



Learn more about our employment practices

Annual Leave & Public Holidays

Kathmandu meets all Australian and New Zealand employment legislation. Kathmandu uses modern payroll systems and ongoing training alongside robust audit procedures to ensure all employees receive their minimum entitlements for annual leave, sick leave, maternity rights and that it follows fair practise for employee performance management. In addition, employees can seek additional leave to live the Kathmandu core values of travel and adventure through unpaid leave, leave purchase and flexible working arrangements.

The following policy excerpts outlines Kathmandu's position but are not exhaustive with further information being made available to employees via the Kathmandu intranet.

Leave Policy - Australia Policy Number: KHR 3.05

1.0 Purpose: This policy outlines Kathmandu's Permanent Salaried / Waged employees' entitlements to leave in accordance with the National Employment Standards, the Fair Work Act 2009 (Cth) and Kathmandu (AU) company policies and procedures.

2.0 Annual Leave:

2.1 Full time employees are entitled to 20 days accrued paid Annual Leave for each year worked. Annual Leave is accrued on a pro-rata basis and any paid leave taken is limited to the actual accrued annual leave balance.

2.2 Part time employees are entitled to a proportion of this paid 20 day per year annual leave, depending on the hours worked. Annual leave is accrued on a pro-rata basis and any paid leave taken is limited to the actual accrued annual leave balance.

2.3 Annual Leave entitlements are calculated from the date of commencement.

2.4 Annual leave counts towards continuous service.

3.0 Payment of Annual Leave:

3.1 Annual Leave is paid at the employee's ordinary weekly pay rate at the time the leave is taken.

3.2 If the employee has exhausted their Annual Leave balance, Leave without Pay may be utilised however this needs to be authorised by management in the first instance.

3.3 Upon an employee leaving the organization, the balance of accrued Annual Leave will be paid out

Leave Policy - New Zealand Policy Number: KHR 3.05

1.0 Purpose: This policy outlines Kathmandu's Permanent Salaried / Waged employees' entitlements to leave in accordance with the Employment Relations Act 2000, Holidays Act 2003, Holidays Amendment Act 2004 and Kathmandu (NZ) company rules and procedures.

2.0 Annual Leave:

2.1 Full time employees are entitled to 20 days accrued paid Annual Leave for each year worked. Annual Leave is accrued on a pro-rata basis and any paid leave taken is limited to the actual accrued annual leave balance.

2.2 Part time employees are entitled to a proportion of this paid 20 day per year annual leave, depending on the hours worked.



2.3 Annual leave is accrued on a pro-rata basis and any paid leave taken is limited to the actual accrued annual leave balance.

2.4 Annual Leave entitlements are calculated from the date of commencement.

2.5 Annual leave counts towards continuous service.

3.0 Payment of Annual Leave:

3.1 Annual Leave is paid at the greater of: The employee's ordinary weekly pay rate at the time the holiday is taken; or the employee's average weekly earnings over the 12-month period before the holiday.

3.2 If the employee has exhausted their Annual Leave balance, Leave without Pay may be utilised however this needs to be authorised by management in the first instance.

3.3 Upon an employee leaving the organization, the balance of accrued Annual Leave will be paid out.

Equal Pay

Kathmandu is committed to equal pay and employment opportunities for the team and those applying to join the team. The Kathmandu Code of Employee Conduct makes clear that Kathmandu actively supports the principle of equal employment opportunity regardless of race, religion, national origin, sex, age, physical disability, marital status or sexual orientation or other attributes and expects its senior management and employees to practice and support this principle set within this policy and shall not take any action or non-action in breach of the Human Rights Act.

Kathmandu will not support discriminatory practices of any kind and will make employment and career decisions strictly on the basis of individual ability, performance, experience and Company requirements.

The following policy excerpts outlines Kathmandu's position but are not comprehensive with further information being made available to employees:

ANZ Equal Employment Opportunity, Harassment and Workplace Bullying Policy

Policy Number: KHR 3.08

1.0 Purpose and Scope: Kathmandu is committed to providing a workplace which is free from discrimination, harassment, bullying, and victimisation and to creating a culture of fairness, dignity and respect. Kathmandu also supports equal employment in the workplace and is committed to ensuring its employment policies, practices and decisions are free from unlawful discrimination. This policy is intended to provide managers and employees with an understanding of the Company's position on discrimination, harassment and workplace bullying and your rights and responsibilities in supporting and promoting the achievement of equal opportunity and a safe working environment. This policy applies to all employees, including: managers; full-time, part-time or casual, temporary or permanent employees; job candidates; student placements, contractors and sub-contractors.

2.0 Policy

2.1 Equal Employment Opportunity Equal opportunity in employment means ensuring that employment policies, practices and decisions are based on, and operate according to, the principle of fairness.

2.1.1 It is the policy of Kathmandu that all persons in the workplace be treated fairly and according to their skills and abilities. This shall include, but is not limited to, matters involving:



- Recruitment, selection, transfers, promotions, performance reviews, training and development, task allocation, supervision and management of staff, counselling, disciplinary procedures and termination of employment; and
- Remuneration practices and benefits.

2.1.2 An employee's gender, marital status, pregnancy, parental or family responsibilities, race, age, physical or mental disability, sexual orientation, transgender, political or religious beliefs, social origin, trade union activity or inactivity or any other attribute prohibited by law will not form the basis of employment or engagement decisions.

Maternity Rights & Parental Leave

Kathmandu meets all Australian and New Zealand legislation based employment legislation in regards to maternity rights and parental leave. The following policy excerpts outlines Kathmandu's position but are not comprehensive with further information being made available to employees:

Parental Leave Policy NZ

KHR – 010NZ

1.0 Purpose: Kathmandu recognises and understands that the birth or assumption of care for a child is a special time in an employee's life and that an employee will usually require leave during this period. This policy provides guidance for an employee on entitlements and company requirements relating to parental leave.

2.0 Scope

2.1 This policy applies to all eligible employees of Kathmandu within New Zealand.

2.2 This policy will apply in accordance with the Parental Leave and Employment Protection Act 1987 and the Parental Leave and Employment Protection Amendment Act 2017 which prescribe minimum entitlements to parental leave for both male and female employees.

3.0 Parental Leave

3.1 An employee is entitled to take unpaid parental leave from their position at Kathmandu for a period of up to 52 weeks if the leave is associated with:

3.1.1 The birth of a child of the employee or the employee's spouse or de facto partner; or

3.1.2 The placement of a child under six years old with the employee for whom the employee is going to have the primary responsibility for the care, development and upbringing on a permanent basis; this may be through adoption, or home for life or whāngai (but it doesn't include on a foster care or other temporary care basis).

5.0 Parental Leave Payments

5.1 Parental leave payments are administered by Inland Revenue (IRD).

5.2 Parental leave payments are available to employees who are going to be the primary carer of a child under six years old (through giving birth or otherwise taking permanent primary responsibility



for the care, development and upbringing of the child, e.g. through adoption, whāngai, Home for Life or similar permanent arrangement).

5.3 The employee may transfer some or all of these entitlements to a spouse or partner.

8.0 Extended Leave

8.1 Extended leave can be taken by one or both parents of a new-born child or a child under six years old of whom they have assumed primary care.

Parental Leave Policy Australia

Policy KHR 3.02

1.0 Purpose: Kathmandu recognises and understands that the birth or adoption of a child is a special time in an employee's life and that an employee will usually require leave during this time. This policy provides guidance for an employee on their entitlements, the process and the company requirements relating to a period of Parental Leave.

2.0 Scope

2.1 This policy applies to all eligible employees of Kathmandu within Australia.

2.2 This policy applies in accordance with the Fair Work Act 2009 (Cth) as amended from time to time. If anything outlined in this policy conflicts with the Fair Work Act, the Fair Work Act will prevail.

2.3 Parental Leave with Kathmandu is unpaid, however employees may be entitled to a payment via a government funded scheme. It is the employee's responsibility to source this information individually.

3.0 Parental Leave

3.1 Eligible employees are entitled to 12 months unpaid parental leave if:

- They give birth; or
- Their spouse or de facto partner gives birth; or
- They adopt a child under 16 years of age.

3.2 The entitlement to parental leave is on the basis that the employee has or will have responsibility for the care of the child.

Notice Period, Dismissal & Disciplinary Action

Kathmandu meets all Australian and New Zealand legislation based employment legislation in regards to notice period, dismissal and disciplinary action.

The Code of Conduct is publically available and outlines expectations of employees and what they can expect from the company:

https://www.kathmanduholdings.com/wp-content/uploads/2019/08/khr_gov2_company_code_of_conduct.pdf



The following policy excerpts from the Code of Conduct outlines Kathmandu's position in regards to disciplinary action and changes in the workplace with further information being made available to employees:

Kathmandu will:

- Respect the rights of all employees and treat employees with dignity
- Communicate appropriately with employees and act in Good Faith
- Be procedurally fair and reasonable in dealing with employees
- Consult with employees on matters which affect them
- Promote an environment which encourages employees to use their initiative and grow
- Provide opportunities for professional growth and development
- Provide the resources necessary for employees to effectively and efficiently carry out their responsibilities

Kathmandu employees notice periods are specific to their employment agreements which they are given fair and reasonable opportunity to review, negotiate and discuss with the company or external advisors prior to signing and commencing employment with the company.