



TOMAX
L O G I S T I C S

Providing safe & secure, end-to-end supply chain solutions since 1987

Office Working Hours Policy

Document # 20100208-021A

Reviewed: May 2023

Next Review: May 2025

Authorised: Group Human Resources & Compliance Manager

PURPOSE

This policy reflects Tomax Logistics' commitment to ensure that all employees' needs are catered for, while at the same time as protecting the company's interests and ability to offer complete services to clients.

POLICY

Designated work hours at Tomax Logistics are from **8:30AM to 5:00PM Monday to Friday** except official Victorian gazetted public holidays. Adjustments to official office contact hours for staff members will be considered on a merit basis via application. Staff seeking to have adjustments made to their office hours are requested to keep other staff members in mind and consider how the change to office hours may affect other members of their team.

If a staff member has to take leave from the office on a certain day but the leave is less than 3 hours, the staff member may make that time up during other days in the week, and as long as the time is made up there will not be a request for a leave form. For leave of more than 3 hours on a single day (resulting in less than 4.5 hours worked) the staff member must complete a leave form to apply for leave.

PROCEDURE

Staff wanting to apply for amended hours should use the *Office Hours Adjustment Request Form (Document # 20100218-022A)* and submit it to their supervisor. The supervisor will make their comments and recommendations and forward to the Group Human Resources & Compliance Manager for approval. Rejected applications will have a full written response as to the reasons for rejection and should offer a counter proposal for amended hours if appropriate.

REVIEW

Staff with adjusted working hours will have the arrangements reviewed at least every 12 months to ensure that the arrangements still satisfy the needs of the team and Tomax's requirements.