



REMUNERATION POLICY

OVERVIEW

Rainforest 4 Foundation aims to provide attractive conditions of employment for its staff. This policy supports the foundation's primary goal of protecting rainforest for wildlife, climate, people and planet by supporting the attraction, retention, recognition and rewarding of staff through remuneration and a range of other benefits.

SCOPE AND APPLICATION

This policy applies to all staff members and Board members. Any exceptions are detailed in the relevant procedures. This policy is intended to operate in conjunction with other complementary policies, the staff handbook and with best practice to achieve the Foundations' objectives.

PRINCIPLES

The remuneration policy is based on the following principles:

- employee remuneration is based upon the duties and responsibilities he/she is expected to perform
- those duties and responsibilities are assessed using an externally sourced method to establish an independently verifiable position grading
- the position grading will provide a guide to the remuneration for the applicable position
- remuneration will be competitive with the external market in which Rainforest 4 Foundation operates and be cost effective
- employees are remunerated in a fair and equitable way
- application of this policy supports the performance planning and review process of nurturing employee commitment to the organisation

REMUNERATION OF DIRECTORS

The Directors are not entitled to receive remuneration for acting as a Director, except as set out in this clause 6.2. of the Constitution.

A Director may receive remuneration in the Director's capacity as an employee of the Company, provided that the terms of the Director's employment are approved by a resolution of the Directors. Where with the prior approval of the Directors a Director renders or is called upon to perform services for the Company in the Director's technical or professional capacity, the Directors may arrange with that Director special remuneration by payment of a stated sum of money determined

by a resolution of the Directors, provided the amount paid or payable for the services does not exceed reasonable commercial terms.

The Director is entitled to be reimbursed out of the funds of the Company reasonable travelling, accommodation and other expenses the Director incurs when travelling to or from and attending meetings of the Directors or a committee of the Directors or when otherwise engaged on the business of the Company, provided that the amount does not exceed a maximum amount previously approved by the Directors.

REVIEW

Remuneration for all employees will be reviewed annually in April, to be effective on the following 1st July. All changes in remuneration require the approval of the Board of Directors.

RELATED LEGISLATION

Rainforest 4 Foundation will engage employees consistent with all relevant laws in Australia and the state or territory in which employees are located. They include Fair Work Act 2009 (Cth); Privacy Act 1988; Equal Opportunity Act 1984 (SA); Age Discrimination Act 2004; Disability Discrimination Act 1992; Racial Discrimination Act 1975; Sex Discrimination Act 1984.

Document Number	R4FPOL001
Responsible Officer	Antony Payn
Approved by	DRAFT
Related Documents and Policies	-
Related Legislation	Fair Work Act 2009 (Cth) Privacy Act 1988 Equal Opportunity Act 1984 (SA) Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984
Superseded Policies	-
Effective Date	4 November 2019
Review Date	3 November 2021