

1. Purpose

The purpose of this document is to outline the policy and process for the recruitment and selection of permanent employees to ensure Whitehaven Coal (**Whitehaven**) employs people into the most suitable positions to deliver organisational success and support our culture.

The Recruitment Policy is supported by the Recruitment / Talent Strategy that outlines innovative, realistic and practical talent sourcing activities, in alignment with the business's Recruitment Function's goals.

These activities will support Whitehaven's sourcing capability for the business's mining operations, to ensure the mines can be viably resourced.

This policy ensures that Whitehaven delivers:

- a fair, consistent and open process that provides equal employment opportunities;
- support to hiring leaders to ensure hiring decisions are legally sound;
- managing our costs in line with Whitehaven's Procurement Policy;
- risk management by ensuring all candidates have the required pre-employment checks completed; and
- an engaging experience for all parties involved in the process.

2. Scope

This Policy applies to all employees of the Company and extends to all Company sites and operations. The Company encourages practices in line with this Policy with particular focus on solely merit-based selection decisions. References in this Policy to the Company include its related entities.

This Policy applies to all permanent, fixed term and casual appointments. The Policy must be read in conjunction with relevant legislation, industrial agreements and related policies as amended from time to time and communicated via the Company's intranet.

While engagement of temporary labour and sub-contractors is outside the scope of this Policy, the Company encourages conduct and decisions that are consistent with this Policy and compliant with all other relevant Company requirements including the Code of Business Conduct, Whitehaven's STRIVE Values and Procurement Policies for contingent labour.

3. Definitions

Term	Definition
Dayforce and SuccessFactors	Whitehaven's Human Resources Information / Applicant Tracking Systems.
Job Requisition	Process within Dayforce or SuccessFactors to request the recruitment and selection of permanent or fixed term contract roles.
Pending Requisition	Requisitions raised in Dayforce or SuccessFactors that are not fully approved for the Workforce Resourcing and Recruitment team to action and commence recruitment activities for that role or roles.
On Hold Requisition	Requisitions raised and approved in Dayforce or SuccessFactors, subsequently placed on hold / inactive post 60 days.
Shortlist	The number of applications that are most suitable for the role.
Behavioural Based Interviews	An interviewing technique that asks candidates to draw on their previous experience to describe a situation, the action they took, the outcomes of that action, and learnings from the situation.
Senior Leadership Position	Any position that is a General Manager or Group Manager level and above.

4. Responsibilities

Role	Key Responsibilities	Key Decisions & Approvals
Hiring Leaders	<ul style="list-style-type: none"> Ensuring recruitment is within budget and has the relevant approvals Preparing a position description (PD) It is the responsibility of the Hiring Manager (Line Leader) to raise the job requisition in Dayforce or SuccessFactors and ensuring relevant approvals are received. The Hiring Manager's direct manager and/or General Manager of that business unit is the requisition approver Participating in a hiring brief with the relevant Recruitment Business Partner Advising of a potential conflict of interest Ensuring interview panels are genderbalanced, where possible Participating in candidate interviews in a timely manner – within 3 working days of the candidates being presented Providing feedback on shortlists and interviews in a timely manner – within 2 working days of the candidates being presented Managing the candidate experience and ensuring a smooth onboarding of the new employee (whilst ensuring all onboarding activities in Dayforce or SuccessFactors have been completed, prior to the new employee commencing) Cancelling any on hold or pending job requisitions that have been inactive for 60 days 	<ul style="list-style-type: none"> Agreeing with the relevant Recruitment Business Partner, a suitable sourcing, interview and assessment approach in line with this policy Determining the most suitable candidate for a role
Recruitment Business Partners	<ul style="list-style-type: none"> The RBP is responsible for the recruitment of the role that's assigned to them In exceptional circumstances, the RBP can raise the job requisition in Dayforce or SuccessFactors and will ensure relevant approvals are received Scheduling and conducting a hiring brief with the hiring leader Advertising roles in line with this policy Engaging recruitment agencies (if required) Contacting the relevant HR Business Partner to determine suitability of hiring previous employees / contractors Ensuring shortlists are gender balanced and represent a diverse candidate pool where possible Managing the candidate experience as per the minimum six standards of the Circle Back Initiative Requesting contracts of employment with the Talent Coordinators, as per the domestic recruitment process Assisting with the onboarding process. 	<ul style="list-style-type: none"> Approval to release a role to a Recruitment Agency. Approval for the engagement of an external Recruitment Agency is required by the Group Manager, Workforce Resourcing and Recruitment
HR Business Partners	<ul style="list-style-type: none"> The HRBP is the People & Culture Business Partner associated to the position and is responsible to review, update and approve the job requisition prior to submitting to the Group Manager In exceptional circumstances, the HRBP can raise the job requisition in Dayforce or SuccessFactors and will ensure relevant approvals are received Reviewing and making recommendations when a hiring leader declares a conflict of interest Completing remuneration recommendations with hiring leaders. 	<ul style="list-style-type: none"> Approving suitability of re-hiring previous employees / contractors
Internal applicants	<ul style="list-style-type: none"> <u>All internal applicants must complete 12 months in their current role prior to applying for an advertised role.</u> <u>It is a requirement the internal applicant must advise their current leader if they are applying for an internal role after this time.</u> 	
Current leaders of internal applicants	<ul style="list-style-type: none"> Negotiating a start date for an internal move with the new hiring leader. This is to be ideally 4 weeks but is to be no longer than 8 weeks. 	<ul style="list-style-type: none"> Approving a direct report to apply for a new role with less than 12 months tenure in current role must be made by the relevant EGM

EGM People & Culture	<ul style="list-style-type: none"> Managing the recruitment process for Executive Leadership Team and key senior leadership roles 	<ul style="list-style-type: none"> Identifying a suitable Recruitment Agency for Executive Leadership Team external sourcing
	<ul style="list-style-type: none"> Approving background check exceptions 	<ul style="list-style-type: none"> Approving release of employment offers and medicals prior to background checks being completed.
Group Manager – Workforce Resourcing and Recruitment	<ul style="list-style-type: none"> Reviewing a business case to make a direct appointment into a position without the position being advertised 	<ul style="list-style-type: none"> Approving a direct appointment into a position without the position being advertised.
Chief Executive Officer	<ul style="list-style-type: none"> Vetting candidates for Executive Leadership team roles 	<ul style="list-style-type: none"> Approving candidates for Executive Leadership team roles

5. Demonstrating Whitehaven’s Values in Recruitment & Selection

In addition to the responsibilities outlined in Section 4, all parties involved in Recruitment and Selection activities are expected to demonstrate the Whitehaven STRIVE Values, specifically:

Term	Definition
Safety	Caring about Whitehaven’s candidates, assets and culture, and rigorously applying assessment and pre-employment screening processes.
Teamwork	Collaboration between business units to facilitate a smooth recruitment process.
Respect	Striving to make Whitehaven a more diverse and inclusive place to work by ensuring gender balanced and inclusive shortlists and interview panels.
Integrity	Making merit-based selection decisions free from potential bias.
Value	Continually evolving our approach to attracting and selecting the best talent to drive Whitehaven’s success.
Excellence	Continually being passionate about facilitating an outstanding experience for all parties involved in the recruitment and selection process.

6. Recruitment and Selection Policy

6.1 Raising a Job Requisition

Hiring leaders are responsible for ensuring recruitment is within budget and each role has a current position description before raising a job requisition.

Hiring leaders must raise a job requisition in Dayforce or SuccessFactors and seek the appropriate approvals prior to recruitment activities commencing.

6.2 On-Hold and Pending Job Requisitions

Requisitions pending or on hold may be left open for a maximum period of 30 days. After 30 days the requisitions will be cancelled and require re-submission and approval.

Hiring leaders should be aware that Whitehaven incurs a cost once a requisition is advertised and should apply sound business judgement prior to leaving an approved role on hold for more than 30 days.

6.3 Conducting a Hiring Brief

Once a requisition is approved, the Recruitment Business Partner will schedule a hiring brief with the hiring leader to discuss and agree expectations as part of the Whitehaven recruitment process.

This will include determining the sourcing, shortlisting, interview and assessment approach, along with the anticipated cost if an external recruitment agency is determined and / or approved.

6.4 Advertising

As a demonstration of Whitehaven's commitment towards career development for existing employees, roles will be internally advertised for a **minimum** of 5 working days.

Exceptions to this will occur where a qualified candidate or a pool of candidates has / have already been identified for the vacancy and internal advertising is not required. Situations where this may apply include:

- Employees impacted by an organisational restructure
- To achieve redeployment outcomes
- A direct swap of employees in similar positions
- To achieve technical, safety or business continuity outcomes and
- To comply with an enterprise agreement.

Wherever possible, a role is to be advertised externally to ensure a breadth of candidates is available for review.

6.5 Direct Appointments

An employee may be directly appointed to a vacant role. Where a direct appointment may be made, the following applies:

- The employee is being redeployed to a suitable alternative role
- The employee has been identified as key talent and the appointment supports the employee's development and / or retention at Whitehaven
- The appointment is the result of a structured assessment of employees in the same or comparable roles who are impacted by an organisational restructure.

A recommendation for a direct appointment must consider the impact of the direct appointment on workforce diversity and including gender diversity at the ELT and ELT -1 level.

Approval for a direct appointment can only be given by the General Manager or Group Manager of the site / department.

6.6 Maximum Term Contracts

A maximum term contractor being employed into a permanent role is not considered a direct appointment. This is on the basis that Whitehaven's Labour Hire Transfer process is adhered to by the hiring leader (and when relevant, the Workforce Resources and Recruitment Team).

Please note as per the Fair Work Legislation Amendment legislation, section 33E, laws limit the use of fixed term or outer limit or maximum term contracts to a maximum duration of two years or two consecutive contracts (maximum overall duration of two years).

6.7 Internal Candidates - restriction on applying for open roles (term in role)

Employees are required to complete 12 months minimum tenure at Whitehaven in their current position prior to applying for another position at Whitehaven. It is a requirement the internal applicant must advise their current leader if they are applying for an internal role after this time.

6.8 Using Recruitment Agencies

If external sourcing is required for Executive Leadership team roles, Whitehaven partners with targeted executive recruitment agencies. Whitehaven Coal do not directly source candidates for these roles.

Occasionally, Whitehaven Coal may decide to engage recruitment agencies to source candidates for other roles. Engagement of agencies must be engaged via the Group Manager, Workforce Resourcing and Recruitment, who will ensure terms are adhered to with Whitehaven Coal's Procurement Policy.

Hiring leaders are ***not*** authorised to engage recruitment agencies directly.

6.9 Referrals of Family and Friends as potential Whitehaven Coal Employees

Whitehaven Coal encourages referred candidates. Employees may be eligible for the Whitehaven Coal's Referral Scheme, however hiring leaders must declare any conflict of interest to their dedicated HR Business Partner. This will ensure the hiring leader is supported in the process to remove any potential bias any conflict may cause.

6.10 Previous Employees

In the event a previous employee or contractor applies for a position, the relevant Recruitment Business Partner must engage with the relevant HR Business Partner to determine suitability of re-employment (including any exclusion periods for previous employees who have received a redundancy).

6.11 Shortlisting Applicants for Interviews

The Recruitment Business Partner reviews all applicants and determines a shortlist of candidates with the required skills for the role. A shortlist is presented to the hiring leader to determine preferred candidates to interview.

A hiring leader may determine they would like to review all applications for a role and can do so via Dayforce or SuccessFactors.

6.12 Diversity in Shortlists

Aligned with Whitehaven's Diversity and Inclusion Policy, every effort must be made to deliver shortlists that are inclusive of a diverse mix of suitably skilled candidates and shortlists should be gender balanced where possible.

All ELT, General Manager and Group Manager roles must have at least one female candidate in the final short list.

6.13 Interviewing

6.13.1 Diversity in interview panels

All interviews will be conducted by a minimum of two Whitehaven representatives. Every effort should be made to ensure interview panels are gender balanced.

Recruitment Business Partners are required to attend first round interviews with hiring leaders and to provide consistency as per the Whitehaven recruitment process and to support a hiring decision that delivers the best candidate for the role at Whitehaven.

6.13.2 Behavioural-based interviews

Whitehaven engages a behavioural based methodology for interviewing and interview questions must be aligned to and reflect the Whitehaven STRIVE values and cultural fit.

6.13.3 Number of interviews

A minimum of two interviews which may include initial screening should be undertaken with external candidates and a minimum of one interview should be undertaken with internal candidates.

Senior leadership roles may require an interview with the CEO and Managing Director and / or the EGM People and Culture. This will be determined on a case-by-case basis.

6.13.4 Interview Guides

Following interviews, hiring leaders are required to send completed interview guides with detailed notes to the relevant Recruitment Business Partner for recording keeping.

These will be uploaded against the candidate's profile in Dayforce or SuccessFactors (as per the domestic recruitment process).

6.14 Assessing Candidates

Assessments are used as part of the overall selection process and provide an evidence-based tool for making hiring decisions.

6.14.1 Psychometric Assessments

Psychometric assessments can be beneficial to support the hiring decision for any role and should be agreed at the hiring brief.

Psychometric assessments are mandatory for leadership positions, this includes internal candidates that may be moving into a leadership position for the first time.

Psychometric assessments are optional for other positions. Hiring decisions should not be solely made based on the outcomes of the psychometric testing, however viewed as an important piece of data in the selection process. Psychometric testing is one of various tools that are used as part of Whitehaven's recruitment process.

Successful candidate reports will be stored against their candidate profile in Dayforce or SuccessFactors.

6.14.2 Pre Employment Screening

Employment is conditional upon satisfactory completion of pre-employment screening. This process identifies potential risks to Whitehaven and the candidate by ensuring the candidate is physically able to undertake the inherent requirements of the position, meet legislative requirements and the candidate's background has been suitably vetted.

6.14.3 Background Checks

Background checks, required to be undertaken, are dependent on the type of role.

The Recruitment Business Partner is responsible for ensuring the correct background checks are completed. To determine the correct background checks required, the following applies;

- Background checks do not need to be completed if they have been conducted within the last 6 months
- The Group Manager, Workforce Resourcing and Recruitment will approve any exceptions to the required background checks being processed
- Background check reports should never be downloaded from the CV Check / XRef system and shared via email, for

the exception of reference reports.

6.14.4 Pre-employment Medical Checks (PEMs)

Prior to employment, most Whitehaven employees will complete a pre-employment medical, which may include a functional capacity evaluation (FCE). The pre-employment medical will be undertaken in accordance with the WHC-STD-Health Management.

6.15 Making an offer of employment

Hiring leaders and Recruitment Business Partners must be familiar with and follow the remuneration principles and approval processes outlined in the remuneration guidelines (and as per the recruitment process), before making any verbal or written offer of employment to any internal employee or external candidate.

Hiring leaders are required to work with their relevant onsite HR Business Partner to determine suitable remuneration for the role being recruited. Verbal or written offers of employment for roles within Whitehaven should only be made once all the required pre-employment and medical checks have been completed and approved.

Release of offers of employment subject to background checks require the approval of the EGM, People and Culture.

6.16 Sponsorships and visa information

All sponsorship and employment visa requests are facilitated by the Group Manager, Workforce Resourcing and Recruitment and / or a designated team member of the Workforce Resourcing and Recruitment Team, who works closely with the business's preferred migration agent – Visa Executive, as part of the Whitehaven's mobility framework.

6.17 Relocations

Relocation support is outlined within the Mobility Policies (domestic and international) as per the business's mobility framework, managed by the Group Manager, Workforce Resourcing and Recruitment.

Any variations to the Mobility Policies must be approved by the EGM, People and Culture.

6.18 Preparing a contract of employment

A contract of employment can **only** be prepared by the People and Culture team to ensure the appropriate terms and conditions relevant to the employment type are included correctly. Contracts of employment are not to be altered in any way without the prior approval of the EGM, People and Culture.

6.19 Start dates for internal hiring

The hiring leader and current line leader should negotiate a start date for the employee. The start date should ideally not exceed 4 weeks but can commence up to 8 weeks.

Where leaders cannot agree on a release date, they should consult with their relevant HR Business Partner.

Document Details

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