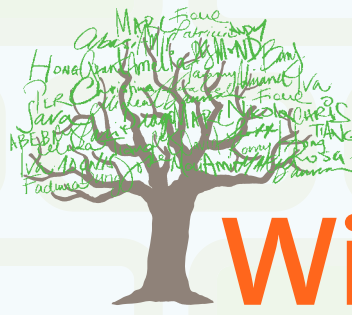


WAYS OF WORKING @



Windermere®



OPTION 1

All working days at office

You work at the office

OPTION 2

All working days at home

You work from home (exceptions apply)

OPTION 3

Mixed Arrangement Rostered Days

You work from the office on nominated days and from home other days (exceptions apply)

OPTION 4

Mixed Arrangement Flexible Days

You work mainly from home with the flexibility of booking space in the office to work (with notice subject to avail)



SUPPORT FOR YOU

Will have access to:

- Ongoing supervision and professional development
- Peer and leadership support
- Staff engagement
- Training and development
- All policies and procedures
- EAP (employee assistance program)
- Staff amenities (when onsite)



IT AND RESOURCES

Will be provided with:

- Laptop/Surface Pro
- Dock
- Mobile phone (if required)
- Keyboard/mouse/monitor
- Access to fleet vehicles for outreach
- Access to desks and meeting rooms at all Windermere sites through the online booking system.



YOUR OBLIGATIONS

Must:

- Work your contracted hours between Mon-Fri, unless pre-approved.
- Make prior arrangements with your supervisor should you be breaking your standard working patterns for the day and record this break in your outlook calendar.
- When onsite, work at your booked desk.
- When at home, provide a stable internet connection, electricity and power, a desk and a dedicated working space suited to the work that you perform including ergonomic chair and desk.
- Use a home workspace that allows for you to have private and sensitive conversations without others in your household overhearing.
- Under our new model of work, remain open to multiple communications channels/arrangement.
- Apply OH&S learnings from the office to your home based work space.
- If you are a consumer facing employee to always offer consumers a choice in how they receive their service including but not limited to Telehealth, face to face, at any office, outreach.

Must attend all of the following in person:

- Annual team development days.
- Team professional development training.
- *All Staff Forums* and *end of year celebrations* if on your allocated working days.
- A minimum of one supervision session per month.
- All scheduled professional development sessions as determined by the trainer and supervisor.
 - 1 team meeting per month as scheduled by your supervisor.
 - Any other reasonable requests from your supervisor.

WHAT IT IS NOT

- You will not choose your own hours outside of M-F, other than by exception.
- Option 2 doesn't mean that you never have to attend the office – at a minimum you will need to attend for activities as listed above in *Your Obligations*. You may also be given notice (48 hours) to attend onsite by request from your supervisor as deemed appropriate.
- You cannot pop into a Windermere site without prior agreement and or having booked a desk should you be planning to stay and work for a while.
- This flexibility is not an alternative for child care arrangements including school holiday periods.

Speak with your Supervisor if you wish to discuss any of the above in further detail.