



# Employee Benefits



In the spirit of reconciliation, are-able acknowledges the Traditional Custodians of country throughout Australia and their connection to land, sea and community. We pay our respect to their Elders past, present and emerging. We extend that respect to all Aboriginal and Torres Strait Islander peoples reading this publication.



are-able welcomes people of any age, culture, religion, sex, gender, sexuality and ability.



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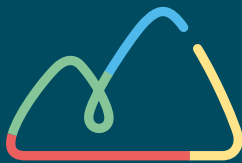




# Welcome to are-able

**At are-able, we are committed to ensuring that you feel supported to do your best work and inspired by our organisational values and purpose. We strive to ensure that you receive all the guidance and support required to truly thrive.**

We define our purpose as 'creating opportunities for inclusiveness in communities' underpinned by the vision of 'Inclusive, thriving communities'. Our purpose and vision are united under four core values: Integrity, Respect, Empathy and Innovation.



## Integrity

To act responsibly with honesty, trust, and transparency.



## Respect

To accept all people are unique, worthy and have something to contribute and recognise diversity as strength.



## Empathy

To walk in the shoes of others to better understand their perspective and tailor simple solutions to solve challenging situations.



## Innovation

To continuously look for better ways to tackle challenges and understand that innovations can be of all sizes and at all levels.

# Team Hierarchy of Needs

We have created a suite of employee benefits and organisational policies to ensure we provide for your physical, mental and emotional needs, enabling you to feel empowered and appreciated as an are-able employee.

We understand that individual employees are on a continual journey of work and personal fulfilment, and we will strive to support you as one of our valued and respected employees.

## Hierarchy of Needs





## Personal Fulfilment

are-able's positive organisational culture supports each of our employees to fulfil their role. We provide the resources for you to progress within your career while assisting you to meet the challenges of your personal life. We work with you to set performance goals, to go beyond yourself, and achieve greater things than you ever imagined.



## Connection

At are-able we offer a connected workplace to build team productivity and efficiency. We encourage collaboration, nurture healthy working relationships and promote knowledge sharing. The more connected we are, the more efficient our workplace becomes, resulting in a thriving team culture.



## Psychological Safety

You are provided with an environment that allows you to express yourself without fear of negative consequences of self-image, status or career. At are-able we strive to ensure that all team members feel accepted and respected, and we are proud of our diverse and inclusive culture.



## Organisational Clarity

We provide you with a thorough understanding of are-able's purpose, vision and values to enable clarification of your responsibilities within the organisational structure. Value alignment and shared purpose is integral to individual and team success.



## Tools for the Job

We ensure that you are provided with the appropriate resources to undertake your job. This includes access to a safe working environment, fresh air, equipment, and appropriate rest breaks for you to perform to the best of your abilities.



# Flexible Work

**are-able prides itself on its ability to adapt to the accelerated workplace reality, recognising that the future of work means offering flexibility to its workforce, enabling employees to better balance work, personal life and family commitments.**

are-able has implemented a Flexible Work Arrangement Policy. The policy enables eligible employees to request an alternative to the standard hours of work; to work from home or 'anywhere', or to move from full time to part time, or 'vice versa'.

## **Tools to Enable Flexibility**

are-able provides the resources required to work flexibly, including a company laptop and mobile phone. This enables employees to connect and collaborate in this evolving workplace model.



# Employee Assistance Program

**Your wellbeing is of the highest importance to us, and we encourage you to make use of our dedicated EAP program provided by AccessEAP.**

are-able's Employee Assistance Program provides you with confidential, short term counselling to assist with work related, or personal issues such as health, family, financial or emotional concerns.

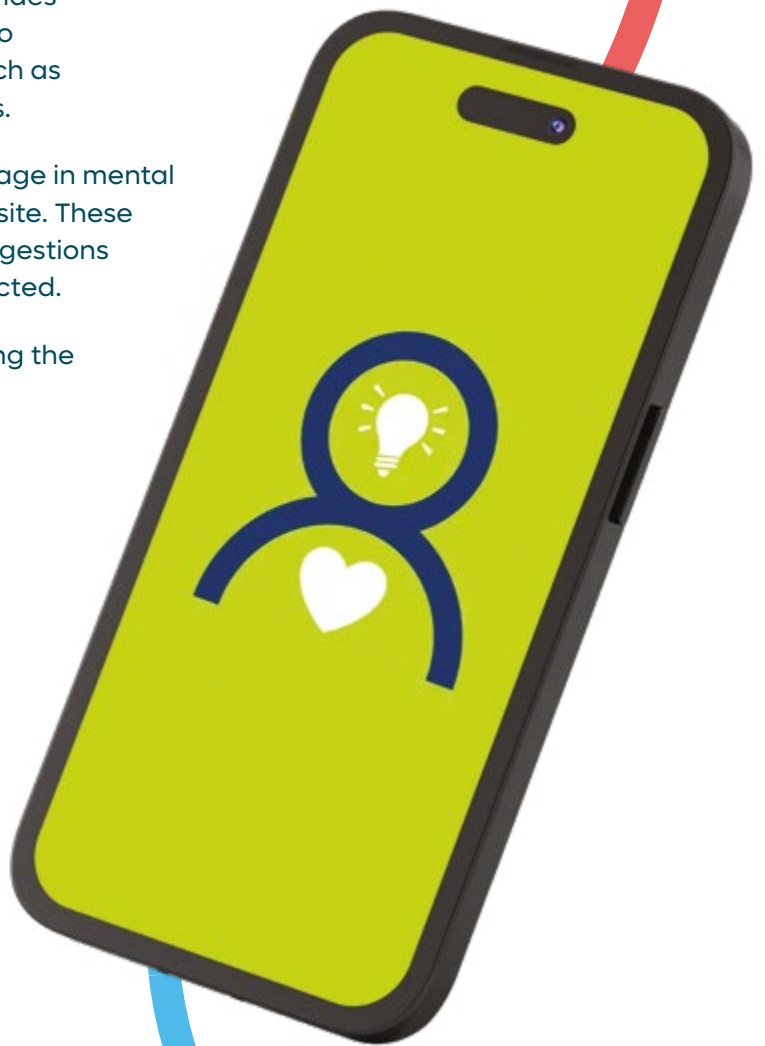
In conjunction with EAP services, you can engage in mental wellbeing activities available on our Connect site. These include mindfulness meditation exercises, suggestions on healthy routines and how to remain connected.

You can make an appointment by downloading the AccessMyEAP app using the QR code below.



Login with your are-able email address. Follow the login steps and navigate to Counsellor support booking section.

For more information go to [accesseap.com.au](https://accesseap.com.au)



# Rewards & Recognition Program

**are-able has an internal rewards program, entitled 'Round of Applause'. The objective of this program is to create a culture of continuous recognition and appreciation while building a loyal and rewarding culture, enhancing employee motivation while positively influencing organisational performance.**

The Round of Applause program within are-able's ELMO system, enables you to recognise and acknowledge your peers for a job well done.

The Round of Applause, combined with regular feedback channels, incorporating regular one-on-one and team meetings, ensures that communication is ongoing, cultivating a positive and engaging culture for you to thrive in and enjoy.



# Paid Parental Leave

are-able supports its staff in balancing work and family commitments by providing paid parental leave in addition to entitlements provided by the Australian Government. Our culture places a strong emphasis on providing new parents with the opportunity to spend quality time with the people that matter most in their lives.

We provide 6 weeks paid parental leave for primary care givers; 1 weeks paid parental leave for the secondary care giver. To be eligible, you require 12 months of continuous service at the expected date of the birth of the child. Eligible employees are also entitled to 52 weeks of unpaid parental leave.

# ME Days

are-able's ongoing commitment to supporting employees to balance work, personal life and family commitments is demonstrated in offering 4 ME days per financial year. ME days are provided for all employees to do whatever they wish to, with the aim of improving employees' wellbeing and reducing individual stress levels.

# Purchased Leave

We understand that circumstances may require an individual to take more leave than the typical 4 weeks annual leave. are-able offers employees the option to use your annual salary to purchase an additional weeks leave. The cost of the additional leave is averaged over the 12-month purchasing year and paid in fortnightly instalments from your salary.

*For more information on any of the above Leave policies, please refer to are-able's Connect page.*

# Christmas Bonus Leave

At are-able, we love the holiday season and understand its importance for our employees to spend time with family and friends. To support this, we offer all eligible employees bonus Christmas leave for the business days between Boxing Day and New Year's Day. This policy allows our employees to take a well-deserved break and recharge before the new year begins. By providing this additional time off, we aim to foster a healthy work-life balance, ensuring our team returns refreshed and ready to take on the challenges and opportunities of the upcoming year.

# Salary Packaging & Meal Entertainment Benefit

**are-able employees have the option to salary package using salary packaging specialists EziWay. Salary packaging provides you with the ability to maximise your income by minimising tax.**

An ATO approved method of restructuring your income, salary packaging enables you to divide your gross salary into a taxed and non-taxed component. The amount you salary package each fortnight, can be used to pay for expenses you have in your everyday life. These expenses can be Mortgage repayments, Rent repayments, Personal Loan/Car loan repayments, Credit Card repayments, School Fees etc. If you don't have any of the expenses listed above, you may wish to take up the Eziway Salary Packaging Card. Eziway will issue you a card through the Heritage Bank, and each fortnight we will deposit your funds onto the card. The card is accepted anywhere where there is a VISA credit facility.

The Meal Entertainment benefit allows you to package the cost of dine-in meals, accommodation and bundled holidays to extend your tax savings.

*For further information on Salary Packaging & Meal Entertainment Benefit, contact the People & Culture team or go to [eziway.net.au](http://eziway.net.au) (Salary Packaging Service Provider in Australia).*



## What is salary packaging?

Scan the QR code to find out more!



# Professional Development

**are-able is committed to providing a supportive and rewarding environment for all employees and recognises that staff engagement is linked to ongoing training and development.**

**are-able offers the following education, training and development opportunities:**

## are-able's Induction Program

Upon commencement you will receive an invitation to our Induction Program providing you with an overview of the organisation and an opportunity to meet and interact with the Executive Management Team.

## Orientation

You will have the opportunity to participate in an orientation which requires the reading and acknowledgment of various policies, including our Code of Conduct, Privacy Policy, Diversity Policy and Bullying and Harassment Policy.

## Job Specific Training

All positions within the organisation allow for job specific training where employees are provided with the opportunity to shadow an experienced employee to learn what is required 'on the job'.

## One-on-One Meetings

These meetings allow employees and their manager to address competency levels and identify ongoing training requirements. Managers develop, implement, and monitor training plans for their employees based on the outcome of a training needs analysis.

## External Training

Employees can self-request or be nominated by their manager for external professional development. Training opportunities can include short-courses and vocational training, to post-graduate study, with are-able offering a range of support options, which may include either financial or alternative forms of assistance.

## are-able's Leadership Program

Succession planning is part of are-able's strategic plan and ensures our existing and potential leaders are provided with opportunities to further their leadership skills by undertaking external training programs. We have collaborated with an external HR consulting firm, Cooper Hardiman to tailor a program to provide people management and leadership development to nominated employees, to ensure our leaders are highly skilled in supporting their team members.

# Workplace Adjustments

**We are committed to providing an accessible and inclusive workplace so that people with disability can fully take part in all aspects of employment, including:**

- recruitment and selection
- onboarding
- the work environment
- training and development
- performance management
- offboarding

We apply reasonable workplace adjustments to remove barriers that prevent people with disability from taking part in employment. Workplace adjustments are changes that support a person to have an equitable employment experience when they apply for a job, and to do the inherent requirements of a job in an equitable, safe and productive way.

You can ask for an adjustment at any stage of the recruitment process and throughout your employment with are-able.

*For further information, please contact the People & Culture team.*



# Physical Safety

**At are-able, ensuring your physical safety is our top priority. We conduct regular risk assessments to identify and address potential hazards in the workplace, ensuring swift resolution of any issues.**

Employees receive ongoing training on safety procedures and proper equipment use, equipping them with the knowledge and skills needed to perform their duties safely and effectively. We have established clear safety protocols, including documented and thoroughly communicated emergency response plans.

Additionally, routine safety audits and inspections ensure compliance with safety standards and promptly address emerging risks. We have also elected Health & Safety Representatives across several of our sites to uphold safety standards and address potential hazards. These measures collectively create a safe working environment, minimising the risk of accidents and injuries.



# Diversity & Inclusion

**Diversity is about what makes each of us unique and includes our background, personality, life experiences and beliefs – all the things that make us who we are. Inclusion occurs when people feel valued and respected regardless of their personal characteristics and circumstances.**

At are-able, we recognise, respect and value our diverse and inclusive workforce, encouraging a culture of creativity, innovation and growth. We promote equal opportunity within our workforce, ensuring that every person can participate freely and equally without disadvantage or less favourable treatment due to their unique attributes.

Every are-able employee has the right to be free of any form of discrimination and harassment within the workplace. are-able promotes a positive, supportive and respectful workplace, adopting a Zero Tolerance policy to mitigate the risk of bullying and harassment. We are committed to fostering a safe and inclusive environment for all employees. Our Bullying & Harassment policy aligns with our organisational values to create

a workplace where everyone is treated with empathy and understanding. We uphold the standards set by Occupational Health & Safety laws, to provide and maintain a safe working environment, ensuring our staff are psychologically safe to voice their opinions, ask questions, make mistakes, and take risks without the fear of retribution or judgement.

We encourage employees to recognise and report any instances of bullying, “if you see something, say something”. By upholding this policy, are-able endeavours to cultivate a workplace where all can thrive, free from fear of any type of bullying, harassment, or discrimination.

# Workplace Bullying

**It has no place  
at are-able**

## **If you see something, say something!**

Everyone must be treated with respect and empathy and must aim to promote appropriate and high standards of conduct at all times.



Report bullying to your team leader immediately or scan here to lodge a complaint.

**are-able**  
Community creates opportunity



# Internal Feedback

**Our employees are encouraged to share honest feedback, which creates a sense of inclusion, leading to greater employee engagement and wellbeing. As an organisation, we love to receive feedback, so we can adapt our strategies and behaviours to better meet the needs of our workforce.**

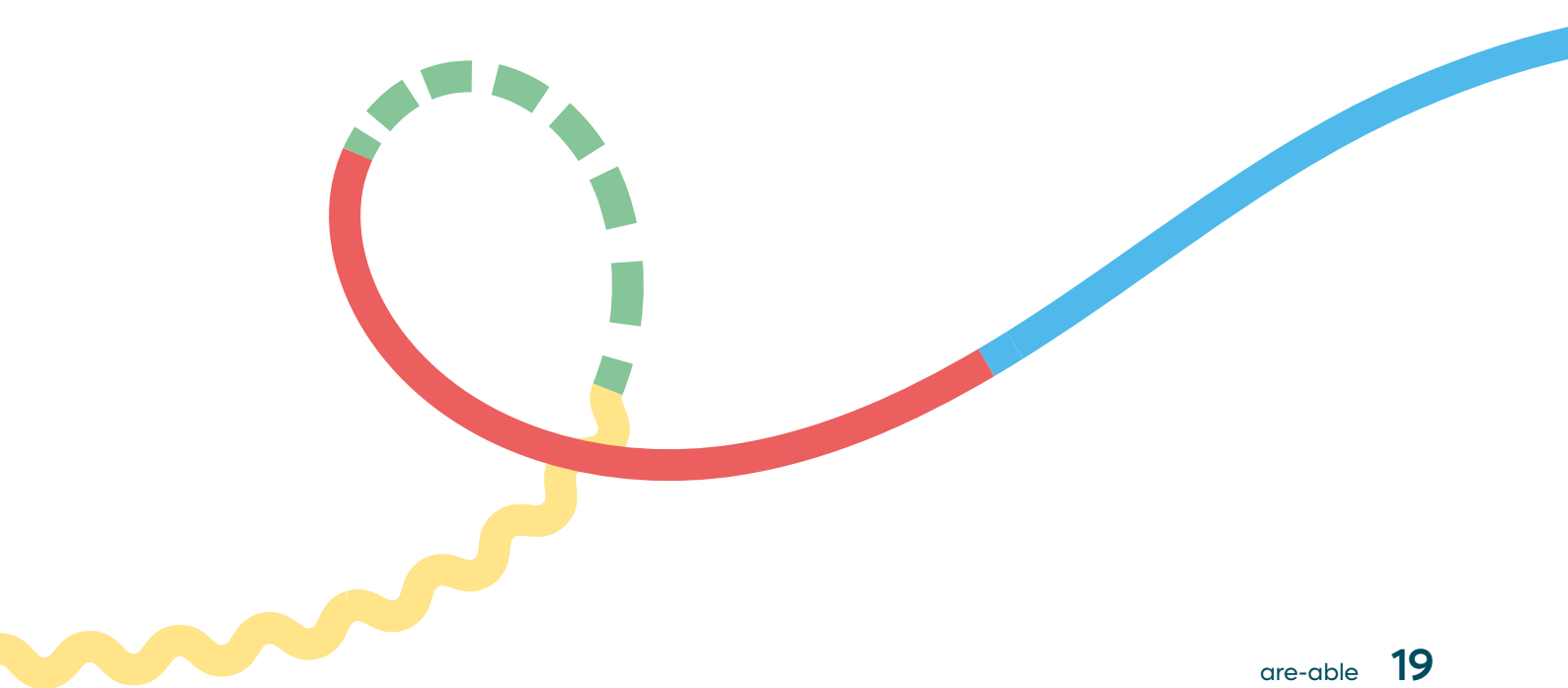
At are-able we have created a culture of feedback, that has led to improvements in our leadership, systems and processes. We are committed to providing an effective and responsive feedback and complaint management system to support consistency and high-quality management of feedback and complaints.

## Town Hall

Town Hall is a virtual space where we meet as a community each Quarter. It offers a dedicated platform for our workforce to connect, nurturing a strong sense of unity through meaningful discussions and the exchange of valuable insights. Within this space, employees have the opportunity to hear directly from our CEO and Executive team regarding organisational updates and to celebrate significant milestones achieved by fellow colleagues.

Town Hall serves as a forum where ideas are shared, collaboration is fostered and bonds are strengthened across our diverse workforce. Through engaging presentations and knowledge sharing, Town Hall provides a platform for collective growth and empowerment. It embodies our commitment to transparency, inclusivity, and employee engagement, aligning with our values to foster a culture of continuous improvement and support.

Recognising the importance of our people, we have dedicated time and effort to ensure that Town Hall provides open channels of communication, with sessions recorded for those unable to attend live.



# Calendar of Events

**At are-able we strive to provide you with a positive organisational culture to help you feel engaged and valued. Celebrating significant days within the business calendar creates a more connected environment and enables all of us to be aware of the ways in which we can continue to support one another.**

These significant days represent themes that are front of mind all year round at are-able. Having a defined and shared time to celebrate these events ensures that all of our employees enjoy an inclusive, engaged and productive working environment.

## Significant Events

- International Women's Day
- Harmony Day
- Stress Awareness Month
- World Autism Awareness Day
- Anzac Day
- IDAHOBIT (International Day Against Homophobia, Biphobia, Transphobia and Intersex Discrimination)
- National Reconciliation Week
- Pride Awareness Month
- NAIDOC Week (National Aborigines and Islanders day Observance Committee)
- Wear it Purple Day
- Adult Learners Week
- R U OK? Day
- Inclusion at Work Week
- International Men's Day
- International Day of Persons with Disabilities





1800 566 066  
areable.org.au

