisions are discussed with People Leaders/subject matter experts.
- positions at this level provide advice within the constraints of policy guidelines and professional standards. Recommendations are typically submitted to a People Leader or Executive.
- positions at this level are typically held individually accountable for the integrity, reliability and validity of the advice provided. The position may seek and use advice, information and opinion from others in forming the advice provided.

Skills and Experience

- a degree or equivalent qualifications plus substantial work experience in a relevant area.
- experience in the provision of relevant services, together with a good understanding of relevant processes.
- knowledge of relevant legislative and statutory provisions.

- a broad understanding of the relevant Business Unit's operations and specialisations, including quality standards and processes.

Grade 9

Grade Profile

Senior professionals and Business Area Managers who provide advice and professional leadership in their area with functional influence and impact.

Grade Features

- positions at this level are typically managers or senior professionals requiring advanced skills in a specialised discipline.
- work performed by positions at this level must be co-ordinated with other activities performed within the Business Unit. Work is usually applied to a diverse set of conditions, and includes a variety of client populations and multiple and diverse topics/issues. Typically there is a need to gain the participation of a network of stakeholders with different contributions.
- positions at this level require the ability to actively influence and convince others in the pursuit of achievement of a specific set of objectives.
- positions at this level perform a range of activities in a complex, specialised environment. The work regularly requires the development or modification of specific operational methods, policies, practices or standards.
- problem resolution is a relatively frequent requirement for positions at this level. Problem resolution can generally be achieved within existing organisational or professional knowledge and experience.

Skills and Experience

- extensive experience in their area of subject matter expertise demonstrated leadership or advanced skills in area of operation
- broad knowledge of Hostplus' strategy, processes and functions
- demonstrated leadership in quality principles and standards
- specialist tertiary or degree qualification

Grade 10

Grade Profile

High level influencer, providing business/technical or thought leadership, whilst contributing significantly to the advancement of long-term strategic direction; aligning business unit plans and activities with broader company plans; and

Providing function direction and achieving results through others, influencing key business unit decisions and identifying and steering opportunities for business improvement; and

Leading an organisational unit/department/project.

Grade Features

- senior professional positions at this level are expected to provide high level, specialist advice and recommendations regarding the monitoring, development and delivery of specific projects. The general quality of the advice is broadly overseen by an Executive.
- management positions at this level are expected to provide expert advice and counsel regarding major corporate issues, through a well-established body of knowledge regarding the area of expertise exists.
- positions responsible for expenditure or revenue at this level have substantial operational autonomy and delegations, are expected to vary plans and practice to meet client needs and can introduce limited or short-term changes without approval.
- positions at this level are held individually accountable for the integrity of advice provided or for action taken within agreed or approved budgets, financial or operational constraints. Positions may refer substantial decisions to more senior managers and do not have to control all facets of decision making which influence plans, outcomes, operating costs or revenues.
- work performed at this level regularly requires the development or modification of established methods, systems or policies, or the relating of precedent to new situations. The modification and development of guidelines by a position at this level may affect the way work is performed by others even outside the immediate work environment.
- these positions are expected to lead the investigation of major corporate issues to stimulate the development of strategies to resolve problems affecting Hostplus' operations.

Skills and Experience

- extensive experience in their area of subject matter expertise
- demonstrated leadership or advanced skills in area of operation
- broad knowledge of Hostplus' strategy, processes and functions
- demonstrated leadership in quality principles and standards
- specialist tertiary or degree qualification

Grade M

Grade Profile

Practice leaders, senior professionals, technical experts, or senior managers who provide advice and professional leadership in strategic planning and development in their Business Unit.

Level Features

- the nature of the work at this level requires highly specialised commercial, professional or advanced managerial capability. Roles at this level are often involved in planning, organising, directing and controlling the work of other

managers or senior professionals, or have many years' experience and/or advanced commercial training.

- work performed by positions at this level covers most of the areas within an organisational function and must be co-ordinated with other activities performed within the unit and other business functions. Work is usually applied to a diverse set of conditions and includes a variety of client populations and multiple and diverse issues.
- positions at this level typically manage subordinate managers or employees with advanced skills in a specialised discipline.
- problem resolution is a frequent requirement for positions at this level. Work demands the identification and development of ideas, the detailed analysis of alternative courses of action and their implications, addressing difficulties/problems in the work environment, devising action plans and advancing new approaches. In some instances, the resolution of issues may break new ground for Hostplus.
- positions at this level are expected to provide expert advice or counsel even though the organisation may seek alternative advice or a second opinion on sensitive issues.
- positions responsible for expenditure or revenue at this level are bound by broad practice and guidelines and are subject to Executive Management direction but have significant freedom to determine how to achieve end results. Achievements are generally measured against set targets or budgets.
- positions at this level are held individually accountable for the integrity of advice provided or for action taken within agreed or approved budgets, financial or operational constraints. Positions may refer substantial decisions to the Executive Management Team and do not have to control all facets of decision making which influence plans, outcomes, operating costs or revenues.

Skills and Experience

- extensive experience in their area of subject matter expertise
- demonstrated leadership in the area of operations
- comprehensive knowledge of Hostplus' strategy, processes and functions
- comprehensive knowledge of all quality standards, principles and processes
- specialist tertiary or degree qualification