

REMOTE WORKING POLICY

This Remote Working Policy (**Policy**) applies to all employees, officers, directors and personnel (**Employees**) of ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**).

1 Working Remotely

For the purposes of this Policy, “**Working Remotely**” has the meaning of conduct or activities undertaken in association or connection with employment with ARA Group, which occur remotely, away from ARA Group’s office location(s), including but not limited to; ‘on-site’ locations, the home address of an Employee or similar location, public libraries, cafes, restaurants, bars, and event and function spaces.

2 Compliance with company policies

At all times when Working Remotely, Employees are expected to comply with the various policies of ARA Group, including but not limited to ARA Group’s:

- (a) Acceptable Use of Information Technology Policy;
- (b) Mobile Phone Policy;
- (c) Privacy Policy;
- (d) Care of Company Equipment Policy
- (e) Code of Conduct;
- (f) Dress Code Policy; and
- (g) Bullying and Harassment Policy,

subject to minor adjustments as are reasonable in the circumstances.

Employees will not be immune from disciplinary action stemming from a breach of any of ARA Group’s policies by reason of Working Remotely.

3 Remote Working Arrangements

3.1 Working Area

Any Employee working remotely must have a designated work area or room within their home that is appropriately set up to satisfy ARA Group’s confidentiality requirements and health and safety standards. Employees must conduct a risk assessment of their working area and if there are any identifiable risks in working area, it is the Employees’ responsibility to bring it to the attention of their manager or work health and safety representative.

3.2 Equipment and Furniture

All equipment and furniture used for working remotely must be to a suitable standard. This includes, but is not limited to, desks, chairs, IT requirements etc. Employees are required to work with the ARA Group to maintain appropriate IT standards, in line with ARA Group’s Acceptable Use of Information Technology Policy and External Software Policy.

Any costs relating to furnishing the work area, heating, electricity, internet or additional insurance (if required) will not be reimbursed by the ARA Group. ARA Group will discuss with Employees (where applicable) the provision of necessary equipment to carry out the required duties.

Employees working remotely are responsible for the protection of any equipment and the security of proprietary information stored on it. Accordingly, Employees must follow ARA Group's policies.



Edward Federman
Chief Executive Officer

12 December 2023

Date