

1. PURPOSE

The purpose of this Policy is to establish the rules and provisions of Parental Leave at DEVELOP. DEVELOP is committed to supporting employees in taking the necessary time off to care for their child following a birth, surrogacy adoption or in the unfortunate event of a stillbirth.

2. WHO DOES THIS POLICY APPLY TO?

This Policy applies to employees of Develop Global Limited (ABN 28 122 180 205) and any of its subsidiaries (**DEVELOP**).

This Policy sets out when an employee will be entitled to paid and unpaid parental leave.

This Policy is effective on and from 28 June 2024 except for section 5.2 which will be effective on and from 1 July 2025.

Note: There are also entitlements under the Australian Government parental leave pay scheme which is separate from and not part of the arrangements discussed in this Policy.

3. ROLES AND RESPONSIBILITIES

Manager – HR	Ensure this Policy is maintained and is effectively administered
HR Team	Ensure employees are informed of the Policy and any variations that may occur
Payroll	Ensure accurate and timely processing of approved parental leave forms
Employees	Ensure the correct process is followed when applying for leave as per the requirements pertained in this Policy
Managers/Supervisors	Ensure employees adhere to the Policy requirements and approve leave in accordance with this Policy. Encourage employees to take the necessary time off and use the entitlements under this Policy.

4. DEFINITIONS

Birth	means birth of a child that occurs through pregnancy, surrogacy or where there is a stillbirth
Child	means a child under 16 years of age
De facto partner	means someone who lives with the employee in a relationship as a couple on a genuine domestic basis. The employee's partner can be the same sex or different sex to the employee, and either a current or former de facto partner of the employee.
Employee	means an employee of Develop Global Limited (ABN 28 122 180 205) and any of its subsidiaries
Medical Evidence	means a written certificate from a qualified medical practitioner
Parental Leave	Parental Leave is leave that can be taken when: - an employee becomes a parent through childbirth, surrogacy or still birth; - an employee's legally recognised partner, spouse or de facto partner becomes a parent through childbirth, surrogacy or stillbirth; or - an employee adopts a child.
Primary Carer	means the birth parent of the child. Where the Primary Carer is not the parent who has given birth to the child, the employee must provide evidence to the reasonable satisfaction of DEVELOP that they are the main person responsible for the care of the child and that they take on the majority of caregiving responsibilities, often during the initial period after the child's birth or adoption. Determination of whether an employee is a primary carer where they are not the birth parent under this Policy is at the absolute discretion of DEVELOP. There can only be one Primary Carer at

	any one time.
Secondary Carer	means a legally recognised partner, spouse or de facto partner of the primary care giver, who does not have primary care giving responsibilities

5. PAID PARENTAL LEAVE

5.1 Paid Primary Carer Leave

Eligibility

Employees will be eligible for DEVELOP's paid primary carer parental leave on and from the issue date of this Policy being 28 June 2024.

An employee is eligible for DEVELOP's paid primary carer parental leave if the employee:

- (a) is the birth parent or determined by Develop in its absolute discretion to meet the definition of Primary Carer;
- (b) is a full time or part time employee of DEVELOP;
- (c) has not already taken paid secondary carers leave for the birth of this child or adoption of this child; and
- (d) has completed 12 months of continuous service with DEVELOP before the time of birth of a child, date of the adoption of a child.

If an Employee is not the birth parent and they apply to take paid primary carer parental leave, the Employee must provide evidence to the satisfaction of DEVELOP that they are the main person responsible for the care of the child and that they take on the majority of caregiving responsibilities, often during the initial period after the child's birth or adoption. Determination of whether an employee is a primary carer where they are not the birth parent under this Policy is at the absolute discretion of DEVELOP. Evidence required includes but is not limited to:

- (a) Statutory declaration supported by a letter confirming the return to work of the employee's partner/spouse from their employer. (The return-to-work letter should demonstrate that the parent will no longer be the primary carer of the child and should detail the number of hours the parent will return to work and in what capacity);
- (b) 3 months' worth of pay slips showing hours worked; and
- (c) Any other evidence required by DEVELOP.

Employees engaged on a fixed term contract or casual basis are not eligible for paid primary carer parental leave. Such employees may however be eligible for unpaid parental leave.

Entitlement

Employees who are eligible for DEVELOP's paid primary carer parental leave are entitled to **13 weeks paid primary carer parental leave** for the birth or adoption of a child, starting immediately after the birth or date of adoption, unless otherwise stated in this Policy.

The Primary Carer's paid parental leave entitlement is to be paid at the employee's normal rate of pay inclusive of superannuation based on their ordinary hours of work and roster.

For example: a shift worker who is employed on a 7:7 or 14:14 roster will only be paid for the days they would have otherwise been rostered to work, during the 13 week period.

Paid parental leave will be paid within the employee's normal pay cycle.

Taking Paid Primary Carer Parental Leave

How to apply for paid primary carer's parental leave is set out in section 10 of this Policy. Paid primary carer parental leave must be used in the first 12 months following the birth or adoption of a child.

If the Primary Carer is giving birth, they can elect to start their paid parental leave up to 6 weeks before the child's due date.

If the Primary Carer is not the birth parent, the leave commences at the time when the employee

becomes the person taking on primary carer parental responsibilities.

An employee who is a Primary Carer can take their paid parental leave entitlement at the same time as a Secondary Carer whether the Secondary Carer is a DEVELOP employee or not.

5.2 Paid Secondary Carer Parental Leave

Eligibility

Employees will only be eligible for DEVELOP's paid secondary carers parental leave from **1 July 2025**.

An employee is eligible for DEVELOP's paid secondary carer parental leave if:

- (a) the employee meets the definition of a Secondary Carer in this Policy;
- (b) the employee is a full time or part time employee of DEVELOP; and
- (c) the employee has completed 12 months of continuous service with DEVELOP before the date of birth or date of the adoption of a child; and
- (d) the child is born or adopted on or from 1 July 2025.

Employees engaged on a fixed term contract or casual basis are not eligible for paid primary carer parental leave. Such employees may however be eligible for unpaid parental leave.

Entitlement

Employees who are eligible for DEVELOP's paid secondary carer parental leave are entitled to **one (1) week paid secondary carer parental leave** based on the employee's ordinary hours of work and roster, at any time within the 12 months of the birth or adoption of the child.

The Secondary Carer's paid parental leave entitlement is to be paid at the employee's normal rate of pay inclusive of superannuation based on their ordinary hours of work and roster. Paid secondary carer parental leave will be paid within the employee's normal pay cycle.

Taking Paid Secondary Carer Parental Leave

How to apply for paid secondary carer parental leave is set out in section 10 of this Policy. Paid secondary carer parental leave must be taken in a consecutive block of leave. Where the Secondary Carer is a shift worker and wants to take a full rostered block, the remaining time should be taken from accrued leave entitlements or unpaid leave. Paid parental leave must be used in the first 12 months following the birth or adoption of a child.

An employee who is a Secondary Carer can take their paid secondary carer parental leave entitlement at the same time as a Primary Carer whether the Primary Carer is a DEVELOP employee or not.

5.3 Other Leave During Paid Parental Leave

Employees can take annual leave, long service leave and compassionate leave during a period of paid parental leave. In such cases, the paid parental leave period will be extended by the amount of time the employee is on annual leave, long service leave or compassionate leave provided the total period of absence (including any paid parental leave) does not exceed 12 months.

Employees cannot take sick leave during paid parental leave unless as otherwise stated in this Policy (see section 5.4 of this Policy).

5.4 Pregnancy-related Illness

An employee who is pregnant may take sick leave or, where this is exhausted, unpaid leave, before or during a period of paid parental leave if:

- (a) the employee has a pregnancy-related illness;
- (b) the employee has a cesarean and needs time to recover;
- (c) the employee has a still birth; or
- (d) the pregnancy has ended within 28 weeks before the expected date of birth otherwise than by birth of a living child.

In such cases, the paid parental leave period for the employee will be extended by the amount of time the employee is on personal leave up to a maximum of 1 week.

The employee must provide supporting medical evidence for any leave taken associated with the scenarios listed above at section 5.5 (a) through to (d).

If sick leave is taken, the total period of parental leave (including any paid parental leave) cannot exceed 12 months unless stated otherwise in this Policy.

6. STATUTORY UNPAID PARENTAL LEAVE / OTHER LEAVE

6.1 Unpaid Parental Leave

Eligibility

An employee will be eligible for statutory unpaid parental leave if the employee:

- (a) is a full time or part time employee of DEVELOP, or a long-term casual employee of DEVELOP who would have a reasonable expectation of continuing employment within Develop on a regular and systematic basis but for the birth or adoption of the child;
- (b) has completed 12 months of continuous service with Develop before the date of birth or adoption of the child; and
- (c) the employee, the employee's spouse, or defacto partner, gives birth or the employee or the employee's spouse or defacto partner adopts a child.

Parents who experience a stillbirth or the death of an infant during the first 24 months of life can also take unpaid parental leave.

Entitlement

Employees who are eligible for statutory unpaid parental leave are entitled to **12 months of unpaid parental leave** from the date of birth or adoption of a child.

An employee taking 12 months parental leave can request an extension of up to a further 12 months leave (up to 24 months in total). The request must be in writing and given to DEVELOP at least 4 weeks before the end of the employee's initial period of parental leave. DEVELOP will respond to such requests in line with the Fair Work Act 2009 (Cth).

Taking Unpaid Parental Leave

How to apply for unpaid parental leave is set out in section 10 of this Policy. Unpaid parental leave can be taken as a single continuous period or flexibly in separate periods (up to 100 days).

For a pregnant employee, unpaid parental leave can be taken up to 6 weeks before the expected date of birth (or earlier if agreed), or within 12 months of the birth or adoption of the child. The employee who isn't pregnant can take unpaid parental leave at any time within 12 months of the birth or adoption of the child.

DEVELOP employees can take unpaid parental leave at the same time as their partner, spouse or defacto, whether that person is an employee of DEVELOP or not.

The combined total of paid and unpaid parental leave and other leave must not exceed 12 months (unless extended by agreement by DEVELOP).

6.2 Other Leave

Employees can take paid annual leave, long service leave and compassionate leave during a period of unpaid parental leave.

Employees cannot take sick leave during a period of unpaid parental leave unless exceptional circumstances apply and with the agreement of DEVELOP.

7. OTHER ENTITLEMENTS RELATED TO PARENTAL LEAVE

7.1 Unpaid Special Parental Leave

A pregnant employee will also be entitled to take unpaid special parental leave if the employee is not fit for work because of a pregnancy related illness or they have been pregnant, and their pregnancy ends after at least 12 weeks because of miscarriage or termination of pregnancy. The entitlement to unpaid parental leave is not reduced by the amount of unpaid special parental leave taken by the employee while they are pregnant.

8. TRANSFER TO A SAFE JOB

A pregnant employee is entitled to be transferred to an 'appropriate safe job'. An appropriate safe job is a job that has:

- the same ordinary hours of work as the employee's present position, or
- a different number of ordinary hours that the employee agrees to.

This entitlement applies if the employee has provided evidence (for example a medical certificate) that would satisfy a reasonable person that:

- they are fit for work, but
- it is inadvisable for them to continue in their present position during a period because of:
 - illness or risks arising out of the pregnancy, or
 - hazards connected with that position.

If there is an appropriate safe job available, the employee must be transferred to that job for the risk period (until it's safe to go back to their normal job or until they give birth), with no other change to the employee's terms and conditions of employment.

The safe job must have the same ordinary hours of work, unless the employee agrees to a different number of ordinary hours. The employer must pay the employee at their full rate of pay for the position they were in before the transfer and for the hours they work during the risk period.

8.1 No Safe Job Leave

- If there is no appropriate safe job available and the employee is entitled to unpaid parental leave, they are entitled to paid 'no safe job leave' for the risk period. They need to be paid at their base pay rate for ordinary hours of work during the risk period.
- If there is no appropriate safe job available and the employee isn't entitled to unpaid parental leave, they are entitled to unpaid 'no safe job leave' for the risk period. No safe job leave is paid at the base rate of pay for the employee's ordinary hours of work.
- If an employee is on paid 'no safe job leave' during the 6 week period before the expected date of birth, the employer can ask the employee for a medical certificate stating whether they are fit for work.
- If the employee doesn't give the employer a medical certificate within 7 days after the request, or they provide a certificate stating they are not fit for work, the employer can require them to take unpaid parental leave as soon as practical (if they are eligible).

The 'no safe job leave' ends when the period of unpaid parental leave starts.

8.2 Statutory Keeping in Touch Days

Throughout the parental leave period, employees are encouraged to keep in touch with their Manager to discuss return to work plans. Under the *Fair Work Act 2009* (Cth), employees can access up to 10 paid Keeping in Touch Days during a period of unpaid parental leave where both the employee and DEVELOP agree to the Keeping in Touch Day. The Keeping in Touch Days are intended to assist

employees to stay connected with the organisation and their team, be involved in planning discussions or meetings that may affect their role and ease the transition back to work.

A day is a Keeping in Touch day if the purpose of performing the work is to enable the employee to keep in touch with the employment. Keeping in Touch Days cannot occur within 14 days of the birth or adoption of the child (where the employee suggests the keeping in touch day), or within 42 days of the birth or adoption of the child (where DEVELOP suggests the keeping in touch day).

Keeping in Touch Days will be paid at the employee's normal rate of pay inclusive of superannuation for the hours worked on the Keeping in Touch Day and will be in addition to any paid parental leave. Annual leave and personal leave will accrue on a Keeping in Touch Day.

9. RETURN TO WORK

An employee returning from paid or unpaid parental leave is entitled to return to the position held immediately before the start of paid parental leave or to the position to which they were promoted or voluntarily transferred during paid or unpaid parental leave (this does not include a position to which a pregnant employee was transferred for safety reasons prior to commencing leave).

If the employee's previous position ceases to exist, the employee should be notified, where practical, of the relevant circumstances while on parental leave. Unless it is otherwise agreed in writing, the employee should, at the end of the period of parental leave, be appointed to an available position that is as close as possible in status and salary to the employee's former position or otherwise be made redundant. If the employee does not resume their former position or returns to work in a different employment capacity, new terms and conditions will be established to reflect the nature of the new role.

If an employee wishes to return to work, reduce their parental leave period or extend their parental leave period, they must provide a minimum of 6 weeks notice prior to the relevant date (unless in the case of stillbirth where notice will only be required as soon as practicable). Notice must be written and provided to their Manager and is subject to approval by the Managing Director.

DEVELOP is committed to reasonably accommodating flexible work requests to assist employees with work arrangements and parental responsibilities.

10. PREMATURE BIRTH AND BIRTH-RELATED COMPLICATIONS

Employees can put their paid or unpaid parental leave on hold if the child has to remain in hospital after the birth or is hospitalised immediately after birth. This includes if the child was premature or developed a complication or contracted an illness during birth or following birth.

This means that while their baby is hospitalised, an employee can return to work and the period where they are back at work will not be deducted from their paid or unpaid parental leave. The employee can then resume their paid or unpaid parental leave at the earliest of: (a) a time agreed with their Manager; (b) the end of the day when the child is discharged from hospital; or (c) if the child dies, the end of the day when the child dies.

DEVELOP can reasonably request evidence that the child is in hospital and the employee is fit for work, such as a medical certificate.

11. HOW TO APPLY FOR PARENTAL LEAVE

Eligible employees can apply for paid parental leave and unpaid parental by submitting a Parental Leave Application Form to Human Resources. Employees must give a minimum of 10 weeks notice when applying for paid or unpaid parental leave or the intended start date of leave (unless it is not possible to do so). Employees will be required to include a medical certificate supporting the expected date of birth or in the case of adoption, documents that confirm the expected placement date.

12. ACCRUALS DURING PARENTAL LEAVE

Annual leave, personal leave and long service leave continue to accrue during paid parental leave. Employees will not accrue annual leave, long service leave or personal leave whilst on unpaid parental leave.

Periods of paid parental leave and unpaid parental leave will count towards an employee's service of employment.

If a public holiday falls during a period of paid parental leave, the employee must be paid for the public holiday, meaning the employee's paid parental leave will be extended by the applicable number of public holidays. For employees who are shift workers the entitlement to be paid for a public holiday will only apply where the employee would have been ordinarily rostered to work the applicable public holiday.

DEVELOP will continue to pay Superannuation contributions in full during periods of paid parental leave and unpaid parental leave for up to 12 months. Employees who are receiving Paid Parental Leave Contributions (PPLSC) paid by the ATO (effective from 1 July 2025) will be paid the difference between their PPLSC and their ordinary time Superannuation contributions.

13. RELATED DOCUMENTS

Document Name	Document Number
Parental Leave Application Form	HR-037-F