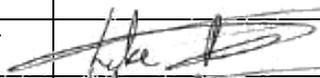


DISCRETIONARY PAID TIME OFF

DOCUMENT TITLE: Discretionary Paid Time Off

REVISION: 1.01

DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2024	1.01
Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01

DISCRETIONARY PAID TIME OFF POLICY:

This policy describes how you can take paid time off for medical and dental appointments and for compassionate leave, at the Company's discretion.

Medical and Dental Appointments

We recognise that it is not always possible to obtain appointments outside normal working hours, and therefore will generally authorise such absences if, where reasonably possible, these are agreed in advance with your Manager.

This will be paid time off, unless you have failed to provide reasonable advance notification.



Luke Deasy
Managing Director