

MENTORING PROGRAM

The purpose of this program is to facilitate mentoring relationships so that experienced mentors from our business can share their advice, knowledge and experience with mentees, resulting in a mutually beneficial professional development relationship.



The program offers an opportunity to help grow and retain the existing “talent” within our businesses. The program aims to deliver tangible benefits to:

- **mentees** by developing greater insight, knowledge, skills and development needed to be effective in their role;
- **mentors** by further developing leadership skills through experiencing new perspectives and techniques; and
- **the business** by strengthening connections both across the business and with our partners



OTHER BENEFITS

- FLU VACCINATION
- PEDOMETER CHALLENGE
- CHARITY APPEALS/MORNING TEAS
- SERVICE & EXCELLENCE AWARDS
- NUMEROUS WELL BEING/SAFETY ACTIVITIES
- HEALTH & SAFETY TRAININGS

BENEFIT PLAN

The Group is always actively seeking ways to engage and offer benefits to staff. Regular activities will take place during the year and should you have any suggestions, please don't hesitate to let Human Resources know.

Vemco Group | Head Office
Building 2, Level 3 18 Compark Circuit, Mulgrave Victoria 3170
PO Box 478 Mt Waverley Victoria 3149 Australia
Tel: +(613) 8542 0700 | Fax: +(613) 8542 0703
www.vemco.com.au

STAFF BENEFITS FOR VEMCO GROUP EMPLOYEES

We know that to attract the best people, we need to offer the best working conditions and opportunities, and we continuously work towards it. We provide our employees with ongoing training opportunities, employee service benefits, family friendly policies, workforce support and health and lifestyle choices.

We believe in providing our staff with a work environment that is happy & harmonious. One that helps them become their best professionally so that they can achieve their professional goals. Here are just a few of the things that we do:

TRAINING & DEVELOPMENT OPPORTUNITIES

We believe in continually developing our people and as such, we provide our team with regular training sessions plus opportunities to develop, progress and promote themselves to grow within the organisation.



COUNSELLING

We provide support and counselling services for family, personal or work situations - confidential and professional, on or off-site.

The Employee Assistance Program (EAP) is a work-based intervention program designed to enhance the emotional, mental and general psychological wellbeing of all employees and includes services for immediate family members. The aim is to provide preventive and proactive interventions for the early detection, identification and/or resolution of both work and personal problems that may adversely affect performance and wellbeing.

FRUIT

Healthy Staff. Healthy Business.

Fresh fruit in the workplace is our way to show staff that not only are they truly valued, but it also delivers maximum return on investment from a health and wellness perspective. At Vemco Group we support a healthy lifestyle choice by focussing on staff wellness, and a steadfast commitment to work/life balance.



NEWSLETTER

A company newsletter is distributed quarterly and is a great way of keeping up with the activities and developments across the business.

Please feel free to share this with your family and if you have any information that you believe is newsworthy please contact the Human Resources department



EMPLOYEE ADDED BENEFITS

The Vemco Group offers staff and their families access to an "Online" store "Employees Added Extras". Staff can register and then log on to purchase items such as movie tickets, insurances, clothing and gift vouchers at discounted rates.

For more information refer to the pamphlet in your induction documents.



EMERGENCY SERVICES LEAVE

The company recognises the support members of community service organisations offer and as such we wish to support them in their endeavours.

Paid leave (up to 4 days) may be granted to an employee who is a member of an Emergency Service Organisation such as the State Emergency Service, Country Fire Authority, Search and Rescue unit or other volunteer service performing similar functions. This is to enable the employee to fulfil an obligation to that service in the event of an emergency only. This leave is not available for training or volunteer duties associated with being a member of an 'Emergency Service Organisation'. Refer to "EMS Policy."

THE DRIP

Vemco Group is happy to offer employee access to purchase items such as fridges, washing machines, TV's etc via "The Drip" program.

The program offers employees the facility to purchase items and pay the items through their pay (after tax). For more information refer to the pamphlet in your induction documents.

"The Drip" is an offering only available to employees who have been with the company for at least a year.



STAFF SURVEY

To ensure the Vemco Group understands the 'needs' of its staff it conducts an annual "Employee Survey" with the results being utilised to develop plans for improving the workplace. All staff are actively encouraged to participate with all responses remaining anonymous.



REWARDS & RECOGNITION PROGRAM

In the continuing effort to create a strong and dedicated team we have introduced an incentive based recognition program.

We believe the following recognition program will recognise the achievements and dedication of staff throughout the Group and help to bolster the strength of our core values.

Employees demonstrating our core values are recognised & rewarded for each quarter. At the end of the year, an overall winner is also chosen from the four successful nominees throughout the year to receive an overall prize.

