

(Approved by Board - April 2020)

## **Workplace Flexibility Policy**

### **Purpose**

New Zealand Oil & Gas Ltd (**New Zealand Oil & Gas**) is committed to recruiting an engaged, diverse, and skilled workforce by providing a great workplace environment. Flexible work arrangements help staff balance their work, life and family needs with corporate goals.

### **Policy**

In arranging flexible work practices, the needs of the business are the priority.

To facilitate a flexible workplace New Zealand Oil & Gas will:

- encourage employees and managers to have open, proactive and responsive conversations about workplace flexibility. This may include agreeing to take time in lieu for time worked over ordinary hours or negotiating to work differently to a 'standard' five-day week (for example a 9-day fortnight), recognising the needs of the business.
- permit, where possible, flexible adjustments to the working week such as early start-early finish, four day weeks, and working some days from home.
- ensure employees have IT and other equipment required for them to work flexibly;
- try to accommodate flexibility in annual leave, including allowing staff to acquire additional annual leave, up to two weeks per year, by adjusting salary pro rata.
- Allowing unpaid leave to pursue personal opportunities for permanent staff who have served more than five years, where leave can be accommodated reasonably.

### **Measurable Objectives and Accountabilities**

Employees will be surveyed at appropriate points to measure take-up and satisfaction relating to work place flexibility.

Findings and any consequential changes will be recommended to the Nominations and Remuneration Committee.

### **Review**

This policy will be reviewed every two years.