

Employee Development & Study Assistance Policy

Version 2 (16 July 2024)



1. Purpose

Whitehaven Coal (WHC) is committed to investing in employee development through providing employees the option to have professional membership reimbursed, and the ability to access to study assistance.

The purpose of this policy is to provide employees with information regarding requesting and implementing both professional membership reimbursement and study assistance.

2. Professional membership

WHC offers annual reimbursement of one professional association membership per employee, per year. At the discretion of the employees' Line Leader, WHC will reimburse employees for individual membership fees if:

- WHC will clearly benefit from a membership that can only be undertaken by personal subscription (i.e. corporate memberships are unavailable); or
- A membership is required by law or necessary due to the nature of the employee's job, such as Law Institute, CPA/CA, and Engineers Australia, etc.

Any additional professional membership requests may be approved on a case-by-case basis, where they are required by law for the role (for example Engineers Australia membership and professional engineer registration in your state). Approval is at the sole discretion of WHC.

Employees are personally responsible for acquiring a membership of any professional and business associations they wish to join. Membership fees will not be paid to the association directly by WHC. If supported by WHC, it is expected that employees will maximise their membership by actively engaging with the professional association, through personal career development activities, networking, and using professional resources and publications. Membership renewals are to be agreed by the employee's Line Leader to ensure ongoing relevance.

2.1 Scope

All permanent WHC employees based in New South Wales and Queensland, Australia are eligible to apply. Employees should seek approval from their Line Leader prior to purchasing a membership if they intend to request reimbursement for the cost, as there is no obligation for WHC to reimburse the fees.

2.2 Budget for professional membership costs

Each Department is responsible for forecasting a budget for the anticipated professional membership costs for their own employees.

2.3 Procedure for reimbursement

Complete the Reimbursement Form (Appendix 2) and submit it to your Line Leader for approval, then to People & Culture for processing.

2.4 Repayment of costs on termination

WHC retains the right to recover all or part of any costs reimbursed when an employee leaves the business.

3. Study Assistance

WHC is committed to encouraging and supporting employees in the pursuit of further studies and qualifications in line with the objectives of the business.

Employees seeking to apply for financial assistance for studies they wish to undertake should confirm their eligibility based on their employment, performance, and identified course of study.

3.1 Scope

All WHC permanent employees based in New South Wales and Queensland, Australia who satisfy the performance and study eligibility requirements are eligible to apply for study assistance.

Study assistance does not form part of the employment contract.

3.2 Eligibility

Further studies and qualifications are a large investment of both time and financial resources for WHC and our employees. Careful consideration of each application will be given in line with the employee's talent potential, performance, development plan, and business context.

The following eligibility criteria apply to all employees seeking to access study assistance:

1. The employee is a permanent WHC employee;
2. The employee has been employed by WHC on a permanent basis for a minimum of twelve (12) months;
3. The employee is consistently performing to the standard required in line with their Goals and Our Guiding Principles;
4. The need for the skill or knowledge derived from the study has been formally identified and recorded in the Performance Review process, aligns with the objectives of the business, and forms part of the employee's development plan; and
5. The course of study is undertaken on a part-time or external basis with a University, TAFE or approved training institution that is authorised and accredited to issue higher education awards.

Approval for study assistance, unless stated otherwise, is for the duration of the course of study and may be terminated or suspended by WHC at any time should a change occur to an employee's eligibility based on the criteria above.

WHC may approve study assistance requests for partial or full reimbursement of total study costs at its discretion.

3.3 Application process

Applications for study assistance are via the Study Assistance Application Form (Appendix 1). This form must be completed by the employee and then sent to their Line Leader for endorsement and Head of Function, General Manager or Executive General Manager for approval (see table below).

Line Leaders should seek guidance from their HR Business Partner for each application for study assistance. Once approved, the application form is to be sent to People & Culture for processing

Approvals Framework

	Group 1 Study	Group 2 Study
Level of Study	Certificates through TAFE/RTO, Undergraduate Degree, Graduate Diploma and Graduate Certificate Level	Masters Level or higher
Endorsement	Line Leader	Line Leader AND Head of Function or General Manager
Approval	Head of Function or General Manager	Executive General Manager

3.4 Study assistance implementation

3.4.1 Performance expectations

Study assistance will be reviewed each year following end of year performance review to determine an employee's ongoing eligibility for study assistance. If an employee is not meeting performance expectations or is placed on a performance improvement plan, their study assistance may be terminated or suspended.

3.4.2 Failure to complete course

Employees are expected to fully complete the course for which they have applied for study assistance. Where an employee fails to complete the course, they may be required to repay fees that have already been reimbursed.

3.4.3 Monitoring and tracking of study progress

The Line Leader is responsible for reviewing the progress of the employee's studies on a regular basis. Should the Line Leader not be satisfied with the progress, he/she may suspend or terminate the study assistance provided to the employee.

3.4.4 Budget for study costs

Each Department is responsible for forecasting a budget for the anticipated study costs for their own employees.

3.4.5 Coursework and exam study leave

Approved employees will receive up to two (2) days paid study leave per subject to complete semester exam or coursework, up to a maximum of eight (8) days per calendar year. If an exam falls on a rostered work day, time off required to sit the exam is to be drawn from these two (2) days. Paid study leave, if not taken within the calendar year, is not accumulated and will not roll over into future calendar year periods.

3.4.6 Residential school study leave

Where the employee is required to attend any compulsory seminars, tuition programs or residential schools at educational institutions, leave with pay may be approved. Evidence of the compulsory nature of a residential study program attached to the subject must be provided. If a program is elective, the employee may apply for annual leave or unpaid leave to attend. It is at the Line Leader's discretion to approve the extent of assistance provided, however will not unreasonably decline the employee's application for annual leave or unpaid leave.

3.4.7 Change of Role

Where the employee changes roles within the organisation, the study assistance agreement will move with the employee. It is the responsibility of the employee to inform their new Line Leader of any existing agreement prior to the transfer process. Ongoing support of study assistance will then be at the new Line Leader's discretion. Employee's undertaking a Secondment opportunity will retain their study assistance agreement with their original business unit.

3.5 Reimbursement process

3.5.1 Course fees

Each semester, upon successful completion and payment of their subjects, the employee may submit a Reimbursement Form (Appendix 2) to their Line Leader for endorsement and referral to the next level up in the approval process. Once approved, this form is to be submitted to Finance for processing. The reimbursement claim must be submitted within three (3) months of completion and payment of the relevant subjects. The agreed amount of the administration/course fees will be reimbursed. Copies of academic results and copies of invoices/receipts must be submitted with the reimbursement form.

3.5.2 Compulsory text and course material

A maximum amount of \$200 per subject per semester will be reimbursed for compulsory text and course materials only. Copies of receipts must be submitted with the reimbursement form.

3.5.3 Travel and accommodation

All travel and accommodation expenses associated with approved study are at the employee's expense and will not be reimbursed.

3.5.4 HECS-HELP loans

Employees choosing to defer their administration/course fees through the HECS-HELP program are required to finalise this debt with the ATO before submitting a reimbursement claim. The Company will not pay HECS-HELP debts on behalf of the employee. The annual income tax notice of assessment from the ATO with the HECS- HELP repayment amount will not be considered proof of payment.

3.5.5 Payment of expenses

Company corporate credit cards are not to be used to pay for any expenses associated with the approved study.

3.5.6 Fringe Benefits Tax

WHC must maintain accurate records of study assistance provided to employees to determine any Fringe Benefits Tax (FBT) liability in accordance with the *Fringe Benefits Tax Assessment Act 1986* (Cth) (as amended from time to time). WHC will be responsible for any FBT liability incurred as a result of study assistance provided to employees under these guidelines. Employees should seek independent financial advice for details on how this may impact them.

3.5.7 Repayment of assistance on termination

WHC retains the right to recover all or part of any study assistance costs reimbursed where an employee departs voluntarily:

- Leaves WHC within the first year of completing their qualification – 50% of financial support will be recoverable;
- Leaves WHC within the second year of completing their qualification – 25% of financial support will be recoverable;
- Recovery payment exceptions or waivers must be approved by a member of the Whitehaven Executive Leadership Team.

3.5.8 Financial exclusions.

Due to Fringe Benefit Tax (FBT) implications for WHC, the following cannot be claimed under the study assistance policy:

- Student amenities fees
- Administration fees
- Membership fees
- Residential costs
- Parking
- Excursions
- Travel costs including car parking
- Additional tuition
- Postage and handling fees for online purchases of textbooks.

4. Document details

Document Owner: People & Culture

Document Authoriser: Executive General Manger – People & Culture

Commencement Date: 25 October 2021

Revision Period: 3 Years

Last Revision Date: 16 July 2024

Issue: 2

APPENDIX 1: Study Assistance Application Form

Employee Name		Position	
Employee ID		Department / Site	
	New Course of Study		Continued Study (New Employees Only)

Proposed course of study – Please attached course outline including cost, duration, and level			
Course Title		Total Cost	
Institution		Annual Cost	
Year Commenced		Duration of Study	
Level of Award		Residential School	

Business Case for Study – Consider alignment to business objectives and development plan
(Attach further documentation if required)

Line Leader Checklist	
	This skill requirement has been identified and recorded in performance and development discussions
	This skill requirement benefits the team and business objectives
	The employee has been employed by WHC on a permanent basis for at least twelve (12) months
	The employee is consistently performing in line with his or her Goals and Our Guiding Principles
	I have consulted and discussed the application with my HR Business Partner
Line Leader Name	Line Leader Signature

Approvals	Additional Approval – Masters Level Study	
General Manager, Group Manager or Executive General Manager Name	EGM Name	
Signature	Signature	
Date	Date	

- Once completed, please submit signed form to the following for processing:
- **NSW employees:** Email to P&CSupport@whitehavencoal.com.au
 - **QLD employees:** Lodge a ticket via the Whitehaven Coal Support Portal.

APPENDIX 2: Reimbursement Form (Study & Membership)

Employee Name	Position	
Employee ID	Department / Site	
Professional Membership Reimbursement (Complete Section A)		Study Reimbursement (Complete Section B)
I declare that all information provided in this reimbursement form is correct and that these expenses were incurred for the purpose of my professional development or qualifications.		
Employee Signature		

Section A: Membership Reimbursement			
Name of Association		Membership Cost	
Line Leader Approval Checklist			
	The Company will clearly benefit from the personal membership; or This membership is required by law of necessary due to the nature of the employee's role.		
	The employee has attached proof of payment to this reimbursement form		
Line Leader Name		Line Leader Signature	

Section B: Study Reimbursement			
Course Title		Institution	
Expense Summary (refer Summary of Levels of Assistance Appendix 3)			
Course Fee	\$	Tax Invoices/Receipts Attached	
Compulsory Textbooks & Materials	\$	Tax Invoices/Receipts Attached	
Line Manager Checklist			
	The employee has been employed by WHC on a permanent basis for at least twelve (12) months		
	The employee has attached invoices and receipts from the Institution confirming course costs claimed		
	The employee has attached academic results showing satisfactory completion of course/subject		
	The employee is consistently performing in line with his or her Goals and Our Guiding Principles		
	If deferring costs to HELP, evidence of payment of the HELP debt to the value of the course fee		
	If deferring costs to HELP, statement from HELP listing the course fee and payment		
Line Leader Name		Line Leader Signature	
Date			

- Once completed, please submit signed form to the following for processing:
- **NSW employees:** Email to P&CSupport@whitehavencoal.com.au
 - **QLD employees:** Lodge a ticket via the Whitehaven Coal Support Portal.

APPENDIX 3: SUMMARY OF LEVELS OF ASSISTANCE

Program	Relevance to Whitehaven	Level of Support*
Professional memberships	Essential to fulfil role	100% of costs reimbursed
A statutory requirement of the role	Essential to fulfil role	100% of costs reimbursed Study Leave (if required)
TAFE/RTO/Undergraduate degree and postgraduate certificate or diploma	Direct benefit to Whitehaven and the employee's ability to fulfil role	Up to and capped at 75% of course costs Study Leave
	Relevant for future role in Whitehaven	Up to and capped at 50% of course costs Study Leave
	No direct benefit to Whitehaven (self-funded)	Study Leave
Masters	Direct benefit to Whitehaven and individual's ability to fulfil requirements	Up to and capped at 75% of course costs Study Leave
	No direct benefit to Whitehaven (self-funded)	Study Leave

* The level of support will be determined on a case-by-case basis using the criteria considerations listed in this Policy; there is no automatic right to the approval of Study Assistance or to the maximum amount of support provided.