

Parental Leave & Family Support Policy

Purpose

ARA Electrical Engineering Services Pty Ltd (ARA) recognises the importance of supporting employees through significant family and life events, including the birth, adoption or care of a child. ARA is committed to fostering an inclusive workplace where employees can balance their work and family responsibilities while maintaining their career development, wellbeing and connection to the workplace.

Scope

This Policy applies to all employees of ARA Electrical Engineering Services Pty Ltd.

Policy Statement

ARA supports eligible employees in accessing parental leave and related workplace entitlements in accordance with the *Fair Work Act 2009 (Cth)*, applicable industrial instruments and employment agreements.

ARA is committed to:

- Providing eligible employees with access to parental leave entitlements and flexible work arrangements in accordance with legislative requirements.
- Supporting employees before, during and after parental leave through open communication, workplace flexibility and reasonable assistance.
- Considering requests for flexible work arrangements fairly and consistently, having regard to both operational requirements and individual circumstances.
- Supporting employees returning from parental leave through practical return-to-work arrangements and ongoing workplace support.
- Maintaining a workplace free from discrimination, harassment or adverse treatment associated with pregnancy, parental leave, family responsibilities or caring responsibilities.
- Promoting a positive and inclusive culture that values diversity, family commitments and employee wellbeing.

Where reasonably practicable, employees returning from parental leave will be provided with their pre-leave position or a comparable position with equivalent status, remuneration and responsibilities.

Responsibilities

Management

Managers are responsible for supporting employees throughout parental leave and return-to-work processes, considering flexible work requests fairly and ensuring compliance with relevant legislative obligations.

Employees

Employees are responsible for providing required notice of parental leave, maintaining reasonable communication regarding return-to-work arrangements, and complying with ARA leave application procedures.



Jason Moore
Managing Director
14 July 2026