



2025 25 YEARS LONG SERVICE RECOGNITION POLICY

Dawn Meats is committed to challenging and supporting our people to realise their full potential as part of a high performance team in a safe working environment, where they are respected, empowered and engaged with

Objective:

To improve organisational culture

Purpose:

To recognise the tenure of long serving staff within Dawn Meats

Scope:

This policy applies to all Dawn Meats staff, including part time employees who achieve aggregate hours of continuous employment equivalent to 25 years service

Policy Statement:

The aim of the Staff Service Recognition policy is to formally recognise staff for their service and contribution to Dawn Meats.

- Recognition will be given after the completion of twenty-five years continuous service from the date of a staff member's most recent hire into a continuous employment position at Dawn Meats.
- Eligible staff must be in active service on their anniversary date in order to receive a Service Recognition Award.
- Staff on leave of absence will receive their Service Recognition Award upon return to active employment.

Service Awards

- After completing the relevant number of years' of continuous service with Dawn Meats, the staff member will be presented with a Certificate of Appreciation signed by the Site General Manager and HR Manager and in the case of Group employees the Chief Executive Officer and Department Director and receives a gift to the value specified, at a Service Recognition event.

- The Service Recognition event will be a funded event (e.g lunch, afternoon tea, bbq) as determined by the site management team.
- Service Recognition presentations will be made by the Site General Manager, or nominee, and the HR manager, or nominee, if practicable.
- Service Recognition Events will take place as near as possible after the staff member's anniversary date, having regard for such factors as the number of staff qualifying in any one year with no more than 4 events in any one year.
- Staff should not attend a Service Recognition event or receive their Certificate of Appreciation prior to their anniversary.

Administration

- HRIS will be responsible for providing to each site HR Manager, a list of staff eligible for Service Recognition for the following year in December of the preceding year.
- The site HR Manager will be responsible for liaising with the site management to identify suitable date/s to hold the Service Recognition event/s.
- Marketing will be responsible for supplying the Certificates of Recognition, frames and headerboards for Hall of Fame noticeboards.
- This policy will be reviewed every 2 years. Date of next review 2026. Responsible Directorate: HR

Helen Rees,

Human Resources

Director

June 2025