



Artis Group Staff Benefits Handbook

Artis Group Pty Limited
Level 8, 33 Chandos St
St Leonards, NSW, 2065
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Artis Group Staff Benefits

Working for Artis Group

Artis specialises in the design, development, management, integration and support of critical business applications for leading Australian organisations.

Key to this is *our people*. We employ advanced thinkers who are leaders in their areas of expertise, who work with long term clients and with well developed processes, tailored to minimise risk and maximise value. We employ individuals who are passionate about the work they do and the solutions they help deliver, whether in the front line or behind the scenes. We are all integral to the success of Artis and one another.

Our professional staff members will agree, what underpins our Employee Value Proposition is that we:

- Employ the best thinkers in our chosen areas of specialisation
- Promote the use of these experts in teams, enabling staff members to build their skills around these chosen specialist areas
- Aim to be well regarded by our clients, and equally, if not more importantly, aim to be highly regarded as an employer
- Attract the best skills through our selective identification, recruitment and retention programs
- Retain our highly skilled and valued team members by continual investment in further developing skills, providing challenging work and recognising achievements; and
- Recognise our people invest a lot of time and energy, so we work hard to help make this a satisfying and rewarding work environment.

Artis has a clear purpose and common set of behaviours. Combined with a friendly work environment and interesting project and work opportunities, this makes Artis Group a great place to work.

In joining Artis you will be offered a range of benefits and conditions which provide for a successful work life balance. The following benefits, programs and services are available to permanent Artis staff. Our accredited Artis contractor team can also enjoy many of benefits on offer (just ask!)

Our Work Environment

At Artis, you will enjoy a high level of employee engagement. Artis fosters and promotes a continuous improvement approach to our business and seek staff involvement and collaboration at all times.

KEY BEHAVIOURS & SUPPORTIVE WORKPLACE

Beyond being a client-centric organisation, Artis is a people-centric organisation. Yes we “do technology” but it’s delivered to people, by people. The key behaviours that underpin our approach to clients, also underpins the relationships within Artis and amongst our staff, namely:

- We treat our clients/our people with courtesy, respect and honesty
- We deliver what we said we would when we said we would
- We are approachable, open and involved with our clients/our people
- We strive for business/employment & engagement outcomes that are truly beneficial and demonstrate value

Artis creates a focused and 'healthy' workplace. Our behaviours form a foundation for how we work and achieve results. This ensures Artis remains a leader in the Australian IT professional services industry.

ARTIS AS A SOCIAL ORGANISATION:

We are committed to working hard but also having fun!

Artis promotes staff social engagement across the organisation and within teams. You can expect to be invited to regular and planned special events, including but not limited to the *Artis Group Quarterly Staff Meetings* at various venues across town – these are regular social occasions which allow you to meet other team members that you may not get a chance to interact with in your immediate day to day work environment – peers working in your chosen speciality but on various client field sites. These regular events also provide the chance to hear about what is going on at Artis, wider business information and more often than not, the opportunity to relax and let your hair down.

Artis also hosts special occasions at Head Office and regular Friday night drinks.

The *Artis Staff & Partners Christmas Party* in December each year is a favourite and a great occasion for staff members and their families.

Artis stays in touch with and regularly updates all staff members via the *Artis Monthly Newsletter*. The newsletter is also a way for staff members to contribute and engage their thoughts and ideas with the wider group.

Training and Development Opportunities

TRAINING AND DEVELOPMENT

Artis is committed to training and development, for the mutual benefit of employees and the organisation:

- ✓ To ensure a high standard of competence and effectiveness
- ✓ To help employees diversify and modernise skills, and provide greater job satisfaction and challenge
- ✓ To help employees in planning their careers
- ✓ To provide the organisation with greater flexibility in meeting business requirements efficiently and effectively

Given the current & planned dynamic growth of the Artis business, Artis is primed to fast track your career.

Artis has created a formalised **Artis Pathways Development Program** and accompanying support structure to help staff realise their desired career path, capabilities and longer term developmental goals – whether technical or otherwise.

The support infrastructure in place to do this includes, but is not restricted to the following:

- Artis Pathways Development planning for employees;
- Optimising project and team allocation alignment to employee learning and development- 'on the job' project experience;
- Financial support and access to Microsoft training and certifications;
- Regular project performance reviews and feedback;
- Employee Appraisal process & alignment to development plans and salary reviews; and
- Access to senior level & peer mentorship and Communities of Practice.

Artis is committed to the training and retraining of employees and delivers a tactical program for each employee to address continuous learning and development.

Each program will encompass formal & informal, internal and external approaches in maintaining, developing and further broadening the skills and knowledge of our employees.

Other development opportunities at Artis include:

- Job Rotation
- Secondments
- Coaching
- Professional Mentorship & Research
- Graduate Work Program
- Family Work Experience Program

FUNDING YOUR DEVELOPMENT

Artis provides financial support, access to, and corporate purchasing arrangements to allow staff members to gain access to Microsoft training and certifications, tools of the trade, education and personal development, conferences and association memberships, books and subscriptions, research and software.

Employees are able to take advantage of corporate purchasing arrangements in place at Artis (e.g. corporate licenses & product, etc) and enjoy other special arrangements put in place from time to time (e.g. IBM laptop sales).

PERFORMANCE APPRAISALS

We know it sounds clichéd, but *communication is key*. Artis recognises the importance of feedback!

Artis considers it extremely important to provide regular feedback to each of its employees to ensure that the job is performed to the best of your abilities and to also ensure we have your thoughts on the matter.

Artis' Performance Appraisals are used to provide formal recognition of good performance, guidance and clarity on what is expected as part of your role, the developmental steps required to achieve seniority and breadth of experience, along with suggestions for improvement where necessary.

The appraisal process at Artis involves various parties to ensure the relevant feedback is received and the process is timely and run smoothly. This includes the HR Manager and appropriate line manager and / or team leaders. Being a consultancy where most of our team members are working on client projects or client sites, Artis will always endeavour to obtain any valuable contributions from the client, as part of the appraisal or feedback process.

A written appraisal is also a constructive communication tool and will encompass both your overall performance in relation to your job responsibilities, and your personal attributes such as conduct, demeanor, attendance etc. The appraisal is conducted in conjunction with the Artis Pathways Development Program to ensure you are on track and to ensure the right recognition and level of reward and/or support you may need.

Probationary Reviews are completed prior to the end of probation to assist in providing an early indication on performance and to contribute to an initial development plan for the employee.

Annual Performance Appraisals are completed at a minimum on an annual basis, at or close to an employee's anniversary date.

Project Reviews are also useful and are completed for relevant project staff at the end of any project of more than six weeks duration or as deemed appropriate.

Work Life Balance & Leave

Artis understands that work life balance is important. Whilst Artis offers and complies with statutory leave provisions, staff members may be able to take additional leave. This provides even more flexibility. Artis will do its best to consider any extended leave arrangements for staff if they so require, and provided arrangements are made to ensure least disruption to peers and clients alike.

ANNUAL LEAVE

Permanent employees at Artis are entitled to four (4) weeks paid annual leave per year, accumulated on a daily basis, with part-time staff entitled to annual leave on a pro-rata basis, with annual leave accumulating from year to year.

ANNUAL LEAVE IN ADVANCE

With agreement, a maximum of two weeks annual leave can be taken before it is accrued.

LEAVE WITHOUT PAY AND 'EXTENDED LEAVE' FLEXIBILITY

Leave without pay enables you to take time off for an extended holiday, personal and professional development, community service or to attend to an important personal matter.

PERSONAL / CARER'S LEAVE

Personal leave is available for staff members when duties cannot be performed because of an illness, injury or personal issue. Permanent employees are entitled to 10 days (80 hours) paid Personal Leave for every year of completed service. Permanent part time employees accrue leave on a pro-rata basis according to the number of days worked.

Artis staff members are provided carer's leave to care for or support immediate family members who are ill or injured. Carer's leave entitlements are generally taken from personal leave balance, or if extended provision is required, there is the flexibility to use unpaid leave, time off in lieu, roster days, annual leave or long service leave.

COMPASSIONATE LEAVE

Compassionate leave can be taken when a member of the family or household passes away or suffers a life threatening injury or illness. Artis permanent employees are entitled to up to 3 days paid leave per year to cover absence from work. Extended periods of leave can be approved on a case by case basis.

PARENTAL LEAVE

Artis Group recognises the importance of family. Primary caregivers who are having or adopting a child, can take up to 12 months unpaid leave, and choose to have this combined with the government funded paid parental scheme, or take additional leave as agreed.

Male and female employees may be entitled to parental leave. They do not have to be married. Artis provides for maternity leave in connection with a pregnancy or birth of a child; paternity leave, for male employees whose spouse is having a child; and adoption leave for parents who have adopted a child under the age of 18 years.

Full-time, part-time and casual employees all qualify for parental leave after completing at least 12 months continuous service with Artis.

How much Parental Leave?

Artis employees are entitled to a maximum of 52 weeks leave within the child's first birthday or the anniversary of adoption and may be taken in varied ways.

JURY DUTY LEAVE

Leave for Jury Duty is available for all permanent and contract staff at Artis.

MILITARY LEAVE

Employees who volunteer for service in the armed services will be entitled to take up to 3 weeks unpaid military leave per year for training purposes, and an employee's period of employment remains unbroken due to this voluntary service.

COMMUNITY SERVICE LEAVE

Any Artis staff member who volunteers for emergency activities will be granted unpaid leave in order to respond to such activities. After completing 12 months of service with Artis, this leave may be paid subject to the discretion of the management and HR.

STUDY LEAVE

Employees who are studying may apply for leave to study or sit exams that are relevant to their employment.

LONG SERVICE LEAVE

Artis employees are entitled to long service leave after working for an unbroken period of ten years with the organisation. This is a period of two months paid leave after ten years service and one month paid leave for each additional five years service.

An employee who has completed five years (but less than ten years) service is entitled to a long service pro rata payment under certain circumstances.

Pay & Salary Packaging

SALARY PACKAGING

Salary packaging is available to all staff. You can salary sacrifice a range of items, including motor vehicles, personal/professional education, professional subscriptions, and superannuation. You should consult a professional financial adviser before starting any salary sacrifice arrangement.

Artis through the services of Prosperion Pty Limited is providing salary packaging options for vehicles.

SUPERANNUATION

Artis has chosen Colonial First State as the company Superannuation Fund, with its automatic cover for Life Insurance and Salary Continuance, the cost of which is deducted from the fund, should you not wish to specify the superannuation fund of your choice.

Artis contributes, into the nominated account, the statutory requirement on the basis of your remuneration up to the statutory maximum.

You can also boost your superannuation by adding personal contributions. First State Super runs regular information seminars to help you better manage your superannuation.

For further information regarding the Superannuation Fund and Insurances, Artis refers staff members to Stanford Brown Wealth Advisers. Stanford Brown is an independent company that is able to provide financial advice to Artis Staff.

Rewards and Recognition

Recognition of good performance and contribution is important.

ARTIS ANNUAL STAFF EXCELLENCE AWARDS

The Artis Annual Staff Excellence Awards Program recognises and rewards staff who have gone out of their way for the organisation, their workmates and our client community. Contributions in the area of technical excellence, client excellence and 'employee of the year' are recognised and celebrated with two levels of awards and attractive prizes for each:

- Client Excellence & Technical Excellence Awards
- Employee of The Year Award

Staff peers and managers can nominate any individual for the Artis Awards during the course of any one working year. These nominations are collated and then announced at the Artis Staff Christmas Party each year.

RECOGNITION & THANKS

Of course, we don't wait for the end of every year to let our staff members know how we feel!

During the course of the working year, Artis looks for ways to let you know we appreciate what you do and would like to reward you. Whether that's in the form of a Myer gift voucher, dinner, lunch or coffees 'on Artis', we like to think we look after our people.

We've given away an iPad or two, Flight Centre gift voucher, and good bottles of wine.

BIRTHDAYS

...and we make birthdays a big deal whether you like it or not!

Health, Leisure & Lifestyle

The health and wellness of our staff members is imperative. Artis provides a supportive and considered environment by which to optimise productivity and success at work, whilst understanding individual needs and work life balance requirements.

Aside from promoting work life balance and providing a satisfying and happy environment within which to work, Artis adopts a flexible and open approach when it comes to managing our people, across senior management, team leaders and the support of our HR team.

Artis' HR team regularly communicates with all head office and field staff alike, travelling out routinely to various client sites and visiting with staff members, ensuring the well-being, satisfaction of and assistance to all staff members – employees and contractors alike.

ARTIS LEISURE AND LIFESTYLE STAFF BENEFITS PROGRAM

Artis offers staff and their families membership of the **API Leisure and Lifestyle Benefits Program**, which provides a one-stop shop and access to an extensive range of Australia-wide & international lifestyle and financial products and service benefits, including discounted shopping, car, home & garden, professional and well-being, entertainment & travel services, to name but a few!

This program is part of our commitment to providing meaningful benefits to our employees that enhance the work life balance. It offers a wide range of savings and benefits on lifestyle and leisure activities for you and your family.

As a member of the program, here's only but a taste of what you can enjoy:

- Save 20% on Dining at over 1,500 restaurants, cafés and pubs nationally
- Be close to the action with pre-release concert, theatre and sporting event tickets
- Save 5% on groceries, petrol and household items at: Coles, Woolworths, BIG W, Dan Murphy's, BWS, Tandy, Dick Smith and more...
- Save up to \$9 on discounted cinema tickets
- Save up to 15% on admission prices for theme parks, zoos & attractions
- Great value home loans plus home and contents insurance
- Great discounts on car hire, servicing, insurance and accessories
- Big savings on electrical goods, white goods, household items and fragrances
- Save up to 20% on fashion gift cards including: RM Williams, Esprit, Just Jeans, Peter Alexander, Portmans and more!

Our Corporate Charities

Every year Artis Group donates to selected charities and charities of choice. We find it a great way to 'do our bit' in providing support to those less fortunate or in need of financial assistance. Artis participates each year in Jeans for Genes Day and other charity events & volunteer programs.

Want to know more?

Note: For more detailed information and qualification on various benefits and leave entitlements, refer to the *Artis Employee Handbook* and *Policies*.

In the mean-time, to know more about Artis staff benefits contact our HR Manager or visit our website www.artisgroup.com.au