



DOMESTIC VIOLENCE SUPPORT POLICY

Introduction

Aussie Automotive Group (AAG) is committed to providing a caring and supportive work environment which is conducive to the welfare of employees who experience domestic violence.

Objectives of Policy

This policy reflects the paramount importance we attach to ensuring a workplace environment characterised by respectful relationships and gender equity.

Application of Policy

This policy covers all AAG Workers and Managers (including casuals).

Policy

This policy is concerned with domestic violence directed towards an employee of the Company. Domestic violence is an unacceptable form of behaviour in our society and AAG is committed to supporting employees who are affected by this.

What is family or domestic violence?

Domestic violence is violent, threatening or other abusive behaviour by a family member of an employee that seeks to coerce or control the targeted person, and which causes them harm or to be fearful. It includes physical violence, emotional, psychological, sexual and financial abuse.

How we approach the issue of domestic violence

We are aware that domestic violence can affect our employees in different ways. We are committed to providing a safe and supportive working environment by:

- training managers and employees to recognise when a person in the workplace might be affected by domestic violence
- raising awareness amongst managers and employees about domestic violence and the support offered by the Company to those affected, together with the details of agencies that can assist
- acting promptly and appropriately if there is any indication a person in the workplace is being subjected to domestic violence while at work, whether that be at our offices or any other place of work, consistent with our workplace health and safety obligations
- reporting the situation to the National HR Manager to determine course of action
- guaranteeing that information given to the National HR Manager will be kept confidential and any records of such information will be kept secure and will be deidentified or destroyed when no longer required
- helping employees who are experiencing personal, family or employment related problems
- considering requests for flexible working arrangements or special leave to assist an employee to respond to domestic violence affecting them. For example, to recover, settle, organise children, attend doctor's appointments, attend court appointments, seek legal assistance or relocate.
- These arrangements include, without limitation:
 - adjusted work schedules
 - leave during a working day
 - temporary relocation, and
 - up to 5 days of special unpaid leave per annum, non-cumulative



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If you wish to take one or more days of leave because you are experiencing domestic violence, you need to submit the request to your manager or the National HR Manager.

We may request evidence that would reasonably satisfy us of the need for such arrangements, including medical certificate, statutory declaration or police and/or court documentation, document issued by the domestic violence support service or other relevant information. This material will be kept secure and confidential and all copies will be either destroyed or returned to the person when no longer required.

Aussie Automotive Group

3 August 2021