

Benefits Policy

Purpose

The purpose of the Hamilton Island Benefits policy is to provide an overview of the primary benefits and the regulations that govern benefits and discounts provided to employees. These benefits are in addition to statutory requirements in accordance with relevant national and state legislation.

Scope

The policy applies to all permanent employees and associates of Hamilton Island Enterprises Limited and Hamilton Island Shared Services Pty Ltd. These benefits are not available to casual employees (refer to Casual Employee Benefits policy for the benefits those employees are eligible to receive).

Definitions

For the purposes of this policy, the following terms have the following meanings:

Associate	An immediate family member, spouse, partner, HIFD volunteer and other situations that are approved by General Manager, Civil Services at HIE'S sole discretion.
Employee	An employee of Hamilton Island Enterprises Limited or Hamilton Island Shared Services Pty Ltd.
Executive Team	Chief Executive Officer; General Manager Hotels; General Manager Food & Beverage; General Manager People, Culture & Development; General Manager Engineering Services; General Manager Retail, Activities & Marina; General Manager Civil Services; General Manager Sales & Marketing; General Manager Finance; General Manager IT; General Counsel; Head of Transformation; Director of Executive Operations & Planning.
HIE	Hamilton Island Enterprises Limited, Hamilton Island Shared Services Pty Ltd and all other subsidiaries and related entities.

Policy

Employee ID Card

All permanent and part time Employees that work on Hamilton Island are supplied an Employee ID card, Employees who travel to Hamilton Island can obtain an Employee ID Card upon request at the Robert Oatley College. The Employee ID Card must be presented in order to access the discounts which are included in this document.

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Wellbeing

Employees have free access to an Employee gym at Hamilton Island and the St Leonards office to support their health and wellbeing. Employees working on Hamilton Island have access to the staff gym free of charge or can join the Hamilton Island Sport Club (fees apply, contact the HI Sports Club for more information). Employees working at St Leonards are able to gain access to the building's gym.

To reduce the risk of Employees contracting an influenza virus, HIE offer Employees access to receive a complementary flu vaccine each year. These are either provided through partners administering the vaccine or through vouchers that Employees can access via a selected partner. This benefit is typically provided in April/May each year.

Counselling Service: Employees can access free counselling and support services provided by Whitsunday Crisis and Counselling services, up to a total of 5 sessions per concern. Counsellors regularly visit Hamilton Island and they provide telephone and video services to Employees between office hours of Monday to Friday 9am to 5pm. To access the service Employees can contact Whitsunday Crisis and Counselling on +61 7 4946 2999 or email intake@whitsundaycs.com.au, and providing details of your employment with HIE.

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Wi-Fi

Subject to the Terms of Use Employees residing in HIE owned Staff Accommodation have access to free Wi-Fi in their accommodation.

Subject to the Terms of Use all Employees have access to free Wi-Fi at Rainforest Cafe & Bar.

Salary packaging

Salary packaging (also known as salary sacrifice) is an Australian Taxation Office (ATO) approved benefit that allows Employees to pay for certain items with their pre-tax salary. HIE Employees have a number of salary packaging options available e.g. superannuation, rent. Employees living in the Whitsunday region may have their rent deducted from their pre-tax salary please contact Employee Relations on (07) 4946 8324 for more information or refer to the Hamilton Island salary packaging guidelines.

Robert Oatley College

HIE offers Employees the opportunity to improve their skills and obtain the necessary requirements and/or qualifications to progress their career. The Robert Oatley College provides Employees access to a range of learning and development opportunities including (but not limited to) food & beverage skills, hospitality skills, trade qualifications, license obtainment and renewal and leadership development. Training requirements need to be discussed and agreed with an Employee's manager.

Commuting/transfer discounts and benefits

HIE Employees have access to discounted rates on Cruise Whitsunday ferry tickets between Shute Harbour/Port of Airlie and Hamilton Island. A 10 pass ticket can be purchased from the Staff Accommodation and Island Security Office, or daily passes from Cruise Whitsunday Office. You must have a current Employee ID with you.

Car Parking

HIE Employees may access parking in HIE's parking facility at 3363 Shute Harbour Rd, Shute Harbour. To request a carpark please complete the online form - [Shute Harbour Carpark Request Form](#). There is a parking fee that is applicable for Employees who live on Hamilton Island.

Car parking at the St Leonards office is provided to some Employees.

Freight

Employees have access to freight transfers using the barge e.g. boats, jetskis etc. This is to be pre-booked and paid via the Logistics Office.

Boat/Jetski storage

Employees have access to a 20% discount off the cost of storage of boats, jetskis and jetski pontoons. This is to be arranged through the Marina Office and at their request payments can be deducted from an Employee's wages.

Barge Transfers

Employees have access to free transfers using the barge. No booking is required, Employees can catch the barge by arriving at the Logistics Office prior to the scheduled departure time with their Employee ID. Barge Employees will then direct Employees to the appropriate location. Employees must be wearing enclosed shoes to travel.

Employee meals

All Employees have access to Employee break rooms that provide free tea and coffee facilities.

Food & Beverage Employees rostered to work within a venue, Island Security Officers and Crowd Controllers may receive a free meal at the appropriate time within their shift.

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Discretionary Bonus

Some Employees are eligible for a discretionary bonus, performance bonuses and/or commission and these are outlined in the relevant bonus scheme guidelines.

Tips

Employees that work in guest facing roles may receive tips as part of their rostered shift. Tips earned within a venue during a service are to be divided equally amongst Employees who have worked during that week, and if eligible paid to employees on a weekly basis.

In line with the Hamilton Island Conflict of Interest Policy all gifts that an individual receives above \$250 must be declared.

Discounts

Food and Beverage

HIE Employees are eligible for a 20% discount on food and beverages at Hamilton Island venues (excluding Clubhouse restaurant, R-Bar and Rainforest Cafe). This discount is applicable when food is purchased as part of the order i.e. the discount will not apply to purchases that only include alcohol beverages. Employees need to present their Employee ID card in order to receive the discount.

During busy periods including school holidays, team members should be mindful that guests are given priority with reservations.

Rainforest Cafe and Bar - This is a cafe and bar that is dedicated to our Employees, contractors and concessionaire staff. Employees also receive meals at a discounted rate. A lunch truck visits specific work areas each day and provides Employees access to discounted items for purchase. The Rainforest Cafe also includes a mini convenience store, which provides Employees with access to purchase a small selection of groceries.

Accommodation

Employees are able to access discounted hotel accommodation rates for family & friends. Family & Friends discounted hotel rates, include breakfast and complimentary access to non-motorised water sports on Catseye Beach. Employees or their family/friends will need to go online to www.hamiltonisland.com.au/friends and complete the required details including Employee name and ID number.

Activities

HIE Employees receive:

- 50% off normal retail price for all non-motorised activities, including a round of golf and equipment hire
- 25% off normal retail price for all motorised activities, animal encounter sand photos at Hamilton Island Wildlife Park and at Island Bowling (lane hire and drinks)
- Free entry to Hamilton Island Wildlife Park (with gold coin donation)

Our Guest and Staff Activities team are dedicated to coordinating events and activities. They offer a range of options for Employees, including (but not limited to) access to our library and computers, weekly sports, movies, monthly sporting galas and theme nights with a DJ, craft and cooking classes, hikes, and volunteer opportunities.

The Gallery provides adult art classes at \$60 per person.

Merchandise

HIE Employees receive 20% off merchandise at Floral Collections, The Hut (excluding sale items, GoPro items), HI Designs, HI Jewellery, SALT, The Deckhouse, Hamilton Island Wildlife and The Gallery (excludes commission pieces e.g., art).

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Other discounts

HIE Employee's receive:

- 20% off HI Hair and Beauty and Spa wumurdaylin treatments
- 20% off items offered by Hi Photography, please ask for details as some exclusions may apply.

Weddings:

HIE Employees are eligible to receive a range of discounts when getting married on Hamilton Island. Any Employee that is planning to marry on Hamilton Island must use the services provided by Hamilton Island Weddings.

In order to receive the package discounts the following conditions apply:

- To qualify for discount package/s you must be employed by HIE for a minimum of 12 months.
- You must be employed by HIE at time of wedding for the discount to remain valid. All discounts will be removed if the Employee leaves HIE employment prior to the wedding date.
- Bookings are subject to availability.

Details of the discount available to eligible Employees is available by contacting Hamilton Island Weddings.

Role Specific benefits/discounts

Given the requirement to engage with guests on the topic of golf and the HI golf course, Golf Club Employees receive free golf and equipment hire.

To encourage Employees working in retail stores to wear clothing sold in the store, Employees who work within a retail store receive 25% discount off store items.

HIE Hamilton Island Employees that don't reside on Hamilton Island and earn less than \$55,000 per annum are provided with free return ferry trips from Shute Harbour.

Commuting /Transfers - Senior Employees of HIE are provided with passes which entitles them and an accompanying passenger free travel on particular services. These passes are authorised by the CEO and are issued at the CEO's sole discretion. Passes may be withdrawn at any time.

Security officers, crowd controllers, Hamilton Island Fire Department (HIFD) employees and HIFD volunteers are provided with free membership of the Hamilton Island Sports Club.

Additional benefits provided to the Executive Team

There are a number of benefits that apply to Executive Team, these benefits are outlined below.

Hamilton Island Sports Club membership - Executive Team members and their families that reside on Hamilton Island will be provided with free membership of the Hamilton Island Sports Club.

Activities – Executive Team members and their family are entitled to receive a Hamilton Island operated tour or activity once per year.

Discounts provided by other organisations

Businesses and tour operators may offer specials and discounted rates for HIE Employees. These do not form part of this policy and are offered at the discretion of those businesses. They should be contacted directly for further information.

Employees can access the Oatley Fine Wine Merchants members only online wine store 'The Sippery' to receive discounts on their products. www.thesippery.com.au

Employees are able to access discounted Aesop products for their personal use. Details of the products and process to order can be obtained by emailing purchasing@hamiltonisland.com.au. Note a minimum \$500 order value applies.

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Subject to change

This policy is subject to change and HIE reserves the right to vary, replace or amend it at any time. This policy does not comprise a term or condition of an Employee's employment with Hamilton Island Enterprises Limited or Hamilton Island Shared Services Pty Ltd, and does not create any contractual rights on the part of any Employee or impose any contractual obligations on Hamilton Island Enterprises Limited or Hamilton Island Shared Services Pty Ltd.

Document approval

Approved by: General Manager People, Culture & Development

Created: June 2023

Updated: