

**Policy Name: Work Travel and Additional Work Payments**

**Policy Number: 2.11**

**Date: February 2023**

## **POLICY STATEMENT:**

As a National company, JC Steele recognises that travelling for work is necessary to meet our commitments to our customers. For many of us, some amount of travel is an expected part of our job. However, we also recognise that the complexity and duration of our projects have increased, which sometimes results in extended travel that may involve both additional hours of work and time away from family and friends. Our aim is to recognise the significant efforts of our team to meet customer needs and help a project be successful, while also allowing for time off to rest/recharge.

While a reasonable number of additional hours and travel is expected of our salaried employees, this policy aims to reward work travel and additional hours above and beyond what is reasonable and customary.

## **PROCEDURE:**

### **1. Travel, Transport, Transfers and Accommodation**

- a. Where accommodation and/or flights are required for work, JC Steele will make the arrangements and will pay for all travel related expenses. If authorised under the Purchasing Authorisation Policy, employees are permitted to book their own accommodation, flights and travel related expenses within authorisation limits. Otherwise, all travel and accommodation bookings are to be requested through the Administration Manager.
- b. The requirement for overnight accommodation and or flights will be assessed on a case-by-case basis, with consideration given to the:
  - i. number of hours required at the job and/or jobs
  - ii. number of people sharing the car with the ability to drive
  - iii. anticipated number of hours driving required
  - iv. anticipated start and or finish time of the job and or jobs.
- c. Employees travelling long distances by car for work purposes must use a JC Steele company car unless otherwise approved by the Managing Director.
- d. Employees travelling interstate for work will have economy airfares provided. JC Steele will also provide company paid transfer and/or transport options to and from the airport. If a JC Steele

employee does use their own car, JC Steele will reimburse the employee for the cost of airport long-term parking or an alternative off-site independent airport parking facility.

- e. The more cost-effective option of transfer or transport must be taken. Example: Where it is more cost effective for an employee to take a taxi to and from the airport (in place of kilometre and airport parking fee reimbursement), they are required to do so.
- f. JC Steele will provide transfers and/or transport for employees for work purposes when on a work trip. Transport may include a hire car, use of taxi's and or public transport. Employees will be advised of their transfer and or transport prior to the work trip commencing.
- g. Accommodation provided will typically be a commercial hotel or motel, or serviced apartment style accommodation.
- h. On occasion an employee may wish to extend their work trip for personal reasons. JC Steele will endeavour to support the request where possible. Any fees, charges, costs, meals, transport and or other miscellaneous items will be at the employee's expense for the personal portion of the work trip. This includes any fees and charges to change any work-related travel transfers, transport, accommodation and or flights.
- i. When travelling for work, all employees are required to adhere to all JC Steele policies, procedures and core values & behaviours. Employees need to be aware of OH&S and safety issues while travelling.
- j. An employee may wish for their partner, spouse or friend to accompany them on the work trip. Approval from the Managing Director must be sought prior to any such travel. Permission may be granted dependent upon the specific business needs and travel purpose, and subject to the following:
  - i. All costs, expenses, flights, accommodation, meals and other miscellaneous items will be paid by the person accompanying the JC Steele employee.
  - ii. Where an employee chooses to share a room with the accompanying partner, spouse or friend all accommodation costs will be at their own expense if JC Steele shared accommodation was available to them.
  - iii. If JC Steele shared accommodation was not available to them (i.e. two other people are sharing a room), JC Steele will pay an appropriate proportion of the accommodation costs and in line with JC Steele accommodation price cap.
  - iv. Any person not employed by JC Steele will not be permitted to attend a work-related site.
  - v. JC Steele will not accept any liability or responsibility for any person accompanying a JC Steele employee on a work trip.

## 2. Additional work payments and allowances

### a. Salaried employees

When travelling for approved work purposes, salaried employees will receive the following additional payments and allowances:

- i. An allowance equivalent to one (1) hour at the employee's calculated hourly rate will be paid for any night away from their usual place of residence on a Friday, Saturday or Sunday night while travelling within Australia.
- ii. An allowance equivalent to one (1) hour at the employee's calculated hourly rate will be paid for any night away from their usual place of residence while travelling outside of Australia.
- iii. Eight (8) hours of Time In Lieu will be accrued for any full Saturday or Sunday spent for approved work travel regardless of whether the day is spent travelling, working or includes some leisure time.
- iv. Four (4) hours of Time In Lieu will be accrued for the day of departure if you leave home on a Saturday or Sunday after 12:00pm.
- v. Four (4) hours of Time In Lieu will be accrued for the day of arrival if you arrive home on a Saturday or Sunday prior to 12:00pm.
- vi. While salaried employees are expected to work reasonable additional hours as part of their remuneration, where approved, work outside of standard working days will be paid at the relevant hourly rate. NOTE: All claims for payment for working additional hours must be approved by the Managing Director prior to the work being undertaken.

In accordance with the Time In Lieu policy, unless otherwise approved by the Managing Director, all Time In Lieu must be taken with one (1) month of the date upon which it is earned.

### b. Other Employees

When travelling for approved work purposes, wage employees will receive the following additional payments and allowances:

- i. An allowance equivalent to one (1) hour at the employee's standard hourly rate will be paid for any night away from their usual place of residence while travelling for work.
- ii. All approved work outside of standard working hours will be paid at the relevant hourly rate. NOTE: All claims for out-of-hours work must be approved by the employee's manager or the Managing Director prior to the work being undertaken.

Any work or travel not approved will not be eligible for additional payments or allowances.

All living away from home allowances will be paid in the pay cycle, after the travel has concluded.

### **3. Warehouse after-hours shifts**

On occasions, JC Steele requires assistance after hours with the dispatch or receipt of goods into its warehouse. All employees have the option to work in the warehouse if it is opened after-hours. To be informed of possible after-hours shifts the employee will need to join the business' WhatsApp group

- a. Where JC Steele needs to open its warehouse after-hours, a text message will be sent via the WhatsApp group identifying the total number of employees needed and any required qualifications.
- b. Employees who are available and want to work an after-hours shift need to reply to the text message to be considered for the shift. Employees will be notified where they are selected to work an after-hours shift and advised of the work times.
- c. All employees assisting the business through working an after-hours shift will be paid at four (4) times their double time hourly rate, for up to the first four (4) hours. Additional hours over four (4) hours will be paid at the employee's relevant overtime rate.