# CULTURAL LEAVE POLICY

## 1.0. PURPOSE

Glad Group is committed to supporting the cultural obligations and celebrations of its Aboriginal and Torres Strait Islander employees by offering up to 5 days of cultural leave per year. This policy outlines when cultural leave can be accessed and by whom. It outlines the process for cultural leave requests and approvals. Eligible employees are also entitled to take other leave in accordance with the NES, relevant industrial instrument, contract of employment and Glad Group's leave policy.

## 2.0. SCOPE

This policy is applicable to Aboriginal Australians and Torres Strait Islander employees in Australia. For the purpose of this policy Glad Group consists of:

- **Glad Group Pty Ltd** | ABN 62 092 928 115
- Glad Security Pty Ltd t/as **Glad Group Services** | ABN 99 122 097 590
- **Australian Protective Services** | ABN 46 610 471 424
- **Glad Maintenance Pty Ltd** | ABN 85 127 522 481
- **Auxus Pty Ltd** | 12 655 147 292
- Stratium Global Pty Ltd t/as **Unifyd Technology** | 55 627 094 366
- **Australian Protective Services Pty Ltd** | 47 610 471 424

## 3.0. POLICY STATEMENT

Cultural Leave is not covered by industrial instruments, state based legislation or the NES under the Fair Work Act. However, Glad Group recognises the importance for Aboriginal and Torres Strait Islander employees to fulfill cultural or ceremonial obligations in accordance with traditional customs and laws. To support this, Glad Group offers cultural leave specifically for Aboriginal and Torres Strait Islander employees, enabling them to meet these obligations and participate in cultural activities outside the workplace.

### 3.1. Cultural Leave

Glad Group defines an Aboriginal and Torres Strait Islander employee as per the Aboriginal Land Rights Act 1983 (NSW) and the Aboriginal and Torres Strait Islander Act 2005 (ATSI Act 2005) (Cwlth):

- a person of Aboriginal and Torres Strait Islander by way of decent; and
- a person who identifies as an Aboriginal and Torres Strait Islander; and
- a person who is recognised and accepted as an Aboriginal and Torres Strait Islander in the community, which they live or formally lived

Proof of Heritage

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Glad Group may request proof of Aboriginal and Torres Strait Islander heritage to ensure that this leave is used appropriately. Acceptable forms of evidence include, but are not limited to:

- completion of confirmation of Aboriginality Declaration Form
- written verification by a recognised aboriginal community organisation in which the employee lives or lived
- letter from a Local Aboriginal Land Council (LALC) confirming acceptance of the employee as a member of the LALC
- statutory declaration witnessed by a JP, when an employee is unable to provide evidence from a LALC or Aboriginal community organisation. The statutory declaration must state:
    - why the employee has been unable to obtain other written evidence
    - that the employee is an Aboriginal and Torres Strait Islander within the meaning of the ATSI Act 2005

## Request for Cultural Leave to Be Taken

Cultural leave may be taken on compassionate grounds due to serious or life threatening injury or illness or bereavement of a family member. For these purposes, the definition of immediate family member or household member is extended for Aboriginal and Torres Strait Islanders to include:

- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules

Cultural leave granted under this clause is in addition to clause Compassionate Leave as per clause 3.3 in the leave policy.

Employees can also take this leave to:

- fulfill cultural and ceremonial obligations under Aboriginal and Torres Strait Islander lore and in doing so requires the employee to be absent from the workplace; and
- attend community culture events such as but not limited to NAIDOC week, Reconciliation week, Mabo Day, Coming of the Light festivals

Cultural leave shall not be substituted in situations where another leave type may be suitable, such a compassionate or personal leave.

### *Notification Process*

- Employees must notify their manager directly (via telephone, in person, or as previously agreed) of their need for cultural leave as early as possible.
- For community events, employees must follow the procedure outlined in section 3.1 of the leave policy.
- Cultural leave must be recorded in the time and attendance system according to section 3.8 of the leave policy.

When employees request cultural leave, the leave must be approved by Glad Group. For all absences taken an employee may be required by Glad Group to provide documentary evidence satisfactory to Glad Group, to substantiate the reason for the leave taken. The requirement to provide documentation is at the discretion of the employees' manager and People & Culture and will be made on a case by case basis. Evidence can include but is not limited to:

- a medical certificate or death or funeral notice

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- statutory declaration from a community leader verifying the employee's membership of the community/group and that the employee has cultural and/or ceremonial obligations on specified date/s

Cultural leave can be taken as part of a day, single day, or consecutive days.

If the Company requires the employee to attend work matters associated with an Aboriginal and Torres Strait Islander organisation or to facilitate work related to Aboriginal and Torres Strait Islander interest on behalf of the Company and is considered part of the employee's duties, the employee is not required to access leave under this clause.

### Payment of Cultural Leave

Full Time and Part Time employees are entitled to 5 days of paid cultural leave within a 12-month period. Casual Employees are entitled to 5 days of unpaid cultural leave within a 12-month period.

- cultural leave commences at the employee's start date of employment (employee is immediately entitled to 5 days)
- cultural leave does not accumulate from year to year but renews each year at the yearly work anniversary (total days cannot exceed 5 days)
- Full Time and Part Time employees will be paid cultural leave at their full rate of pay for the hours they would have worked if they weren't on leave
- casual employees will be on unpaid leave for the hours they were rostered to work in the period they took leave

### Other Paid Leave When on Cultural Leave

Employees are not eligible for other types of leave during cultural leave. Employees are not eligible for culture leave during other types of leave. For example, employees cannot access culture leave whilst on parental leave, annual leave or personal leave.

If the employee requires more than 5 days off, other leave types can be requested to extend the leave period.

### Cashing out of Cultural Leave

Cultural leave cannot be cashed out.

### 3.2. LOG OF CHANGES

| DATE | AMENDMENTS | AUTHORISED BY | REVISION |
|---|---|---|---|
| 14 October 2024 | Initial Policy | Ann Shanahan (Reviewed by Kat Ross Consultancy) | 1 |
| | | | |

## 4.0. RELATED POLICIES AND PROCEDURES

- Leave Policy
- Glad Group Code of Conduct

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## 5.0. CONTACT FOR QUESTIONS

Please contact People & Culture if there are any questions regarding this policy.

**Authorised by:**



Head of People & Culture

Kiri Chase

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