

Memorandum

To: All staff members

Re: Active Participation and Contribution in Critical Company Meetings and Trainings

Date: October 16, 2023

This memorandum serves to remind all staff that full attention is being given in addition to actively participating in critical trainings being delivered by assigned personnel of The Group or invited stakeholders.

The following conduct during company meetings and trainings are unacceptable and is considered unprofessional:

- Engaging in a non-related activity during the meeting/training e.g. taking a phone call without asking for permission, using personal social media, sleeping or eating, being distracted by other events
- Taking excessive breaks during meetings and trainings, which cannot be justified
- Not responding to relevant instructions or cues when prompted during the meeting/ training
- Refusing to participate in the meeting/training as appropriate
- Generally disengaged, lost and clueless about the agenda being discussed due to being distracted

While we attempt to offer a flexible work from home arrangement for all of our head office staff to benefit from, it is also a privilege that may be removed or reduced in order for the business to receive the reciprocal and fair exchange of attention it requires from its staff members.

Therefore, any evidence of such misconduct will be dealt in accordance with our Zero Tolerance Policies on workplace performance and conduct.

Please acknowledge through the QR code attached below to indicate your understanding of the details confirmed in this memorandum.

If you have any questions or concerns in relation to this matter, please contact the OAC Governance Unit on OAC-GOVERNANCE@ssfservices.com.au.

SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING

