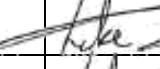
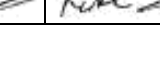


**DOCUMENT TITLE:** Discretionary Paid Time Off

**REVISION:** 1.01

**DOCUMENT CONTROL LOG:**

|                    | Name       | Role              | Signature                                                                         | Date       | Rev  |
|--------------------|------------|-------------------|-----------------------------------------------------------------------------------|------------|------|
| <b>Prepared By</b> | Luke Deasy | Managing Director |  | 10/02/2023 | 1.01 |
| <b>Reviewed By</b> | Luke Deasy | Managing Director |  | 12/06/2023 | 1.01 |
| <b>Reviewed By</b> | Luke Deasy | Managing Director |  | 12/06/2024 | 1.01 |
| <b>Reviewed By</b> | Peter Lane | EHS Officer       |  | 12/06/2025 | 1.01 |
| <b>Reviewed By</b> | Luke Deasy | Managing Director |  | 12/06/2026 | 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.



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Luke Deasy  
Managing Director