



Remuneration Policy

Policy No. BAPCORP029
Effective date: 1 November 2020
Last review date: 1 November 2020
Recommended by: EGM – Human Resources
Authorised by: CEO

Remuneration Policy

1. Introduction

This policy provides guidance to setting remuneration and benefits that enables Bapcor to:

- attract, retain, develop and motivate a capable and engaged team to deliver its objectives;
- ensure an appropriate, consistent and equitable approach to remuneration and benefits;
- encourage, reward and recognise performance and achievement;
- ensure remuneration decisions are made on relevant factors, including the role, skills and performance, without discrimination based on attributes such as age, gender, ethnicity, disability etc.
- observe high ethical standards, good corporate governance and comply with relevant laws and regulations.

2. Application

This policy applies to the remuneration of all team members in Australia and New Zealand, including team members whose terms and conditions of employment are covered by:

- an individual employment contract;
- an industrial instrument, including an Enterprise/ Collective Agreement or an Award;
- other relevant legislation.

3. Elements of Remuneration

Remuneration includes the payments made to a team member, or for superannuation/ pension payments on behalf of a team member, to compensate them for work undertaken.

Remuneration will be composed of the following elements:

- Base wages or salary;
- Superannuation or pension payable in accordance with the relevant legislation or industrial instrument;

Dependant on the relevant legislation, industrial instrument, individual employment contract and/ or company policies, remuneration may also include:

- allowances;
- penalty or overtime payments;
- performance based payments such as commissions or incentives;
- provision of a benefit such as the use of a company vehicle.

4. Approach to determining Remuneration

All team members will be paid in accordance with the legal requirements relevant for their role.

Some roles may be paid greater than the minimum legal requirement. When considering payment in excess of the minimum obligation, consideration will be given to:

- the role, including its requirements, function and impact;
- the person, including their skill, experience, qualifications and competence;
- the market, including remuneration benchmarking against market practices and Bapcor's ability



to attract the right talent for the role.

5. Individual Employment Contracts

In determining the remuneration for roles where the employment terms and conditions are covered by an individual contract, Bapcor will:

- ensure the team member is remunerated at a level that is better off overall than any underpinning Award or relevant legislation;
- benchmark remuneration to the market using a recognised job evaluation approach.

5.1 Benchmarking Remuneration and Market Positioning

To ensure equity in the remuneration of roles with similar impact, Bapcor adopts a recognised job evaluation approach to size the value of work, allocate a job grade and position remuneration for each job grade against the market.

Market remuneration comparisons are made against like industries with Bapcor remuneration positioned at the 50th percentile of the market (mid-point).

5.2 Remuneration Ranges

A remuneration range of $\pm 20\%$ of the mid-point remuneration for each job grade is used to provide consideration for individual differences such as experience and performance.

5.3 Remuneration Review

On an annual basis, Bapcor reviews and updates the established remuneration ranges against the market data for comparator industries.

Team members whose employment is covered by an individual contract will have their remuneration reviewed annually, typically in October.

6. Enterprise/ Collective Agreements

In some circumstances Bapcor may bargain with a group of team members, including their representatives, to establish an Agreement in accordance with relevant legislation.

Where Bapcor does form an Enterprise/ Collective Agreement with a group of team members, negotiations will occur in good faith for the best outcome of both the business and team members covered by the Agreement.

Any disagreements or disputes relating to the Agreement will be dealt with in accordance with the terms of the Agreement, with a preference for internal resolution in the first instance.

6 References

Our Values

Bapcor Code of Conduct

Senior Executive Remuneration Policy

Motor Vehicle Policy

Diversity Policy

7. Version Control

Version	Amendment/s	Date created	Author
1.0	Establish policy	1 November 2020	EGM HR