

Purpose

Whitehaven Coal (**Whitehaven**) recognises that employees may have a requirement to work from home and the purpose of this policy is to provide a consistent approach to the management of Work from Home (**WFH**) processes. This policy ensures Whitehaven employees and leaders understand the business requirements when applying for and undertaking work from home.

Scope

This policy applies to all persons working for, or on behalf of, Whitehaven Coal Limited and its subsidiaries (**Whitehaven**) as well as contractors working for the business.

Eligibility

An employee may be eligible to work from home if the following requirements are met:

- Their work can be completed remotely i.e. no requirements to be in their usual location of work.
- They can complete all the inherent requirements of their role.
- They are consistently rated at “Meets Requirements” or above of their role.
- Their team is not adversely impacted by an employee’s desire to WFH.
- They have the tools and systems to ensure they can meet the role requirements i.e. laptop, ergonomic workstation and suitable connectivity.
- They can adhere to the company policies, procedures, Code of Conduct and STRIVE Values etc and they can work their agreed work hours.

Work From Home Policy Guidelines

Employees must ensure their remote working location and environment is safe and must complete and have approved the Working from Home Self-Assessment to address any issues found before commencing WFH.

All WFH arrangements are subject to ongoing review to ensure it meets both the requirements of the Company and the employee:

- Health and Safety requirements continue to be met, including the reporting of hazards, near misses and incidents. The quality, quantity and timeliness of the work performed is to the standard required and deliverables are being met.
- The impact on other members of the work team is not detrimental to the overall performance of the team and the Company. In some cases, this may mean the days and times where employees work from home is changed to meet the needs of the business.
- Cybersecurity needs to be maintained when working from home.
- Working from home is limited to a maximum of one day per week and is not permitted on the first and last days of the week *i.e. Monday or a Friday*. Any other instances are at the discretion of the relevant Executive General Manager or General Manager and / or Group Manager.
- Whilst working remotely employees must adhere to the requirements of remote working, including adherence to company policies, procedures, Code of Conduct and STRIVE Values.

Equipment

Whitehaven will provide you with the necessary equipment to undertake your role including:

- Laptop and mouse; and
- Any other equipment as deemed necessary to perform your duties.

Other equipment such as an office desk, computer monitors, etc will be acquired by the employee at their own cost and meet standard ergonomic requirements.

Any equipment provided by the Company will be maintained by Whitehaven. All equipment provided to the employee by Whitehaven must be used for appropriate business purposes only, unless otherwise agreed in writing.

Where any Whitehaven equipment is damaged by an employee outside the course of normal duties, the employee shall be liable for the cost of repair or replacement.

Privacy and Security

The Company and the employee will ensure that any company information and data is kept secure.

Employees must follow and maintain the same expectations and measures to secure Whitehaven Coal's data as they would if they were working within the physical office/site locations.

Employees using a Whitehaven laptop on public transport should consider using a VPN and ensure 'auto-connect' and 'data sharing' is turned off.

Performance

Employees have the right to the same rest breaks and working hours as they would in the workplace.

Review

The flexibility to work from home is available at the ELT members' or General Manager and / or Group Manager's discretion and is subject to ongoing review. Any WFH arrangement may be Removed or changed at any time.

These guidelines will be reviewed on an ongoing basis to ensure they fit the needs of the business. Any issues should be directed to People & Culture.

Process

1. Work from home arrangements will be decided on a case-by-case basis and subject to the discretion of the Company.
2. Employees requesting WFH are required to submit a request in writing to their Line Leader for review.
3. A decision will be made, and the employee will be notified in writing. The decision made by the Company is final.
4. Working from home arrangements may vary and are subject to individual requirements. For example, they may involve short term requests to complete a specific project or when travelling for business.
5. Employees must adhere to all company policies and procedures, STRIVE Values and Code of Conduct etc whilst working from home and are subject to normal performance processes i.e. disciplinary action for any breaches of these policies.
6. WFH arrangements will be reviewed regularly based on business requirements and the Company may amend and/or cancel an employees' right to work from home at any time due to any reason, with providing reasonable notice.

Approvals

The application to work from home for an employee will consider the following:

- The needs of the business and the team.
- The employee's work schedule.
- Method and frequency of communications between the employee and the Company.
- The employee will be expected to be available and contactable during the agreed working hours, online and/or on the phone.

Whitehaven will:

- Discuss the request with the employee.
- Genuinely try to reach an agreement with the employee for alternative arrangements; and
- Consider the consequences for the employee if a refusal of the request was made.

Ad Hoc Days

If working from home is required due to an unexpected event, the employee must obtain approval from their Leader prior to working from home.

Definitions

Term	Definition
Work from Home Application	Employees must ensure their remote working location and environment is safe and must complete and have approved the Working from Home Self-Assessment to address any issues found before commencing WFH.
Work from Home Safety Checklist (please refer to the attached-link from whitepapers)	See attached Self-Assessment and Checklist
Work from Home Agreement	Working from home is limited to a maximum of one day per week and is not permitted on the first and last days of the week, i.e. Monday or a Friday. Any other instances are at the discretion of the relevant Executive General Manager or General and / or Group Manager.

Document Details

Revision Description	Document Details
Document Owner	Group Manager – Workforce Resourcing (Recruitment)
Document Authoriser	Executive General Manager – People & Culture
Commencement Date	05 August 2024
Version	1