

# Benefits of working at Ability Options



AbilityOptions





**When you join Ability Options you're joining a strong and vibrant organisation, committed to supporting people to live their best possible life.**

**Your commitment and passion will help us continue to make a positive impact in people's lives. You are also committing to uphold our Core Values of Inclusion, Trust, Courage, Integrity and Respect.**

**We want to support you to build and grow your career with plenty of development opportunities available across the organisation.**

**We recognise and reward our staff members for their hard work and contribution to the organisation through various benefits, which are outlined in this booklet.**

# Wellbeing

**medibank**  
For Better Health



## Medibank

Enjoy a 7% discount off Health Insurance through Medibank and also have access to the following benefits:

- Guaranteed percentage return at any provider
- Combined limit for extras (other than optical)
- Transfer of waiting periods from existing provider – no need to re-serve waiting periods
- Other benefits for Medibank members
  - 10% discount on travel, pet, life and income protection insurance
  - Discounted casual and long term gym memberships
  - Fly buys points – triple points on fruit and veg – points for linking to activity trackers (Fitbit etc.)

Contact Medibank on **131 680** or visit a store near you.

For further information, please visit [corporate.medibank.com.au/client](http://corporate.medibank.com.au/client)

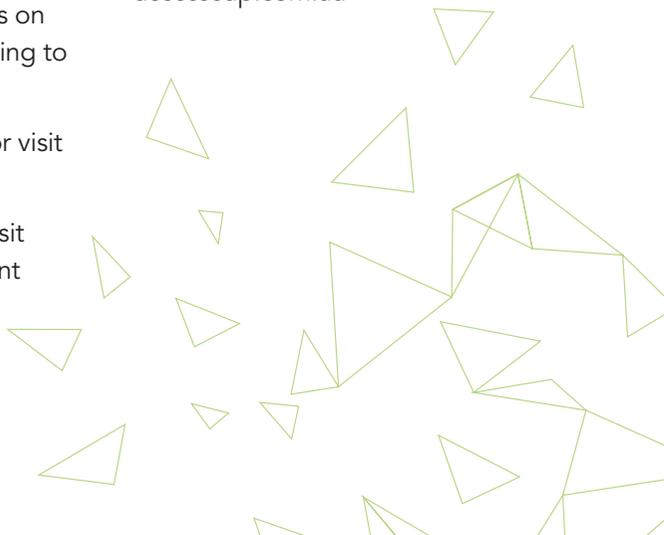
## Access Employee Assistance Program (EAP)

EAP is a voluntary, confidential and complimentary counselling service. It is a short-term, solution focused approach available to assist when personal, family or work related concerns are impacting on your health or quality of life.

EAP appointments can be made by telephoning AccessEAP. Face-to-face counselling can be arranged at a time and location that is convenient to you, and are also available via telephone and online.

Contact AccessEAP on **1800 818 728** or [info@accesseap.com.au](mailto:info@accesseap.com.au)

For more information, please visit [accesseap.com.au](http://accesseap.com.au)



# Benefits



## AccessPay

Have more money in your pocket by choosing to have a portion of your pre-tax salary allocated to the payment of regular expenses such as utility bills, mortgage, and rent. By using your pre-tax income for these payments you are reducing the amount of tax you pay, therefore increasing the overall amount of your income. The savings can add up to thousands of dollars per year.

### General living expenses

Up to \$15,900 a year (\$611.54 per fortnight) of your pre-tax income can be salary packaged to General Living Expenses.

### Meals and entertainment expenses

Further exempt benefits that can also be paid from pre-tax income are meals and beverages consumed at restaurants, costs paid by you for catering a private event or hiring a reception venue, holiday accommodation and car hire whilst on holiday.

## Additional benefits

If you opt for an AccessPay Salary Packaging Card or Meal and Entertainment Card, you will receive access to a range of great offers through 'Frequent Values', a complimentary membership that provides savings on dining, accommodation, attractions and cinema tickets across Australia and New Zealand.

## Novated Leasing

Financing a vehicle through a salary packaging arrangement means your lease payments and car running costs (including fuel, insurance and servicing) are paid from your pre-tax income allowing you to reduce the amount of tax you pay.

Contact AccessPay on **1300 133 697** or [customerservice@accesspay.com.au](mailto:customerservice@accesspay.com.au)

To learn more about the benefits of salary packaging, please visit [www.accesspay.com.au](http://www.accesspay.com.au)



## CommBank

Courtesy of our longstanding relationship with CommBank, we are pleased to provide you with access to the Workplace Banking Program.

### Banking and lifestyle benefits

Employees are eligible for a range of benefits and offers on banking products such as Wealth Packages for home loans, credit cards, personal loans, everyday accounts and term deposits.

You will also have access to a range of lifestyle offers and discounts on accommodation, cruises, holiday packages, apparel, gift hampers and Red Balloon vouchers.

### To Access the CommBank program:

Accessing the program is simple. Visit the Workplace Banking web portal to browse through the offers and simply enquire online.

Please visit [www.commbank.com.au/offers/workplace-banking](http://www.commbank.com.au/offers/workplace-banking)

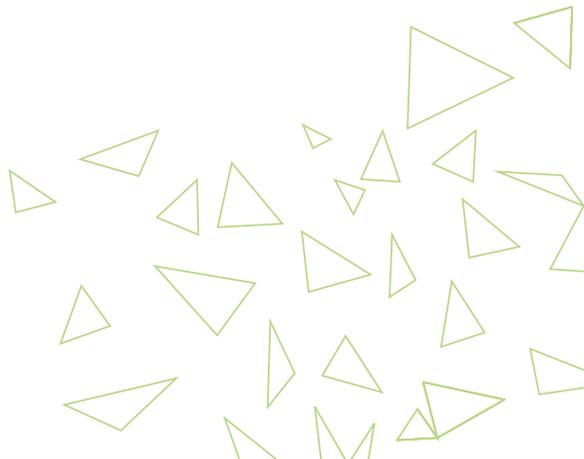
The offers are also available through any CommBank branch simply by letting their staff know that you are an Ability Options Workplace Banking employee.

## Staples

Browse and shop Staples' extensive product range for your own private use at discounted rates. Staples offer office supplies, cleaning products, kitchen supplies, furniture and technology products.

Minimal conditions apply:

1. All orders are placed via NetXpress online ordering
2. Payment via credit card only
3. Free delivery (please note that delivery fees may apply on some items such as furniture or IT products).
4. Order online at [www.netxpress.biz](http://www.netxpress.biz)



# Work-life balance

## Purchase Additional Leave

This Scheme is designed to provide greater flexibility so that you can take additional leave and achieve a better work-life balance.

All Salaried and Award employees who have completed 12 months of service prior to the date on which they wish to commence purchased leave are eligible to participate. The maximum amount of leave that can be purchased is two weeks. As purchasing additional leave can affect superannuation, accrual of leave entitlements, and payment of motor vehicle allowance, please refer to the Scheme's terms and conditions in the Purchase Additional Leave Scheme Procedure, which can be found in the Quality Manual on the intranet.

## Access to pro-rata long service leave after 7 years

Long Service Leave is generally accessible after 10 years' service. If you have completed 7 years of service you have the ability to access your leave early on a pro-rata basis.

Please contact your direct line Manager for further information.

## Career break

A Career Break or Sabbatical may be negotiated for a variety of activities such as undertaking study, travel, or community responsibilities, and is open to Ability Options Permanent

employees who have served a minimum of 12 months' service. The employee maintains a guaranteed job at the end of the term. Refer to the Leave Procedure for full details.

## Flexible working arrangements

Ability Options recognises the changing nature of work and life and acknowledges that flexible working arrangements provide you with more choice to achieve a balance between work and personal obligations.

Any employee may request Flexible Working Arrangements and all requests will be considered on a case-by-case basis.

Arrangements that can be considered include:

- Full-time to part time, either permanently or for a fixed term
- Variable working hours – an arrangement where you may choose to vary your start and finish times each day without reducing their total fortnightly hours of work.
- Hot desking – an employee works from another designated location.
- Other arrangements such as modified/alternative duties and/or hours (for extraordinary events or ad-hoc circumstances affecting employee's work and personal life).

Please contact your direct line Manager for further information.

## Employee referral program

A great culture is built on recruiting the right people.

That's why we'd like to reward you with a \$500 cash bonus if you successfully refer a candidate for one of our vacancies.

If you see a vacancy advertised on our website and you think you know someone who would be just perfect for the role – let them and the People & Culture team know. Our recruitment platform allows candidates to tell us who referred them for a particular role.

In order to qualify for the reward, you will need to complete the steps outlined on the Intranet. This is to ensure that in the event that a candidate is referred by more than one person, the reward will be allocated correctly.

Please read the Employee Referral Program policy prior to referring a candidate to ensure you do not miss out.

Please contact your direct line Manager for further information.

## Learning and development

We provide you with access to a range of training materials and study options allowing you to keep up to date with procedural and/or technical changes, develop new skills or refine existing ones.

Your access to the Learning Management System will be set up automatically,

and login details will be provided by your Manager.

## Diversity

Ability Options is proud to support a diverse community and is committed to a workplace culture that recognises diversity, equity, human rights, and ensuring a safe space for everyone.

We respect and value the contribution of people from all cultures, backgrounds and lifestyles.

## White Ribbon

Ability Options supports White Ribbon Australia and is working hard to create social change in the area of domestic violence, specifically promoting an end to men's violence against women and providing support to those who may be experiencing difficulties. Benefits include policy and guidelines to support employees, training and education opportunities, links to external support services and special leave dedicated to incidents of crisis.



Within the Ability Options community there is also the opportunity to become involved in fundraising events and educational initiatives which promote and support White Ribbon Australia in their fight to end men's violence against women.

Please contact your direct line Manager for further information.

## Contact details

### Medibank

131 680 or visit a store near you  
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[corporate.medibank.com.au/client](http://corporate.medibank.com.au/client)

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[www.accesspay.com.au](http://www.accesspay.com.au)

### Commonwealth Bank

Please visit [www.commbank.com.au/  
offers/workplace-banking](http://www.commbank.com.au/offers/workplace-banking)

### Staples

Order online at [www.netxpress.biz](http://www.netxpress.biz)

## For more information

 **1300 422 454**

 **[abilityoptions.org.au](http://abilityoptions.org.au)**

 **[p&cteam@abilityoptions.org.au](mailto:p&cteam@abilityoptions.org.au)**



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