

HR5 Employment Lifecycle

Policy Statement

1. P4 Movement Care Group is committed to fair, transparent, and consistent processes throughout a workers employment lifecycle that ensures compliance with relevant legal and regulatory frameworks.
2. P4 Movement aims to provide a high-quality e recruitment process aims to support organisational growth, workforce competency, and business and client needs.

Procedures

1. Onboarding and induction

- a. P4 Movement places critical importance on induction and orientation procedures in order to make new employees feel welcome, valued and settled into their new role. The process aligns the employee with the company strategy, key performance indicators and values, to set them up for success in performing their duties effectively.
- b. Prior to the new employee's commencement date
 - i. The new employee's People Leader is responsible for preparing for the induction and orientation of the new worker, including working with the People and Culture team, to schedule attendance at formal company induction.
 - ii. The People Leader arranges the required Buddy Shifts, training sessions and stakeholder meetings for the new employee, in the first month to understand the organisation, services and the employee's role and responsibilities.
 - iii. The People and Culture Team will initiate the relevant orientation module for the new employee's role via P4 Movement's Human Resources Information System (Employment Hero), which includes:
 1. Employment Contract;
 2. Position Description;
 3. Fair Work Information Statement ;
 4. Casual Employment Information Statement / Fixed Term Employment Information Statement;
 5. Work Eligibility details ;
 6. Medical disclosure statement ;
 7. Certifications, qualifications and checks required;

8. Policies and Code of Conduct;
 9. Industry specific training modules;
 10. Employee Bank details, Tax File Declaration and Superannuation Choice forms.
- iv. The People and Culture team will work with the People Leader and Head of Information Technology to organise the setup of relevant systems and access. These details are confirmed with the employee before their first day.
 - v. The People and Culture team will confirm the details of the new employee's first day with them via email, including start time and what to do on arrival on first day.
- c. On the new employee's first day, the People Leader will work through the prepared orientation and induction plan with the new employee. These plans will differ in approach and duration based on the new employee's role and experience.
 - d. New employees with direct client contact will also perform Buddy Shifts with the People Leader or a more experienced employee, in accordance with the HRBP5: Performance - Buddy Shift business process and HR6 Performance and Support Policy.

2. Probation

- a. A six (6) month probationary period applies to all permanent and fixed term positions.
- b. During the probationary period, the new employee and the People Leader regularly meet to continue the onboarding process and ensure the new employee is aware of their role and performance expectations.
- c. The People Leader monitors the new employee's performance and behaviour during the probationary period, offering regular feedback based on predefined objectives, responsibilities, and performance indicators. This period allows the company and the new employee to determine suitability for the position before continuation of the employment contract.
- d. If no significant issues arise during the probation period, a final review is conducted prior to the end of the fifth month to confirm the employee's successful completion of the probationary period.
- e. In cases of unsatisfactory performance, the People Leader engages with the People and Culture team to determine the best course of action. This could potentially lead to the termination of the probationary period.
- f. During the probationary period the company or the employee can terminate employment by providing a minimum of one week's written notice, in line with the Fair Work Act 2009.

3. Classification and reclassification

- a. Any role at P4 Movement which is governed by an industrial instrument will be classified based on the role function, qualification and other elements as prescribed under the instrument.
- b. These classifications apply to the employees who are engaged to perform these roles. Employees who hold qualifications which are higher than required for the role, will be

classified at the role level unless the qualification is outlined in the industrial instrument.

- c. A classification review may be triggered by the following events:
 - i. An employee completing an approved qualification, where this is a role requirement; or
 - ii. The business makes changes to the role which results in the role's classification being reviewed.
- d. This classification review and adjustment does not apply to employees who are not covered by a Modern Award, or where the qualification achieved by the employee does not relate to the role they are employed to perform.
- e. Where an eligible employee achieves an approved qualification which would trigger a classification review, the employee needs to provide a copy of the Certificate of Attainment to the People and Culture team, who will review the qualification in accordance with the relevant industrial instrument.
- f. If an adjustment to the employee's classification is made, the People and Culture team will process the changes to the employee's personnel and payroll files and communicate the changes to the employee in writing.

4. Remuneration reviews

- a. Employees who are covered by a Modern Award, will have their remuneration reviewed annually in accordance with the Annual Fair Work Wage Determination. Where the Fair Work Commission announces other periodic remuneration reviews these will also be applied.
- b. Where an employee's remuneration arrangements are directly applied from the relevant industrial instrument, any increases will be applied in accordance with the Fair Work Commission Determination.
- c. Employees who are not engaged under a Modern Award, will have their remuneration reviewed annually within two months of the end of the financial year.
- d. Annual remuneration reviews are undertaken giving consideration to business performance, financial KPIs and the performance of individuals.
- e. This does not automatically entitle individuals to an increase to their remuneration arrangements, and any remuneration increases applied in a year does not automatically entitle an individual to a remuneration increase in a subsequent year.
- f. Any changes to remuneration arrangements will be processed by the People and Culture team in the employee's personnel and payroll files and communicated to the individual affected in writing.

5. Flexible Working

- a. P4 Movement supports a diverse and inclusive workforce and recognises that some of its employees require working arrangements that are outside the traditional full time work structure.
- b. A permanent or fixed term employee of P4 Movement, may make a request for flexible working arrangements if one or more of the following circumstances apply to them:

- i. the employee is the parent, or has responsibility for the care, of a child who is of school age or younger;
 - ii. the employee is a carer (within the meaning of the Carer Recognition Act 2010);
 - iii. the employee has a disability;
 - iv. the employee is 55 or older;
 - v. the employee is experiencing violence from a member of the employee's family; or
 - vi. the employee provides care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because the member is experiencing violence from the member's family.
- c. Any request for flexible working arrangements must be made to the employee's people Leader and the request must:
 - i. be in writing;
 - ii. set out details of the change sought;
 - iii. set out details of how work will be performed under the proposed arrangements; and
 - iv. provide details of the reasons for the request.
- d. After receiving a request for flexible working arrangements from an employee, the People Leader will review the request with the Head of Human Resources and will organise a meeting to discuss the request with the employee. Following the meeting, the People and Culture team will provide a written response advising whether the request is granted or refused. The communication of the decision will occur within 21 days of the date the employee submitted the request.
- e. If the request is approved, the request and approval letter will be retained on the employment file as a variation to the employment contract for the period agreed, and the system changes will be actioned in Employment Hero by the People and Culture team.
- f. If the request is refused on reasonable business grounds, this will be communicated to the employee in writing. Reasonable business grounds for refusal may include, but are not limited to the following:
 - i. the proposed arrangements would be too costly for the business to implement;
 - ii. there is no capacity to change the current working arrangements of other employees to accommodate the proposed working arrangements;
 - iii. it would be impractical to change the working arrangements of other employees, or recruit new employees, to accommodate the working arrangements requested by the employee;
 - iv. the working arrangements requested by the employee would be likely to result in a significant loss in efficiency or productivity; and/or
 - v. the new working arrangements requested by the employee would likely have a significant negative impact on customer service.

6. Secondments and internal mobility

- a. An employee may be considered for a secondment or internal role movement where there is an identified organisational need, development opportunity, or workforce planning requirement. All arrangements must be approved by the People Leader (both current and proposed if different) and the People and Culture team and be documented in writing prior to commencement.
- b. Secondment or internal mobility arrangements will outline the duration, duties, reporting lines, supervision arrangements, remuneration (if changed), and end of secondment outcomes.
- c. Employees on secondment of 12 months or less will maintain their substantive position unless otherwise agreed. Where a secondment period for greater than 12 months is required, then arrangements regarding substantive role will be agreed with the employee prior to secondment commencing – i.e. the substantive role may recruited to on a permanent basis and the seconded employee may be role detached to be reviewed at the end of the secondment.
- d. At the conclusion of a secondment, employees will return to their substantive role, or transition to an alternative position where approved through formal recruitment or appointment processes. All movements must meet role requirements and compliance with minimum qualification, screening, and competency requirements as outlined in the HR2 Recruitment and Selection Policy.

7. Resignation and termination

- a. Resignation:
 - i. Employees who intend to terminate their employment with P4 Movement are encouraged to discuss their intention with their People Leader before they make a final decision.
 - ii. Where an employee has made the decision to resign from the company, the employee is required to give appropriate written notice of their intention to resign in accordance with the terms of their relevant Award and their contract. This letter should state the specific date from which the resignation will take effect and the intended last working day.
 - iii. The People Leader once in receipt of the resignation letter should provide a copy to the People and Culture team.
 - iv. The People and Culture team will provide a letter to the employee acknowledging the resignation and will commence the offboarding process. The People and Culture team will send the exiting employee an exit survey to complete which provides feedback to the company on the employee's experience during their employment.
- b. Early termination of a fixed term contract:
 - i. Employees on a fixed term contract are not required to provide any notice of termination unless they wish to resign prior to the end of the defined period. In this case they follow the same process as set out above under Resignation and in accordance with their contract of employment.

- ii. Should P4 Movement wish to terminate the fixed term contract for any valid reason, before the end of the defined period, notice of at least one week should be provided to the employee.
- c. Redundancy Due to Reduction in the Workforce
 - i. Reduction in the workforce may result from job elimination due to reorganisation or financial requirements as determined by management.
 - ii. P4 Movement abides by the relevant industrial instrument provisions, or where these are absent, the National Employment Standards (NES) in relation to redundancy.
- d. Dismissal for Poor Performance or Misconduct
 - i. The process for dismissing an employee for poor performance or misconduct is described in HR7 Disciplinary and Grievance Policy.
 - ii. If the employee is subject to a probationary period then the above arrangements in clause 2. Probation applies.
- e. Abandonment of Employment
 - i. Employees are generally considered to have abandoned their employment if they are absent from their employment continuously for three working days without notification.
 - ii. All reasonable attempts to contact the employee will be made for up to one week, requesting the employee contact with the People Leader or People and Culture team.
 - iii. If no contact is made, the employee will be terminated on grounds of abandonment of employment.

8. Offboarding

- a. Once a worker has given notice of their intention to resign, or the company has confirmed that the employment of the employee has been terminated, the following offboarding process is undertaken:
 - i. The People and Culture team commences Offboarding in Employment Hero which notifies relevant teams including Payroll and Technology.
 - ii. The People Leader arranges to collect all company belongings on the last date of work and return these to the relevant teams.
 - iii. If the employee has a Weel card or any access to financial accounts, the Finance team will ensure these are settled and deactivated on the employee's last day of employment.
 - iv. On the payday following the employee's last day of work, Payroll processes and finalises all final pay and leave entitlements and processes the relevant payments. Payroll also ensures the employee's Turnpoint pay file is up-to-date and deactivated.
 - v. At the end of the employee's last day of work, the People Manager will advise the

Head of Information Technology that the employee's system and building accesses can be cancelled and action is taken to deactivate any company email accounts and remove the name from all relevant staff lists including electronic group lists.

- b. The People Leader will remind exiting staff of their obligations in regard to the intellectual property of P4 Movement, copyright material, confidentiality of participants and poaching of clients from P4 Movement.
- c. Obligations set out in the employment contract will survive the employment relationship and P4 Movement reserves the right to pursue any legal recourse should these be breached.
- d. Employees ceasing employment with P4 Movement can request a written Statement of Service from the People and Culture team, which will confirm the employee's dates of employment and position with the company.
- e. People Leaders can provide a verbal or personal reference to any potential future employer if the employee requests this and the People Leader is comfortable doing so.

Related Business Procedures

- 1. HR1 – Code of Conduct
- 2. HR3 – Workplace Diversity, Inclusion and Respect
- 3. HR4 – Recruitment and Selection
- 4. HR6 – Performance Management
- 5. HR7 – Disciplinary and Grievance
- 6. HR8 – Learning and Development
- 7. HR9 – Leave Management

Responsible Persons

- 1. The General Manager must:
 - a. Manage and monitor compliance with this policy.
 - b. Support employee competence and compliance with this policy.
- 2. Human Resources must;
 - a. Coordinate the activities outlined in this policy.
 - b. Manage and oversee the administrative steps involved in this policy.
 - c. Implement and administer processes outlined in this policy.
 - d. Provide coaching and advice to People Leaders in the performance of the activities outlined in this policy.

- e. Undertake market reviews and ensure compliance with relevant industrial instruments and legislation.
- 3. Management must:
 - a. Perform leader activities outlined in this policy.
 - b. Manage and monitor compliance with this policy.
 - c. Ensure employees receive appropriate training, supervision and debriefing to comply with this policy.
- 4. All P4 Movement employees, volunteers and subcontractors must comply with this policy.

Definitions

- 1. **Carer:** The Carer Recognition Act 2010 defines Carer as: all people who provide ongoing personal care, support and assistance to any individual who has a disability, a medical condition, a terminal or chronic illness, mental illness, or fragility due to age.
- 2. **Disability:** The Disability Discrimination Act 1992 (DDA) defines disability broadly as:
 - a. total or partial loss of the person's bodily or mental functions; or
 - b. total or partial loss of a part of the body; or
 - c. the presence in the body of organisms causing disease or illness; or
 - d. the presence in the body of organisms capable of causing disease or illness; or
 - e. the malfunction, malformation, or disfigurement of a part of the person's body; or
 - f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
 - g. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour;
 - h. and includes a disability that:
 - i. presently exists; or
 - ii. previously existed but no longer exists; or
 - iii. may exist in the future (including because of a genetic predisposition to that disability); or
 - iv. is imputed to a person.
- 3. **Employment Hero:** P4 Movement's Human Resources Information System which manages employee records.
- 4. **Family:** persons, whether related by blood, marriage, adoption, step or fostering and those who usually reside in the same household in accordance with the Explanatory Memorandum to the Fair Work Amendment Bill 2013.
- 5. **Family violence:** violent or threatening behaviour or any other form of behaviour that

coerces or controls a family member or causes that family member to be fearful. Examples may include (but are not limited to): physical violence, sexual assault and other sexually abusive behaviour, economic abuse and emotional or psychological abuse, stalking, kidnapping or deprivation of liberty.

6. **Flexible work arrangements:** include, but is not limited to, varying an employee's working conditions in the following ways:
 - a. Changing hours of work
 - b. Changing pattern of work
 - c. Changing duration and times of breaks
 - d. Changing days of work
 - e. Changing how work is performed
 - f. Changing where work is performed
7. **Induction:** Basic information provided to workers on their first day of employment regarding the business, their place of employment, their duties and business processes and ways of working.
8. **Onboarding:** The process by which new employees are integrated into P4 Movement, including orientation to their specific roles and a broad understanding of the company's strategy, goals, and values.
9. **Probationary Period:** The first six months of an employees' employment, during which both the employee and the employer can assess the suitability of the fit for ongoing employment.

References

1. Aged Care Act 2024 (Cth) and its associated regulations.
2. Carer Recognition Act 2010 (Cth).
3. Disability Discrimination Act 1992 (Cth).
4. Fair Work Act 2009 (Cth).
5. National Disability Insurance Scheme (NDIS) Practice Standards and their associated regulations.

Version Control

Version 1	1 April 2026	New policy creation
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