

WELCOME TO NEWCASTLE JOCKEY CLUB LIMITED ...

1. Casual Hospitality Employees

We are pleased to offer you a casual position with Newcastle Jockey Club (NJC).

As a casual employee you are not guaranteed any number or allocation of working hours; instead you may be requested to work on an occasional basis-based on the Club's needs which may change from time to time.

Your rate of pay is inclusive of a 25% casual loading. You shall be entitled to any applicable penalty rates, overtime rates or allowances appropriate to a casual employee in accordance with the relevant Award.

2. Location

The location of your work shall be at Newcastle Racecourse, Cessnock Racecourse or such other location as directed by NJC. You may be required to undertake travel as part of your duties.

3. Timesheets

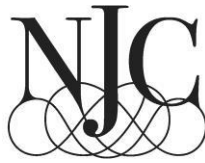
The club uses an App called "Clock In, Clock Out" for facilitating timesheets. The App records your times electronically and will take a photo of you as you clock on and clock off.

You require a PIN to identify you when you sign on and off. The PIN will be sent to your nominated email address. The facility to sign on and off is located in the Staff Room.

4. Payroll

Wages will be paid weekly via EFT into your nominated bank account. Pay slips are sent via your nominated email address.

The pay period for casual employees is Monday to Sunday and wages are deposited into your nominated bank account by Thursday.



5. Staff Orientation

You are required to attend a Staff Orientation prior to or on commencement of your employment when you will receive the following:

- NJC Human Recourses Induction Manual
- Emergency Guide with Emergency Assembly Points Identified
- Fair Work National Employment Standards
- Staff Orientation Checklist (which you will be required to sign)

UNIFORM ALLOCATION

Uniform Description

Shirt Size:

Staff Apron (Y or N)

Name Badge (Preferred name)

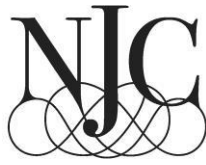
Other:

I acknowledge that I have received the uniform, as described above. I understand that I will be responsible for the cost of replacement of the uniform if the uniform is damaged due to misuse or failure to follow care instructions. Deterioration due to normal wear and tear is acceptable.

I understand the uniform as listed above remains the property of the Newcastle Jockey Club, and that the \$30 paid by me as bond for the uniform will be refunded to me upon return of the full uniform in a satisfactory condition.

I understand that the uniform is to be worn by me regardless of the Club venue I am rostered on in and should be accompanied by the name badge allocated to me. I agree that if I attend work without the correct uniform and name tag, or if either is in an unacceptable condition, I will not be permitted to complete my shift and as such will not be paid.

By signing this document, I authorize the Newcastle Jockey Club Ltd to deduct \$30 from my next pay period being a bond payment for a staff uniform.



EMPLOYEE SIGNATURE:

DATE:

We take this opportunity to welcome you to the team and trust that your employment with Newcastle Jockey Club will be a beneficial experience for us all .

Glynn Haslam

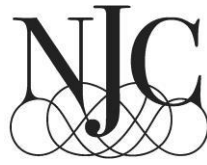
General Manager, Hospitality Operations

Newcastle Jockey Club Ltd

Darling Street, Broadmeadow NSW 2292

Phone: 0249 61 1573

ABN: 13 000 002 513



KEY POLICY INDUCTION

The purpose of this induction is to give a brief overview of the key policies of NJC. The NJC has been working to update all policies to ensure they meet legislative and best practice requirements. This induction will ensure you are up to date with your rights and responsibilities as an employee of the NJC.

This induction will only provide a general overview of the key policies in place and some of the expectations of employees, and the NJC as an employer. For further detail and full policies, please see your Manager who will be provide you with the full versions of the updated policies.

As part of your employment with the NJC, you are required to comply with all laws, regulations and Company policies and procedures, and report any breaches to Management.

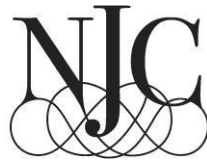
Breaches of any NJC policy may result in disciplinary action – in serious cases, this may include termination of employment.

1. Code of Conduct

The Code of Conduct (COC) sets out minimum standards of conduct and behaviour required from all workplace participants (including employees, contractors, members of the Board). These expectations are not restricted to the workplace or work hours and extend to other circumstances connected with your employment at the NJC, i.e. work events such as a Christmas party.

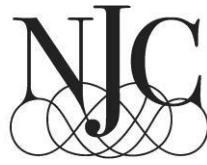
The following covers some of the key requirements from the COC – this list is not exhaustive. The COC requires that you:

- Behave honestly and with integrity;
- Act with care and diligence;
- Treat everyone with respect and courtesy;
- Ensure you do not engage in any behaviour which may constitute harassment, discrimination or bullying;



- Perform all duties in a safe, responsible and effective manner;
- Follow all lawful and reasonable instructions;
- Represent NJC in a positive and professional manner;
- Maintain attendance and punctuality;
- Refrain from gambling whilst rostered to work, or whilst in the NJC uniform or identifiable as a representative of NJC;
- Do not fight or display acts of violence in the workplace;
- Never report for work under the influence of illicit drugs and/or alcohol (if taking prescription or over the counter medication that may affect your work performance, you should inform your Manager);
- Do not smoke during work hours, unless during designated breaks and within designated areas. Outside of work hours, NJC respects your right to smoke, however asks that you either cover, or remove your uniform in these instances;
- Disclose and take reasonable steps to avoid any conflicts of interests – where your private interests may interfere, or appear to interfere with the interests of the NJC or its related parties i.e. a private business that competes with the NJC;
- Ensure that during employment (and after your employment ends) you do not use or disclose any confidential information (except in the proper course of your duties, or as required by law);
- Do not make any public statements about or on behalf of the NJC unless authorised to do so by the CEO; and
- Protect company property or other assets and use only for legitimate business purposes, unless otherwise approved.

While NJC is governed by a Board of Directors, their role is to formulate policy and strategy for Management. It is Management that is responsible for the day to day operations of the NJC, including all employment matters – the Board should not be involved in these matters.



Employees must not initiate contact with the Board over operational, staffing or any employment-related matters.

2. Performance and Misconduct Policy

NJC requires a minimum standard of conduct and performance from all staff. In most cases, staff will perform within these requirements, however if behaviour and/or performance falls below acceptable levels, management may implement measures to improve or correct performance and behaviour – this may include disciplinary action.

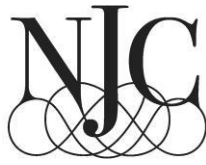
NJC will work with staff to correct unacceptable performance or conduct (except in situations where instant dismissal is appropriate) and will ensure the process of managing performance and disciplining staff meets legislative requirements and standards of natural justice and procedural fairness.

In certain situations of wilful or serious misconduct or refusal of duty, the NJC reserves the right to dismiss workplace participants instantly – summary or instant dismissal (or termination). The following are examples of behaviour that may constitute instant dismissal (this list is not exhaustive):

- Criminal behaviour;
- Bullying, harassment, discrimination or victimisation;
- Abusive, violent or offensive behaviour;
- Selling, buying, possession of, or being under the influence of any form of illegal drugs;
- Being intoxicated by alcohol; and
- Wilful disobedience of any lawful direction, or refusal to abide by reasonable instruction or Company policies and procedures.

Other forms of disciplinary action that may be taken include:

- Verbal counselling;



- Written (or formal) warnings; and/or
- Dismissal.

Where required, NJC will offer employees the opportunity to have a support person present at disciplinary or performance meetings.

3. Complaints and Grievance Policy and Procedure

NJC has a complaints and grievance policy and procedure which covers all situations related to a dispute, complaint or other grievance in connection with the workplace. This includes grievances or disputes of, and between employees (i.e. you think you are being bullied at work), as well complaints from any external parties (NJC members, or members of the public) that involve an NJC workplace participant.

This Policy outlines the steps that will be taken to attempt to resolve and/or investigate a complaint or grievance (informal and formal), as well as expectations and rights of those if involved in a grievance (confidentiality, right to a support person, etc.).

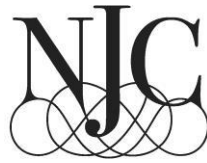
4. Anti-Discrimination and EEO Policy

Under Equal Employment Opportunity (EEO) legislation, the following are unlawful and strictly prohibited:

- Discrimination;
- Vilification; and
- Victimization.

Discrimination based on the following characteristics or grounds is unlawful:

- Race;
- Colour;
- Sex / gender;
- Sexual preference;
- Age;



- Physical or mental disability;
- Marital status;
- Family or carers responsibilities;
- Pregnancy;
- Religion;
- Political opinion;
- National extraction; and
- Social origin.

Discrimination is treating someone less favourably, or differently, than another, because of one of the grounds above (direct discrimination).

Discrimination is also where an employer imposes a policy or requirement that appears to apply to everyone equally, but in fact operates to the disadvantage of a particular group because of a characteristic of that group i.e. the fact that they are female (indirect discrimination).

Vilification is also unlawful under EEO laws. Vilification is a public act that incites hatred towards, serious contempt for, or severe ridicule of a person or group based on any of the prohibited grounds (list above).

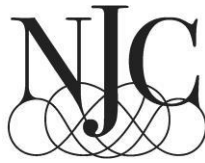
If workers raise a complaint in relation to equal employment opportunities or discrimination, they will not be subject to any detriment and will not be retaliated against. This is known as victimisation and is unlawful.

Requirements under EEO and Anti-discrimination legislation and NJC policy are not restricted to the workplace or to work hours – they apply in all functions and places related to work.

In addition to disciplinary action for breaches of this Policy, workplace participants can be held legally responsible for their actions.

5. Bullying and Harassment Policy

Under legislation, bullying, harassment and sexual harassment are unlawful and strictly prohibited.



Bullying is defined as subjecting a person (or group of people) to behaviour that is repeated, unreasonable, inappropriate, and that creates a risk to health and safety (includes both physical and psychological risks and abuse).

Examples of bullying include, but are not limited to:

- Verbal abuse;
- Isolating or excluding others; and
- Interfering with the property of others.

Workplace harassment is defined as “subjecting a person to behaviour that is repeated, unwelcome and unsolicited, that the person, and any reasonable person, would consider offensive, humiliating, intimidating or threatening, and is targeted towards the person on the basis of a personal characteristic, such as gender, race or ethnicity (a ground or characteristic as outlined above in regard to Anti-Discrimination).

Examples of harassment (include but are not limited to):

- Gender based insults; and
- Sexist or racist jokes.

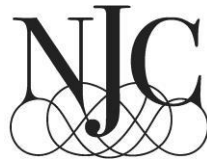
Workplace bullying and harassment does not include reasonable performance management action taken in a reasonable way, i.e. taking disciplinary action, critiquing work.

Sexual Harassment is “unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated”. The conduct does not have to be directed at a particular individual to be unlawful. The conduct also does not have to be “repeated”.

Conduct can be considered sexual harassment even if the person did not intend to offend, humiliate or intimidate.

Examples (include but not limited to):

- Physical contact such as hugging, touching, kissing;
- Staring at a person or parts of their body;



- Sexual jokes, comments or conversations; and
- Displaying offensive material, i.e. sexually explicit screensavers or posters.

As mentioned above under the EEO and Anti-Discrimination Policy, if workers raise a complaint in relation to bullying or harassment at work, they will not be subject to any detriment and will not be retaliated against. This is known as victimisation and is unlawful.

Requirements under Bullying and Harassment legislation and NJC policy are not restricted to the workplace or to work hours – they apply in all functions and places related to work.

In addition to disciplinary action for breaches of this Policy, workplace participants can be held legally responsible for their actions.

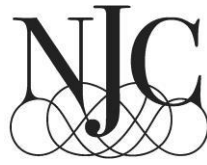
If anyone feels that they have been subject to any form of unlawful conduct contrary to bullying and harassment laws, or this Policy they should not ignore it. You should consult your Manager and take action in accordance with the Grievance Policy & Procedure discussed previously.

6. Public Statements & Social Media (IT, Internet and Social Media Policy)

NJC acknowledges that workers have the right to use and contribute to public communications on websites and social media not operated by the NJC, i.e. Facebook and Twitter.

As inappropriate use of such communication channels still has the potential to cause damage to the NJC and other workers and associates of the NJC, the following applies:

- Workers shouldn't publish material or information which identifies them as being associated with the NJC – the exception to this is LinkedIn – staff are able to list their position at the NJC on their LinkedIn pages;
- Workers shouldn't engage in any online communications as a representative of, or on behalf of the NJC, unless they have prior approval to do so;
- Workers must not communicate any confidential information, material that violates the privacy rights of other parties and other information about the NJC or its customers,



business partners or employees; and

- Workers must not publish anything of a defamatory nature or which negatively portrays the NJC or may tarnish the reputation of the Club, its employees, customers, or other related parties.

7. Smoking Policy

NJC has a smoking policy in place which outlines where smoking is and is not permitted on site, and the expectations for workers who do wish to smoke.

At the NJC, smoking is prohibited in:

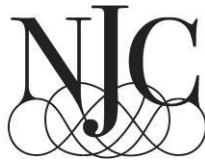
- All buildings;
- All vehicles and machinery, including contractor vehicles, and personal vehicles if being used for work purposes;
- All outdoor areas (unless those specifically designated as smoking areas);
- All enclosed and/or undercover areas on the NJC grounds; and
- Any area within 10 metres of any building entry or exit.

NJC does respect the right of choice for workplace participants and visitors who wish to smoke and recognises the need to accommodate the needs of both smokers and non-smokers.

Smoking is permitted in a number of designated smoking areas (as illustrated on the attached map and as signposted in the applicable areas).

Workers who do wish to smoke must:

- only do so in designated smoking areas, away from non-smokers and the public eye;
- only smoke during designated breaks;
- dispose of all litter appropriately;
- do so out of the public eye (If smoking outside of the premises) and not within 10



metres of the entrance to the NJC workplace; and

- Ensure that once they present back to work, they are demonstrating professional hygiene standards and are free from the smell of smoke.

8. Alcohol and Other Drugs Policy

NJC requires all workplace participants to present for work clear of the effects of drugs and/or alcohol and be in an alert state of mind.

Except as otherwise authorised, workplace participants must not:

- Work while under the influence of drugs or alcohol;
- Consume alcohol or illegal drugs during work (except for prescription or pharmacy drugs, to be discussed); and
- Must not possess, distribute or sell illegal drugs while at work.

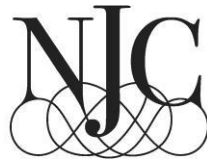
As part of ensuring a safe and healthy workplace, Management reserve the right to:

- Conduct drug and alcohol testing pre-employment and/or during employment; and
- If they suspect a worker is under the influence of illicit drugs or alcohol while at the workplace, to suspend the worker and instruct they undergo a drug and/or alcohol test.

Testing may be on-suspicion, may be targeted towards certain roles or departments where the influence of drugs and/or alcohol carries serious risk, may be following an incident or near miss or may be completely at random.

Without limiting the seriousness of this Policy, the CEO may use his discretion in regard to alcohol consumption in the workplace and/or during work hours and may decide that reasonable consumption of alcohol during work or at the workplace is acceptable for certain positions and in certain circumstances.

Where a workplace participant is taking prescription or pharmacy drugs for medical purposes, they will not breach this policy by attending work, if they:



- Take the drugs in accordance with the drug guidelines and instructions of their medical practitioner; and
- Ensure they are still able to perform their work effectively, competently and safely.

If a workplace participant is aware of a breach of this Policy, they should notify Management immediately who will take appropriate action.

9. Dress Code

NJC requires all staff to maintain a standard of dress that enhances the professional image of the company, whilst also maintaining a safe and comfortable working environment.

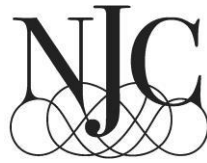
Workplace participants are required to dress in a standard of attire reflective of their position.

Some roles / departments will be required to wear a uniform. You will be advised of uniform requirements and procedures for ordering uniforms upon starting at the NJC.

In addition to uniform requirements (or if a uniform is not required for your role) you are required to present to work in a state that is professional, clean and tidy. Personal hygiene should also be of a high standard.

The following items are not permitted at any time in any role (this list is not exhaustive):

- Any clothing that is deemed to be discriminatory or offensive;
- Clothing that reveals too much cleavage, back, chest, stomach or underwear;
- Tracksuits, gym wear and/or beach wear;
- Thongs;
- Excessive, extreme or inappropriate makeup, hairstyles or jewellery; and
- Excessively visible or inappropriate tattoos (you may be asked to cover visible tattoos).



No dress code can cover all situations, so workplace participants are asked to exert a certain amount of judgement in regard to their choice of clothing at work.

Management will offer guidance if workers are deemed to have fallen outside of the expected standard of dress.

Workers are reminded that when in uniform, they are identifiable as a representative of the NJC. The NJC respects workers' rights to participate in social activities outside of the workplace, however, asks that if workers wish to do so before or after their shifts, that they remove and/or cover their uniform.

so that they are not identifiable as a representative of the NJC. Without limiting any non-work activity, this applies specifically to smoking, gambling and the consumption of alcohol.

Smoking & Non-Smoking Areas:

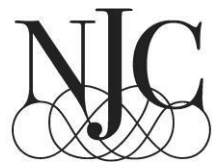
All indoor venues including the Betting Ring, Marquees and Grandstands are deemed non-smoking areas.



NON-SMOKING AREAS – all spectator areas including the Betting Ring, 10m from Marquees and Marquee Lawn, Grandstands and Grandstand Lawns, Pavilion enclosure, Jockeys enclosure and Parade Ring areas



DESIGNATED SMOKING AREAS – The day stables lawn and paved area surrounding Newmarket Bar on the Western side of the Betting Ring (min 10m from any door opening), the lawn immediately in the front of the Raceday office, the Courtyard Lawn and the service road and lawn areas behind the staff room (min 10m from marquee).



AGREEMENT

Name:	
Position:	
Date:	

I hereby confirm that I have read and acknowledge the NJC Human Resources Induction Manual presented to me and understand my role and responsibility to work at all times within the scope of these instructions.

Signature: _____ Print Name: _____

Witness: _____ Print Name: _____