

Bodyfit

Work Arrangements Policy

1. Purpose

This policy outlines the framework for working hours, overtime, flexible work arrangements and the right to disconnect at Bodyfit. It supports operational requirements across Bodyfit's gym facilities and ensures compliance with applicable workplace legislation and Fitness Industry Award obligations.

2. Scope

This policy applies to employees of Bodyfit, including full-time, part-time and casual employees. Working arrangements may vary depending on employment type, role requirements, roster structures and operational needs.

Where there is any inconsistency between this policy and applicable legislation, the Fitness Industry Award or employment contract, the relevant legislative or Fitness Industry Award requirement will apply.

3. Commitment

Bodyfit will implement clear and consistent working arrangements that support operational requirements across its gym locations and comply with applicable workplace legislation.

Working hours, overtime and flexible work arrangements will be managed in accordance with contractual and legislative obligations. Discretion may be exercised where operational needs require.

4. Working Hours

Working hours at Bodyfit are determined in accordance with the National Employment Standards (NES), the Fitness Industry Award and the employee's contract of employment.

Ordinary hours, rostering arrangements and any annualised or salary-based compensation structures must be clearly defined within individual employment contracts.

By role:

- Membership Consultants may be rostered Monday to Sunday across a 38-hour week.
- Club Managers and Head Office employees ordinarily work Monday to Friday, 38 hours per week, and may be required to assist on weekends during peak operational periods or end-of-month requirements.

Employees are required to work their agreed hours and be available during rostered or scheduled times, unless leave or alternative arrangements have been approved.

Rosters, start and finish times and work patterns may vary based on operational needs, and reasonable notice of changes will be provided where practicable.

5. Overtime

Employees may be required to work reasonable additional hours in accordance with the Fair Work Act 2009 (Cth) and the Fitness Industry Award.

Where overtime or additional hours are worked, compensation will be provided in accordance with the Fitness Industry Award or employment contract, including any annualised salary arrangements where relevant.

Overtime must be approved by the CEO prior to being worked, unless exceptional circumstances apply.

Unauthorised overtime may not be compensated.

Employees who consider additional hours unreasonable may raise concerns with their manager for review.

6. Time Off In Lieu (TOIL)

Where permitted under the Fitness Industry Award or contract of employment, Bodyfit may agree to provide time off in lieu of overtime payment.

Any TOIL arrangement must be agreed in writing between the employee and Bodyfit.

TOIL will accrue and be taken in accordance with the relevant industrial instrument and contractual requirements, including applicable timeframes and calculation requirements.

Where TOIL is not taken within the required period, it may be paid out in accordance with the Fitness Industry Award.

7. Flexible Working Arrangements

Employees may request flexible working arrangements in accordance with the Fair Work Act 2009 (Cth).

Under the Act, eligible employees include those who:

- Have completed at least 12 months of continuous service (or long-term casuals with a reasonable expectation of continuing employment), and
- Are experiencing circumstances such as:
 - Parenting or caring responsibilities
 - Pregnancy
 - Disability
 - Being aged 55 or older
 - Experiencing family or domestic violence
 - Providing care or support to an immediate family or household member

Flexible arrangements may include changes to hours of work, patterns of work or location of work, including remote or hybrid arrangements.⁷

7.1 How to Apply

Requests must be made in writing, outline the change sought and explain the reasons for the request.

Bodyfit will respond in writing within 21 days in accordance with legislation. Where a request cannot be approved, consultation will occur and written reasons will be provided where refusal is based on reasonable business grounds.

7.2 Ongoing Review

Approved arrangements may be documented in writing and are subject to review. Flexible working arrangements are not permanent unless expressly agreed.

Bodyfit retains discretion to vary or withdraw arrangements where operational needs change, subject to consultation and legislative requirements.

7.3 Requests Outside Legislative Eligibility

Employees who do not meet the eligibility requirements under the Fair Work Act may still request flexible working arrangements.

While such requests are not subject to the formal legislative process, Bodyfit will consider all requests in good faith, having regard to operational requirements and fairness across the workforce.

Approval of non-legislative flexible work requests remains at the discretion of Bodyfit and will be assessed on a case-by-case basis.

8. Right to Disconnect

Bodyfit will comply with the right to disconnect provisions under the Fair Work Act 2009 (Cth).

Employees are not required to monitor, read or respond to work-related communications outside of their ordinary hours unless such contact is reasonable.

Whether contact is reasonable will depend on factors including:

- The nature of the employee's role and level of responsibility
- Whether the employee is compensated for additional hours or is subject to an annualised salary arrangement
- Whether the employee is rostered on-call or performing emergency duties
- The urgency and importance of the matter
- The method and frequency of contact

Managers are expected to consider these factors before initiating after-hours contact.

Employees may raise concerns regarding unreasonable contact for review.

9. Workload & Wellbeing

Bodyfit will monitor working hours and workload across its gym locations to ensure compliance with work health and safety obligations, including psychosocial risk management.

Excessive working hours and unreasonable workloads may present psychosocial risks and will be monitored in line with work health and safety obligations.

Managers are responsible for overseeing workload distribution, rostering practices and overtime trends to minimise risk and ensure work demands remain reasonable.

Employees who believe their working hours or workload are excessive or impacting their health, safety or wellbeing are encouraged to raise concerns promptly. Bodyfit will consider concerns in good faith and take reasonable steps to address identified risks.

10. Compliance

Employees are expected to comply with agreed working hours, rostering arrangements and approved flexibility frameworks.

Concerns regarding non-compliance will be addressed in accordance with the **Bodyfit Performance & Conduct Management Policy**, where appropriate.

11. Consultation

Bodyfit will review working hour practices, overtime trends and flexible work arrangements to ensure compliance with applicable legislation and the Fitness Industry Award.

This policy is accessible via the Bodyfit Intranet and managed through Tanda HRIS. Where changes to working arrangements are proposed that may significantly affect employees, consultation will occur in accordance with legislative and Fitness Industry Award requirements.

Employees may raise concerns regarding working arrangements so they can be assessed appropriately.

12. Review & Governance

This policy will be reviewed annually, or earlier if required due to legislative changes, operational updates or identified risks.

Version: 1.0

Approved: 25 February 2026

Next Review: 25 February 2027

All employees are required to comply with this policy. Acknowledgement will be requested via Tanda upon issue or update.