

A modern office interior featuring a large conference table with a white marble top and grey chairs. The room has large windows overlooking a city, recessed ceiling lights, and indoor plants. A semi-transparent white box is overlaid on the center of the image, containing the text.

# **Bramelle Partners Culture/Values**



## **Bramelle Partners Culture/Values**

**Integrity** – We pride ourselves on our client relationship, consistently providing the big business support to even the smallest client groups with the highest level of honesty, transparency and moral principles. We practice what we preach everyday internally as well and strive to always be a great company to work with.

**Customer Success** - Our personalised customer service reflects the value we place on our relationship with clients, and we maintain this from start to finish. We foster long-term relationships with our customers, providing them with the highest probability of achieving their goals.

**Excellence** – Excellence means greatness and we try to achieve this with everything we do. Our commitment to continual improvement ensures we provide the best solutions for our clients.

**Balance & Support** – We support the needs of both our team and clients through our flexible, you win – we win approach. The Bramelle Partners team works cohesively to support each other and this in turn provides our customers with a multiple direct approach when providing service.

**Stewardship** – We value the partnership we have with our clients and team, and what each entrusts to us. We take care and responsibility for the work we do together. We leave everything better than when we started.

**Respect** – We respect the value of time for our clients and team and communicate transparently to align expectations. We treat everyone with appreciation and professionalism.

**Motto: Beyond the numbers**

## BP Employee Remuneration Policy

### Firm bonus:

A firm wide bonus will be paid to all staff (including all offshoring accounting staff and contractors) employed, on **25 December each year**.

The bonus will be calculated at 15% of net profit from 1 July to 25 December. The bonus will then be shared equally amongst all staff (including all offshoring accounting staff and contractors) based on the number of days they were employed during that period

### Annual remuneration review (JUNE):

All accounting staff will be subject to an annual remuneration review. The increase in the remuneration will be calculated as follows:

**Net profit of business unit x 1/3<sup>rd</sup>**

**The net profit of the business unit is calculated as revenue – staff costs (including any offshoring costs) – direct costs – overhead allocation**

**The employee's performance will also be measured against BP's culture statement. The increase in remuneration may be scaled back depending on the employee's performance against the culture statement.**

**The increase in remuneration is inclusive of superannuation Any increase will be rounded to the nearest \$1,000**

### Administration Staff:

As admin staff have no direct revenue their profit pool will be determined upon the following factors:

- A number of projects will be determined at the start of each year which would be desirable to complete, and an amount will be allocated to each project
- Job specific based tasks will be provided with an amount each year eg, marketing outcomes.
- Internal satisfaction surveyed to be completed by the accounting staff.

Once the profit pool has been determined for all staff for the the year, the amount is also subject to a scale back depending on the employee's performance against the culture statement.



## BRAMELLE PARTNERS HYBRID WORK POLICY

### DEFINITIONS:

- i. **“HYBRID”:** For the purpose of these guidelines, “Hybrid” is any flexible work agreement with any employee that works with Bramelle Partners Pty Ltd.
- ii. **Remote:** For the purpose of these guidelines, “Hybrid” is defined as an employee working from a location other than Bramelle Partners Pty Ltd’s headquarters in Australia.
- iii. **Local:** For the purpose of these guidelines, ‘local’ is defined as within Australia.
- iv. **Standard work hours:** Bramelle Partners Pty Ltd’s standard hours are 9a.m - 5: 30p.m, Monday - Friday. Standard work hours will be expected unless otherwise discussed with your manager or The Company. Calendars need to be kept up to date with any changes to the work schedule and flexible workday schedules.
- v. **Customer-facing tasks:** There are diverse types of customer-facing roles within the company. Customer-facing roles include any position which has direct customer contact as a primary component of the employee’s role and service.
- vi. **The Company:** For the purpose of these guidelines, “The Company” being Bradley Seeto & Elaine Chim.

We define “Hybrid” employees as those who are in-office Monday - Thursday, in order to facilitate collaboration among the team and reliably schedule in-person one-on-one meetings. Should this schedule not work for you, please discuss it with The Company; and again, going forward, we will be communicating these expectations during the recruiting process.

### WHO IS ELIGIBLE:

At Bramelle Partners Pty Ltd, we trust you to do your job well from wherever you may be and want to ensure that you have all of the tools and support you need to do so. We certainly believe that great work can be done remotely, but also value the time that our teams have in- office and together.

We will typically determine a staff member is eligible for the “Hybrid” policy at the very start of the recruiting process. That being said, we know that situations change, and encourage any employee to discuss their specific needs and schedule with their manager or The Company.

#### **WORKING HOURS, ATTENDANCE & AVAILABILITY:**

It is expected that any personal requirements are addressed on this day. Any other personal requests required during the week will be subject to the normal leave requests.

“Hybrid” workdays are not Annual Leave or Sick Leave applications, they are normal workdays/hours and should be treated as such.

Regardless of whether the role is remote or in-office, all full-time employees must work 38-40 hours per week as per their contracts and attend any required meetings on-site.

Because of the nature of our business, employees must be available and expected to work during the company's standard work hours. This ensures we can maintain our reputation of excellent customer service and encourages great collaboration among departments within the business.

Of course, we try to be as flexible as we can to accommodate appointments, family needs, etc. For us, it's really about the rest of the team knowing when you are available, in any and all of these working environments (in-office & “Hybrid”). If you need to shift a start time, leave early, or take a long lunch, simply talk to your manager or The Company. Only staff who are meeting their targets will be able to utilise this benefit. Admin's ability to use this will be based on the total's firm target for the month. If your current situation requires you to work from home full time on a temporary basis, you must have this discussion with The Company.

The Fair Work Act 2009 requires us to compensate their employees for all hours worked, including overtime hours. This principle applies equally to remote work, but this only applies if we know or have reason to believe that work is being performed. That's why it's important to log in on time ensure that your work is documented.

**Note:** As always, overtime hours require the advance approval of The Company.

#### **COMMUNICATIONS:**

You should also ensure your calendar has regular 1-on-1s and team meetings each week, giving each team member the opportunity to see one another and collaborate on scheduled deadlines.

#### **ENVIRONMENT:**

It is the responsibility of the employee to designate a remote workspace, which is typically a space in your home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

If you sustain any injuries in their designated workspace and in conjunction with your regular work duties, notify your manager or The Company of such injuries as soon as possible. Bramelle Partners Pty Ltd is not responsible for any injuries to the employee or any third parties outside of the office or during the employee's non-working time.

Employees working from a designated workspace may, from time to time, be required to come to their usual work site as required by the needs of the business.

You're expected to make appropriate child-care arrangements during your work hours. We understand that exceptions happen, and family issues come up, so please talk to your manager or Brad or Elaine if there are any extenuating or temporary circumstances that you need assistance with! We're always here to help.

#### **EQUIPMENT WHILE WFH:**

All remote employees must utilize company laptops to perform their work. We will provide you with a laptop, which will also contain necessary software and programs. Any other necessary equipment is available for loan upon request (additional monitors, keyboards, etc.).

Bramelle Partners Pty Ltd is only responsible for ensuring items on loan; personally owned equipment should be covered by your individual homeowner's insurance policy. You are to ensure your network is working prior to log on time and ensure all your platforms work as well.

If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely, the employee should notify his or her manager right away to ensure coverage of the work and to get support for the issue. Interruptions to work caused by internet outages may require the employee to work from the head office or an alternate location for the remainder of the day, or until the outage is fixed.

In order to receive reimbursement for expenses, you should have prior approval from a supervisor and submit an expense report.

We understand that you may want to use your own devices for work (phone, tablet, etc.) Secure data management procedures (including passwords and encryption) should be enforced on all devices, especially your personal devices. In addition to that, you may be required to register your cell phones and laptops with the IT team.

#### **SECURITY & CONFIDENTIALITY:**

You are responsible for keeping documents, sensitive business data, and other work-related materials confidential and secure in your home office location. As always, comply with the guidelines of proper use of information technology (which can be found in our Employee Handbook).

For security purposes, no work can be done on a public Internet connection, nor can any work be performed on non-company equipment. This is to make sure that the data of our customers and of our business is kept as private as possible.

All of Bramelle Partners Pty Ltd's rules and policies, including those set in our Employee Handbook, apply while working from a designated workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment.

Employees are reminded that this remote/work-from-home policy is not to be used in place of sick leave, Annual Leave, etc. All of our guidelines for employee benefits and compensation remain the same.

**PERFORMANCE EXPECTATION:**

Managers and Partners are not expected to respond to staff requests if they are working from home. If they need access to managers and Partners on this day they can gain access by attending the work location.

The only time "Hybrid" workdays for particular weeks may not be approved are:

- i. Projects or roles that require access to specific people, on-site files, or specialized space/equipment/technology in order to effectively perform the job
- ii. Those that have current in-person, customer-facing tasks in office during the applied timeframe
- iii. Work produced is of inadequate quality and internal targets are not being met.

Your request will likely be approved if it has the following characteristics:

- I. Your work can easily and effectively be done offsite
- II. It doesn't affect the service quality or organisational operations
- III. It doesn't negatively impact team performance

Your current performance, team needs, and business needs all factor into whether or not the request will be approved, and each request will be assessed on a case-by-case basis.

**TERMINATION OF AGREEMENT:**

If staff are working from home during the month and haven't met their revenue targets for the 2 months in the year, then this WFH policy will be cancelled for the remainder of the year.

Both The Company and the employee have the right to terminate the remote and/or "Hybrid" work agreement at any time - by written or verbal notice. Failure to comply with expected performance and the above terms and conditions may be cause for disciplinary action and/or termination of your agreement.



# **Bramelle Partners Environmental, Social and Governance (ESG) Policy**

## **Introduction**

### **About Us**

Bramelle Partners is an established Australian Accounting Firm. We pride ourselves on our client relationship, consistently providing the big business support to even the smallest client groups with the highest level of honesty, transparency and moral principles. We practice what we preach everyday internally as well and strive to always be a great company to work with.

ESG Governance: Our ESG Strategy oversees our policies and operational controls for environmental, health, safety, and social risks. It is led by the Bramelle Partners team. As a medium enterprise, we meet regularly to assure our ESG Strategies policies are updated and in execution.

ESG Commitment: We strive to promote sustainability in our workplace by encouraging our team members to follow sustainable practices such as managing waste, among others. We also strive to build social responsibility within the community that surrounds our workplace in North Sydney, by attending annually to events that support small communities in need. On the other hand, our governance strategy focuses on looking after our team members by being 100% transparent about work ethic and by offering them bonuses based on performance and constant support for development.

## **1. Environmental Stewardship**

**1.1. Overview**: We aim to embed environmental stewardship in everything we do. We believe we have a responsibility to minimize the energy, carbon, water, and waste impacts of our business. As a result, we strive to implement sustainable practices such as the classification of waste in our workplace, managing our water consumption, and embracing technology to reduce the use of paper.

**1.2. Statement on Climate Change**: We are committed to driving down our carbon footprint, as we believe that climate change is one of the greatest risks to our world and we know that paper accounts for around 26% of total waste at landfills. Although the environmental impacts of our corporate operations are small, we believe it is important to live our values. As a result, we have adopted sustainability policies for our HQ, and we have embraced technology and digital platforms to reduce printing jobs.

**1.2.1.** Investing in sustainable bins and sustainable office resources.

**1.3. Team member/Clients Engagement**: Because we are reducing our total environmental footprint, it is critical that we engage both, team members, and, clients, to drive sustainable practices; that is why 85% of Bramelle's accounting practices are electronically managed.

## **2. Social Responsibility**

**2.1. Overview:** A deep commitment to social responsibility is core to who we are as a company. We believe people are at the heart of our business and take pride in our outstanding work culture. We strive to be an optimal employer to our workforce, as well as a valued partner to our clients.

**2.2. Compensation and Benefits:** We know that the first step in hiring and retaining talent is to create safe and inspiring workplaces where people feel valued. We offer competitive compensation and benefits to all regular full-time employees, including but not limited to paid holiday, vacation, and sick time. We also offer a very generous equity compensation program based on performance that empowers our team members to act and feel like owners, not just employees.

**2.3. Culture, Engagement and Growth:** We create an powerful work environment that rewards hard work and collaboration at all levels. Every new employee is given a copy of the Bramelle Partners company book that includes our vision, mission and highlights our core values. Team managers are encouraged to demonstrate an “open door policy” and employees can provide feedback through their monthly and annual performance reviews. We hold periodic employee appreciation events, such as monthly lunches and every Friday morning tea. We also aim to foster professional growth for employees at all levels of the organization through annual performance reviews, role-specific training and professional development opportunities.

**2.4. Health and Safety:** The health and safety of our employees is important to us. Even when our workplace is a small office located in North Sydney we have a standard First Aid kit in case of any minor emergency.

**2.5. Diversity and Inclusion:** We embrace and value diversity in all its forms, whether gender, age, ethnicity or cultural background. Equal opportunity is integral to our recruitment process, as we aim to develop a community of diverse talent. We seek to maintain a positive workplace, free from discrimination and harassment. We champion pay equity and mutual respect, promoting an environment of fairness and equality.

**2.6. Strengthening our communities:** We are committed to provide meaningful, and transformational, support to the communities in which we operate. We are currently organizing our annual charity event for Bramelle’s Team.

### **3. Governance**

**3.1. Overview:** We view good governance as essential to creating and preserving value for our clients. This includes a sound approach to corporate governance that complies with all applicable Australian laws, regulations and policies as well as unwavering adherence to our values.

**3.2.** Holding Ourselves Accountable.

**3.3.** Doing what’s Right.

**3.3.1. Ethics:** Our directors and all employees, conduct themselves in accordance with the highest moral and ethical standards, informed by a vigorous Code of Business Conduct and

Ethics. We are committed to ensuring a fair workplace for our employees as well as partners with whom we do business. We have strict policies to protect against unlawful discrimination and harassment. We have an Open-Door Policy to encourage honest and direct communication to resolve issues and concerns in an expeditious manner.

**3.3.2. Human Rights:** Our Human Rights Policy reflects our longstanding dedication to the preservation of basic rights and human dignity in our workplace and beyond. Bramelle Partners holds human rights to be an essential component of our business. We support internationally recognized human rights principles that promote and protect human rights.

### **ESG employee support.**

Bramelle Partners provides four days paid leave a year (one paid day a quarter) to attend any events or places to assist which benefit the wider community and is in line with our ESG policy.

To be eligible for the paid leave, the employee must present the particular event to all staff at Bramelle Partners and outline ESG benefit to the wider community and their involvement. Other staff members are free use their paid day and join should they have the available days to attend.

It is expected that any involvement with the wider community under this policy will be shared via social media channels.

### **Bramelle Partners Pty Ltd (BP) Employee Share Scheme rules**

BP is offering employees to participate in an ESOP and long-term growth and success of BP. The initial ESOP will be provided under the ESS startup concessions up until the 10-year anniversary of BP on 1 November 2024. After this time, an ESOP will still be offered, however how this is offered will change given the ESOP will no longer be part of the startup concessions.

BP will offer the ESOP up to a total of 15% of the total share capital of the company

Initially each employee will receive ESOP's for the value of \$3,000 for each full year they have worked at BP. This will be issued between July – August 2022.

For each subsequent year, each employee will receive \$3,000 worth of ESOP's if they have worked the full year. This will be issued around July – August each year.

Under the ESOP rules the ESOP's will need to be held for a minimum of 3 years or until they cease employment.

After this time the ESOP can be converted to shares at the strike price and sold at their market price.

The strike price and market price will be determined each year in July – August when the allocation of ESOP is determined.

For the market price this is calculated based on the previous market price calculated. The price of the share is calculated as follows:

$$\text{Share price} = \frac{(\text{total revenue} \times 1) + \text{excess cash} - \text{total debt}}{\text{Number of shares on issue}}$$

Excess cash – total debt excludes any amounts set aside for working capital.

ESOP's will continue to be issued each year until the total shares issued or available to be issued under the ESOP issued reaches 15%. At which time no further ESOP's will be issued until any ESOP's are bought back.

Each year around July – August, there will be an opportunity to sell your shares at the prevailing share price determined in accordance with the formula above. The shares will be offered to existing staff and if no staff are wanting to purchase those shares, BP will buy back the remaining shares at the prevailing share price less a discount of 20%.

The current ESOP will be in place until FY 2024, after which time the ESOP rules will change, and the current plan may also change.

The current ESOP may also change should there be any legislative changes to the ESOP rules.