

Second Job Policy

Purpose

Given the range of business activities conducted by Hamilton Island Enterprises Limited, Hamilton Island Shared Services Pty Ltd and all other subsidiaries and related entities (**HIE**), there are opportunities for employees to apply for a second job to work in a different role and work area on a casual basis.

The second job arrangement is only available to employees who want to work additional hours outside of their primary position and who meet the eligibility criteria set out in this Policy.

Scope

This policy applies to all Employees of Hamilton Island Enterprises Limited and Hamilton Island Shared Services Pty Ltd.

Definitions

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

HIE	Hamilton Island Enterprises Limited and Hamilton Island Shared Services Pty Ltd and all other subsidiaries and related entities.
Modern Award	is a document which sets out the minimum terms and conditions of employment on top of the National Employment Standards (NES).

Policy

Eligibility Criteria

The following eligibility must be followed:

- The employee must be employed by HIE for at least 4 weeks before the employee is able to apply for a second job.
- Any application for a second job must follow the application process set out in the Second Job Guidelines.
- The second job must be covered by a different Modern Award to the employee's primary job.
- The employee must not already have a second job contract with HIE.

HIE has the absolute discretion to accept or reject any application for a second job.

Contractual Arrangements

Where an employee is successful in an application for a second job, HIE will offer the employee a separate Second Job Casual Employment Contract, which will set out the terms and conditions that apply, including the applicable rate of pay (inclusive of 25% casual loading) and classification level.

As the second job is a casual engagement, HIE and the employee can terminate the second job at any time without minimum notice of termination.

The second job will be separate and distinct employment to the employee's employment in connection with their primary job. As a result, the hours of work in the second job will not be counted for the purpose of their primary job for any purpose including (but not limited to) for the purpose of calculating overtime or leave entitlements.

Please refer to the Second Job Contract Guidelines for more information on the employment terms and conditions.

Workplace Training

HIE is committed to supporting employees in expanding their skills, knowledge, and experience by providing adequate workplace training. Please refer to the Second Job Contract Guidelines for more detail.

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Manager Responsibilities

It is the responsibility of the manager to:

- Ensure that the employee has received appropriate workplace training incl. venue induction.
- Monitor the hours the employee is working and address any signs of fatigue.
- Ensure the correct work rules are applied in UKG Workforce Dimensions and the employee is clocking in and out.

Employee Responsibilities

It is the employee's responsibility to:

- Advise their primary position manager that they have secured a second job contract.
- Attend their agreed shifts for their second job contract and ensure they have clocked in and out of each shift.
- Perform the duties captured in the position description to the required standard.
- Report any concerns of fatigue to both their primary and second job manager.

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 and Development

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