

EMPLOYEE WORK VISA SPONSORSHIP POLICY

This Employee Work Visa Sponsorship Policy (**Policy**) sets out the circumstances under which work visa arrangements or sponsorships are permitted within employment with ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**).

1 Authorisation

Under no circumstance whatsoever is any employee sponsorship or work visa arrangement to be organised, negotiated or approved unless the express authorisation of ARA Group's Managing Director has been provided. For the avoidance of doubt, this includes arrangements pertaining to foreign student visas, working holiday visas, subclause 407 'training' visas, subclass 457 'skilled' visas, and employer nominated permanent residency sponsorships (**Work Visa**).

2 Procedure

If ARA Group's Managing Director has authorised a Work Visa, the application for such Work Visa must be made through ARA Group's nominated immigrant agent.

All documents concerning the Work Visa application and process must be provided to ARA Group's accounts department and filed in the applicable employee's personnel file.

A handwritten signature in black ink, appearing to read 'Edward Federman'. The signature is fluid and cursive.

Edward Federman
Chief Executive Officer

12 December 2023

Date