

Enterprise Agreement: Voting Process

How can I vote?

There are three voting methods:

- Voting in person (via attendance ballot): for employees that work in a Business Centre – **20 September to 23 September 2021**
- Voting via phone or internet: for employees who work outside or cannot travel to a Business Centre or are on leave – **24 September to 27 September 2021**

Voting details have been provided in lunchrooms, on noticeboards and on the EA Website
<https://www.hastingsdeering.com.au/enterprise-agreement/enterprise-agreement-2021>

ATTENDANCE VOTE PROCESS (voting in person via ballot)

We prefer you vote in person at your work location unless you ordinarily work at a mine site or are on leave, in which case you can access the convenience of phone or internet voting.

Do I have to show ID?

You may need to show your Hastings Deering photo identification to have your name marked off the roll of employees. You will receive a ballot paper and your name will be marked off the roll. You will only be permitted to vote once and you cannot vote for another employee.

How secure are the ballot boxes/papers?

Prior to the ballot box being used, the nominated employee representative and a Hastings Deering Manager will verify that the ballot box is empty. Plastic security seals will be used to secure the ballot boxes. Secure and anonymous ballot paper will be used.

Who will conduct the attendance vote process?

Each ballot location process will be supervised and facilitated by an employer representative and an employee representative.

PHONE & INTERNET VOTE PROCESS

Employees who are on leave, who are not based at a Business Centre (i.e. remote locations and mine sites), or who did not vote during the attendance voting period will be able to access the convenience of the voting process by phone or internet.

Who will conduct the phone and internet voting?

The Australian Election Company will facilitate the phone and internet vote.

The Australian Election Company will send an Instruction Sheet/Password Advice email to each eligible voter, just prior to the ballot opening. The Instruction Sheet/Password Advice will contain a link to the voting website for Internet Voting, a 1800 Number for Telephone Voting and your random personal Password. Your Payroll Number (Employee ID) and Password will only be used to confirm your identity to ensure that employees can only place one phone or internet vote.

Will my vote be anonymous?

Hastings Deering will not be told which employees voted 'yes' or 'no'. The Australian Election Company will only advise the results of the vote to Hastings Deering (i.e. the total number of votes and the number of 'yes' and 'no' votes).



VOTING RESULTS

Who will count the ballot votes and when?

Each ballot box will be opened by the nominated employee representative and the Hastings Deering Manager at each voting location after the voting period has closed. The ballot voting period will close on **27 September 2021**.

The nominated employee representative and the Hastings Deering Manager at each voting location will count the ballot votes and confirm the result at each location by completing a declaration of results form on **27 September 2021**. The declaration of results form will be returned to the Employee Relations Specialist by email and the cumulative total of the attendance ballot votes will be calculated.

Who will count the phone & internet votes and when?

The Australian Election Company will count the phone and internet votes at the end of the phone and internet voting period and provide Hastings Deering with a declaration of results. The phone voting period will **close at 1.00 pm on 27 September 2021**.

When will we know the results?

Once Hastings Deering receives the declaration of results for the phone & internet vote from the Australian Election Company, these results will be added to the attendance ballot vote results to determine the outcome of the vote.

The official result of the vote will be communicated to employees on 28 September 2021. The vote will be successful if a majority of the employees who cast a valid vote, voted "yes" for the proposed enterprise agreement.

