

# Our Employee Benefits

At Windermere, we nurture a culture of flexibility, support and wellbeing to help you achieve a healthy work-life balance.



## Pay and savings

### Salary Packaging

Salary packaging is a legitimate way of paying for some everyday expenses with your pre-tax salary all because you work for a not-for-profit. You can access these entitlements at any time.

- Salary package up to \$15,900 as tax-free salary, through Windermere's external provider (AccessPay) for everyday living expenses.
- In addition to the above, use up to \$2,650 of tax-free income for meals and entertainment, as well the option to claim other work related items such as portable electronic devices, parking, self-education expenses, work related expenses and more!
- Access generous novated lease options through our providers SmartGroup and Flare.

**Note:** AccessPay offers a 1:1 consultation service. Watch this [video](#) to learn more.

Please contact our P&C team for salary calculations or more information.

### Staff Discounts

Enjoy a range of discounted store cards and exclusive offers on groceries, retail and household items, through our benefits platform Flare, accessed by Windermere Academy.

Use the United Petroleum discount card and save on your fuel whilst earning funds for Windermere.

Make the most of corporate discounts for private health insurance through HCF.

### Employee Referral Program

You can refer someone you know to a vacant position at Windermere and earn \$500 for every successful referral.



## Windermere Ways of Working (WoW)

### Flexible Work Arrangements

We offer flexible ways of working so that you are empowered to be your best.

#### Hybrid work

Work from a Windermere office/site, work from home (exceptions apply) and on location with consumers (if outreach applies). Attend Team anchor days onsite with your colleagues.

#### Rostered Day Off (RDO) or 9 Day Fortnight

If you work full time, alter your work hours to enjoy a rostered day off (RDO) every four weeks or split your hours over nine days per fortnight and have a day off per fortnight.



## Health, Wellbeing & Connection

### Employee Assistance Program

If you and your immediate family members need assistance with personal or professional matters affecting your wellbeing, you can access a free confidential counselling service through our external provider, TELUS Health.

TELUS Health also offers financial and wellbeing (nutrition) advice, dedicated support lines for Manager Assistance and Aboriginal and Torres Strait Islander support, and clinicians specialised in various priority groups including LGBTIQ+, CALD, Indigenous and Disability.

### Immunisation Program

Our annual flu vaccination program covers the cost of your flu vaccination and reimburses you for other immunisations such as Whooping Cough and Hepatitis A & B.

### Town Hall Meetings

Our Town Hall Meetings held on a quarterly basis is an opportunity for you to share your opinions and ideas. We value and welcome your input on employee experience, employee benefits and everyday working activities at Windermere.

### Family Fun Day

As a mark of our appreciation, every year we invite you and your family to a fun day at a chosen venue to celebrate being part of Windermere.



## Welcoming & Inclusion

We are continually looking at ways to provide diverse and inclusive services and work environments. It's our aim to ensure individuals from Aboriginal & Torres Strait Islander, CALD and LGBTIQ+ communities and those living with disability feel accepted and affirmed, safe and celebrated.

**Accreditation:** we successfully gained Rainbow Tick accreditation and have received endorsement for our first [Reflect Reconciliation Action Plan \(RAP\)](#) from Reconciliation Australia.

**Flexible workplace adjustments:** we recognise that some of our employees need workplace adjustments and we take steps to support them during their employment at Windermere.

**Recite Me** is an accessibility tool added to our website and selected internal platforms, to makes digital content more accessible to everyone. It supports those with visual impairments, learning difficulties or speak English as a second language. Its features include screen reading, translation into multiple languages, text customisation and reading aids.



## Development & Support

### Learning & Development

We provide meaningful learning experiences through our offering of a variety of learning opportunities and activities – all managed centrally through our learning management system. You can access workshops, virtual classrooms, webinars, eLearning modules and more.

### Engagement Surveys

We conduct Pulse Surveys to ask questions that are important and relevant to you as an individual and a valued employee. Sharing your feedback through these surveys helps us determine how we can make Windermere an even better place to work.

### Secondment Opportunities

You can apply for secondment opportunities - one of the ways we retain and promote a highly skilled and experienced workforce. They foster professional development, knowledge sharing and collaboration across our diverse services.

### What's On Windermere (WOW TV)

WOW TV hosts live episodes throughout the year to share expertise from our employees or guest speakers, giving you the opportunity learn about our services or themed topics.

### Capability Framework (GROW)

Our Capability Framework (GROW) sets a benchmark to define the behaviours, skills and knowledge our organisation and our employees need to succeed. This framework supports recruitment, shapes career and goal setting conversations during your employment journey.

### Developmental Coaching & Goal Setting

As our employee, you have access to coaching through regular, structured meetings with your Supervisor. The approach aims at establishing a connection to Windermere's purpose whilst ensuring all of our collective efforts remain focused on those who matter most – our consumers.

### Mentoring Program

Our Mentoring Program supports personal and professional growth through, one on one learning relationships. By connecting you with experienced mentors, the program fosters knowledge sharing, reflective practice, skills development and career progression through a coaching approach. As both mentors and mentees gain valuable insights and support, the program contributes to a culture of continuous learning and development across Windermere.



## Recognition

### Recognition Awards

Values Monday occurs every two months and gives you the opportunity to nominate co-worker who embody our values and behaviours. Similarly, at the end of the year, you can nominate a team to be in the running to receive recognition at our End of Year Celebration. You can also submit complimentary feedback to co-worker who go above and beyond through our YAY Awards. These nominations are displayed on our Recognition Board.

### Anniversaries and Years of Service

When you reach significant milestones in your years of service, we present you with a gift, pin and certificate of appreciation.



## Generous Leave Options

### Flexible Leave Scheme (50/52 or 51/52)

If you are a full time or part time employee, you may be eligible to purchase additional leave being either one week (51/52) or two weeks (50/52) of leave.

### Leave Loading

In addition to annual leave, you receive 17.5% leave loading on your annual leave pay.

### Study Leave

We have a study leave policy in place to allow eligible employees to apply for paid study leave to undertake approved courses.

### Paid Parental Leave

In addition to the government paid parental leave entitlement you may take Windermere Paid Parental Leave:

- up to 6 weeks of full pay leave/12 weeks of half pay leave as primary caregivers.
- 2 weeks of full pay leave/4 weeks of half pay leave as secondary caregivers.

### Personal Leave

You are entitled to personal leave as below.\*

- First year of employment: 12 days
- Second/third/fourth year: 14 days
- Fifth and following years: 21 days

\*Pro Rata for part time. Refer to our Personal Leave Policy for additional criteria.

**Wellness Day:** you are also entitled to use one personal leave day per financial year as Wellness Day to use for any purpose that supports your wellness.

### Personal Leave Donations

If you have exhausted all your leave entitlements, you may be able to access a donated personal leave scheme to apply for personal leave donated by our employees. Eligibility criteria apply.

### Portable Long Service Leave

Under Victoria's Portable Long Service scheme, you can transfer accrued long service leave entitlements across jobs in the same sector. This is available to all Windermere employees.

### Windermere Gift Days

Gifted leave days are paid time off between Christmas and New Year. This is a benefit that our Board evaluates and endorses every year.

### Blood Donation Leave

You can apply for one hour of paid leave per financial year to attend an approved blood donation centre.