

DOMESTIC AND FAMILY VIOLENCE POLICY

Collins Foods Limited (the **Company**)

1 Purpose

Collins Foods (We) is committed to the stand against domestic and family violence. We understand the impact domestic and family violence (DFV) has on our people, our workplace and our community. We take an active approach to address DFV both practically within our stores and offices, and in the way we communicate with employees and customers.

2 Key Principles

- 2.1 We understand that DFV is a community issue and Collins Foods can make a difference by taking a stand to reduce the incidence and impact of DFV.
- 2.2 We are committed to providing a work environment in which all employees are treated fairly, with dignity and respect and without discrimination, whilst also ensuring that health and safety is not adversely affected by employees impacted by DFV while at work.
- 2.3 We believe it is every person's right to feel safe and secure, both in the workplace and outside of work.
- 2.4 We understand that by creating a connected workplace through addressing DFV, there will be other benefits to the organisation to drive a positive and open culture.
- 2.5 We recognise that DFV is complex and can impact a person's life in many different ways. We therefore offer flexibility and a range of options to those employees who have been impacted beyond DFV to navigate through and beyond this difficult situation.
- 2.6 We will empower people who are impacted by DFV to communicate the type of support they need for their specific situation.
- 2.7 We take an approach of belief and non-judgement and offer universal support to any employee who is impacted by DFV.
- 2.8 We will ensure that avenues for support are communicated to our employees and that Human Resources senior leaders have the requisite skills and knowledge to support managers responding to report of DFV.
- 2.9 In accordance with the Fair Work Act, all employees are entitled to ten (10) days paid family and domestic violence leave each year. Collins Foods will also provide employees with an additional five (5) days of paid DFV leave, separate to personal/carers leave, and up to ten (10) days of unpaid FDV leave for all casual, part time and full time employees. The leave becomes available to employees at the onset of employment and then resets annually on the employment anniversary date – it does not cumulatively accrue from year to year.
- 2.10 Employees impacted by DFV can apply for up to \$5,000 as a one off grant provided through the Collins Family Fund. This can be used for support such as emergency accommodation, a bond payment on a new rental property or to set up a new mobile phone.
- 2.11 We will provide additional EAP support, with up to eight (8) free counselling sessions every 12 months, for employees and their family members impacted by DFV.
- 2.12 All matters related to DFV will be dealt with sensitively, fairly, without discrimination and confidentially.

Document No	Approved by	Date Issued	Next Review Date	Version
CFL-HR-WHS-POL-0006	Executive Committee	January 2023	January 2025	1.2

3 Scope

This policy applies to all of the Collins Foods 'employees' as defined, operating across any of the Collins Foods brands and the Restaurant Support Centre.

4 Communication

To ensure all employees are aware of this Policy and able to access the support they may need, Collins Foods will:

- Provide access to the Policy by storing an electronic copy in a location that is accessible to all employees.
- Include reference to the Policy document and explanation as part of the induction process for all new employees.
- Communicate the Policy through relevant accessible channels.
- Encourage employees to provide feedback about the Policy.
- Notify employees of any changes to the Policy.

5 Compliance with this Policy

- 5.1 All employees must make all reasonable efforts to support those impacted by DFV.
- 5.2 All employees should report concerns, or potential concerns, with DFV to their manager or supervisor.
- 5.3 Management are required to personally demonstrate appropriate support, commitment and compliance to this Policy and escalate any concerns to Collins Foods HR Department, senior management and/or the WH&S Manager immediately.

6 Frequency of Review

Collins Foods will monitor this policy in the event of changes to legislation otherwise every two years. The Policy will be assessed based on:

- Uptake of the measures included in the policy
- Organisational awareness of DFV
- Internal feedback from HR, leaders and employees
- Relevance to current legislation, resources and best practise.

7 Terms and Definitions

TERM	DEFINITION
Domestic and Family Violence (DFV)	Acts of physical violence, control, verbal abuse and intimidation between people who are in a current or previous intimate relationship, are partners, housemates or children. These acts of DFV can include physical, sexual, emotional, financial and psychological abuse. An individual is in a state (physically and psychologically) to perform tasks work competently and in a manner that does not compromise the health and safety of themselves or others.
Management	Collins Foods managers, team leaders/supervisors (whichever are relevant) and all personnel with supervisory responsibilities.
Employee	Person performing work or work-related activities under the control of the organisation

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8 Related Policies & Procedures

Policy Name	Policy / Procedure Number
Work Health and Safety Policy	CFL-HR-WHS-POL-0001
Domestic and Family Violence Leader Guide	CFL-HR-WHS-GD-0011

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