McK Group Employee Benefits Program

Welcome to the McK Group Employee Benefits Program.

McK Group aims to foster a relaxed and warm culture emphasising teamwork and the celebration of achievement.

We value our employees and have, therefore, designed an Employee Benefits Program to both express thanks and reward our people for their ongoing loyalty and dedication.

Our Employee Benefits program also follows our belief that everyone benefits from a healthy work/life balance in order to continue to grow and prosper both professionally and personally.

The program contains a wide range of benefits including health initiatives, financial savings, social events and activities, shopping and travel discounts as well as rewards for length of service and contribution.

Employees of McK Group and its subsidiaries (“Employees”) who have successfully completed their probationary period and who are employed on a permanent or long term casual basis are eligible to take part in our Employee Benefits Program.

For more information, please see the terms and conditions for each item, or see a member of the Human Resources team.

Terms and conditions are accurate as at the time of going to print, but since the availability of these benefits is determined by our affiliated service providers, we cannot guarantee that any of the benefits will be offered on a long-term basis. From time to time, any of the benefits currently advertised may change without prior warning, and some may be discontinued altogether. Whilst we have no control over these changes, we will notify Employees as they come to our attention.

Health Benefits

The health and wellness of our Employees is important to us and we are committed to providing a range of benefits to help our employees lead healthier lives.

**Discounted Health Insurance**



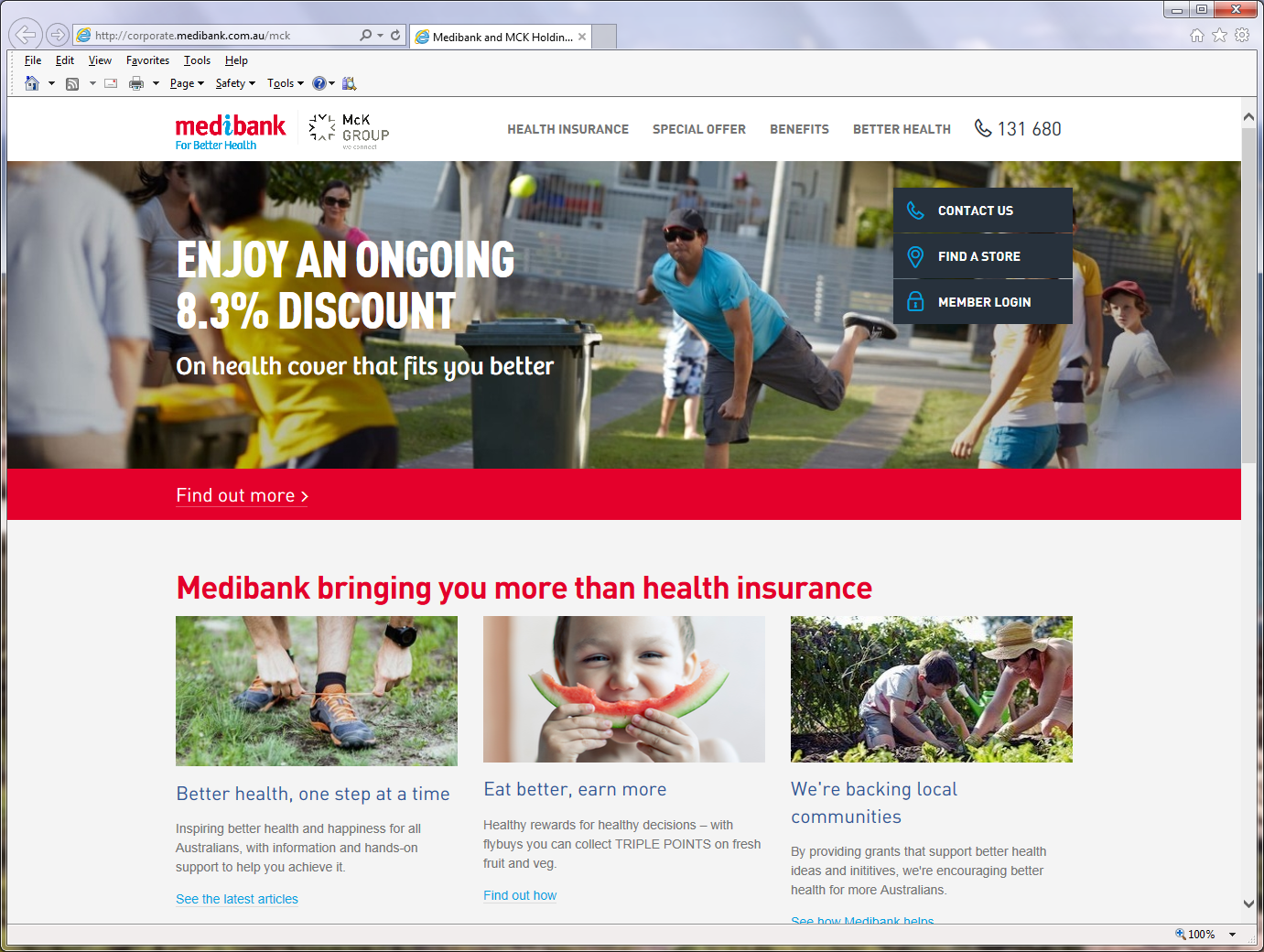
Employees receive an 8.3% discount on a range of coverage options provided by Medibank.

For Employees that take out **both** corporate hospital and extras cover, Corporate Ultra Health Cover or any Working Visa Health Insurance **within** the first 3 months of commencing their employment with McK Group or one of its subsidiaries, Medibank will also waive the 2 & 6 month waiting periods on extras.

As Medibank members, Employees will also receive a 10% discount on the following products:

* Travel Insurance
* Pet Insurance
* Life Insurance
* Income Protection Insurance.

For further information, Employees can call the Medibank Corporate Hotline on //\*// or visit the online member portal at //\*//.

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**Employee Assistance Program (EAP)**



Personal or work-related issues can often arise suddenly and without warning, and the effects of these issues can vary from person to person. In these situations we encourage Employees to contact LawCare, for **free** for additional support and advice.

LawCare provides short term free, confidential counselling services to Queensland Law Society members, their immediate family and legal support staff via Assure Programs.

A qualified counsellor will approach your concerns in a sensitive and practical way and will work with you to help overcome the problem.

LawCare can be contacted 24 hrs a day on 1800 177 743 or [info@assureprograms.com.au](mailto:info@assureprograms.com.au)

**Flu Vaccinations**

Influenza, commonly known as the flu, can affect people of any age and can cause symptoms such as fever, dry cough, muscle and joint pain, tiredness/extreme exhaustion, headache, sore throat and stuffy nose.

Each year thousands of households and workplaces across Australia are affected by the flu. To address this concern, McK Group offers all Employees flu vaccinations in the first quarter of each calendar year at no cost to the Employee.

This is a voluntary service and so no Employee is compelled to opt in. Expressions of interest will be circulated by email once dates and times are arranged with the associated service provider.

**Fresh Fruit Baskets**

Fresh fruit baskets are provided on a weekly basis in each of our offices for employees to enjoy.

**Discounted Gym Membership**

Employees can benefit from discounted gym membership at a range of establishments as follows:

|  |  |  |
| --- | --- | --- |
| **Gym** | **Locations** | **McK Group Corporate Membership** |
| GoodLife-logo-2012.jpg | * Brisbane CBD * Morningside * Fortitude Valley * Ashgrove * Holland Park * Robina * Many more | 20% off *“12 month Saver All Clubs”* Membership via the Presidential Card program |
| [http://t0.gstatic.com/images?q=tbn:ANd9GcRioEm3GCHV1uSGuv-p96RzozJLajN2IAMaPGhOVtr5n_hO2ZDLVg](http://www.google.com.au/url?sa=i&source=images&cd=&cad=rja&docid=OSfe-G9wMtm7dM&tbnid=G1VQhyzyWq08jM&ved=0CAgQjRw&url=http://www.wblibrary.org/adult/curveslogo.jpg/image_view_fullscreen&ei=nVXfUsqEHsWrkgWcpoFQ&psig=AFQjCNHdkRO_TS8_KPOZp9eEIGf9lGREPQ&ust=13904545) | * Chinchilla * Brisbane * Robina | 66% off the standard service fee of $149 via the Presidential Card program |
| Snap-Fitness-Logo.jpg | * Brisbane CBD * Mackay City * Mackay Northern Beaches * West End * Spring Hill * Milton * New Farm * Morningside * Robina * Many more | Swipe card fee reduced from $99 to $39. 10% off ongoing gym membership fees. |
| max fitness.png | * Chinchilla | $15 joining fee waived. 6 month membership reduced from $370 to $360. 12 month membership reduced from $660 to $640. |
| City Fitness.jpg | * Mackay CBD * Mackay Mount Pleasant | Joining fee reduced from $160 to $25. $17.50 per week membership over a 12 month period. 6 x half hour sessions with a personal trainer. $50 credit to spend on gym services e.g. childcare, PT. |
| Femnasium.png | * Mackay CBD | Joining fee reduced from $200 to $49. Weekly membership reduced from $16.50 to $15.00. Offer also available for immediate family. All classes included. |
| warrior performance.png | * Mackay CBD | Compulsory trial one month membership reduced from $99 to $89. 5% discount on gym membership fees. |

Social and Community Benefits

Although we encourage and value a hard working and dedicated attitude from our Employees, we place a strong emphasis on the need to maintain a healthy work/life balance. We firmly believe that this balance is essential to ensuring a healthy, happy and successful life both in and out of the office.

For this reason, a range of benefits have been selected to assist Employees to get to know one another outside of the confines of the office cubicle.

Social Club Membership

Our Social Club Committees in each office location organise a variety of activities throughout the year. All Employees are automatically members of the social club and are able to attend social club activities, including family-friendly events, at little or no cost. Previous events have included: race days, beach BBQs, barefoot bowls, after-work drinks and annual end of year functions. Social Club Committee members can be contacted by email via the relevant email group in our Outlook address book.

Monthly Morning Tea

Monthly morning tea events are held in each office allowing our Employees to socialise with one another and discuss any news and upcoming events. These events also allow us to celebrate employee birthdays, achievements and service milestones.

Team Building Activities

Employees also benefit from up to two “team building” activities offered throughout the year. These events are designed to enable Employees to interact with colleagues within their individual teams outside of the formal work setting. The first event usually falls midyear, in July and the second usually at the end of the calendar year.

These events are usually held over a lunch hour but teams may choose to organise an after work dinner/activity or weekend activity if they prefer.

Typical events include: lunch or dinner, barefoot bowls, golf days or ten pin bowling.

**Registration Fees for Relay for Life Events**

McK Group has been involved in Relay for Life since 2008 and regularly enters teams who take part in fundraising prior to the event and the annual Relay.

Recent years have seen McK Group subsidiary, McKays Solicitors, becoming a major sponsor of the Relay for Life event in Mackay and also generously donate to the cause in lieu of sending corporate gifts during the festive season.

The event itself is a fantastic opportunity for our Employees and families to band together for the greater good, and to make a difference to peoples’ lives. McK Group therefore encourages all Employees to take part in this event in each location and will cover the cost of the annual registration fee for each Employee that elects to participate.

Financial Benefits

We are delighted to be able to offer Employees a variety of discounts as outlined below. These include discounted legal services, the provision of a corporate uniform and discounted shopping, dining and other social activities.

Discounted Legal Services

Employees and members of their immediate family can benefit from up to 25% discount for selected legal services provided by the McK Group. Please see the Employee Legal Fee Discount Policy for further information.

Subsidised Uniforms

We strongly encourage our support and administration Employees to wear items from our corporate uniform range while at work.

Professional staff may also choose to wear items from our range for work related marketing and networking functions.

Each financial year Employees can purchase uniforms at a subsidised rate. Please see the Non-Compulsory Uniform Policy for further information.

Membership to the Presidential Card Program

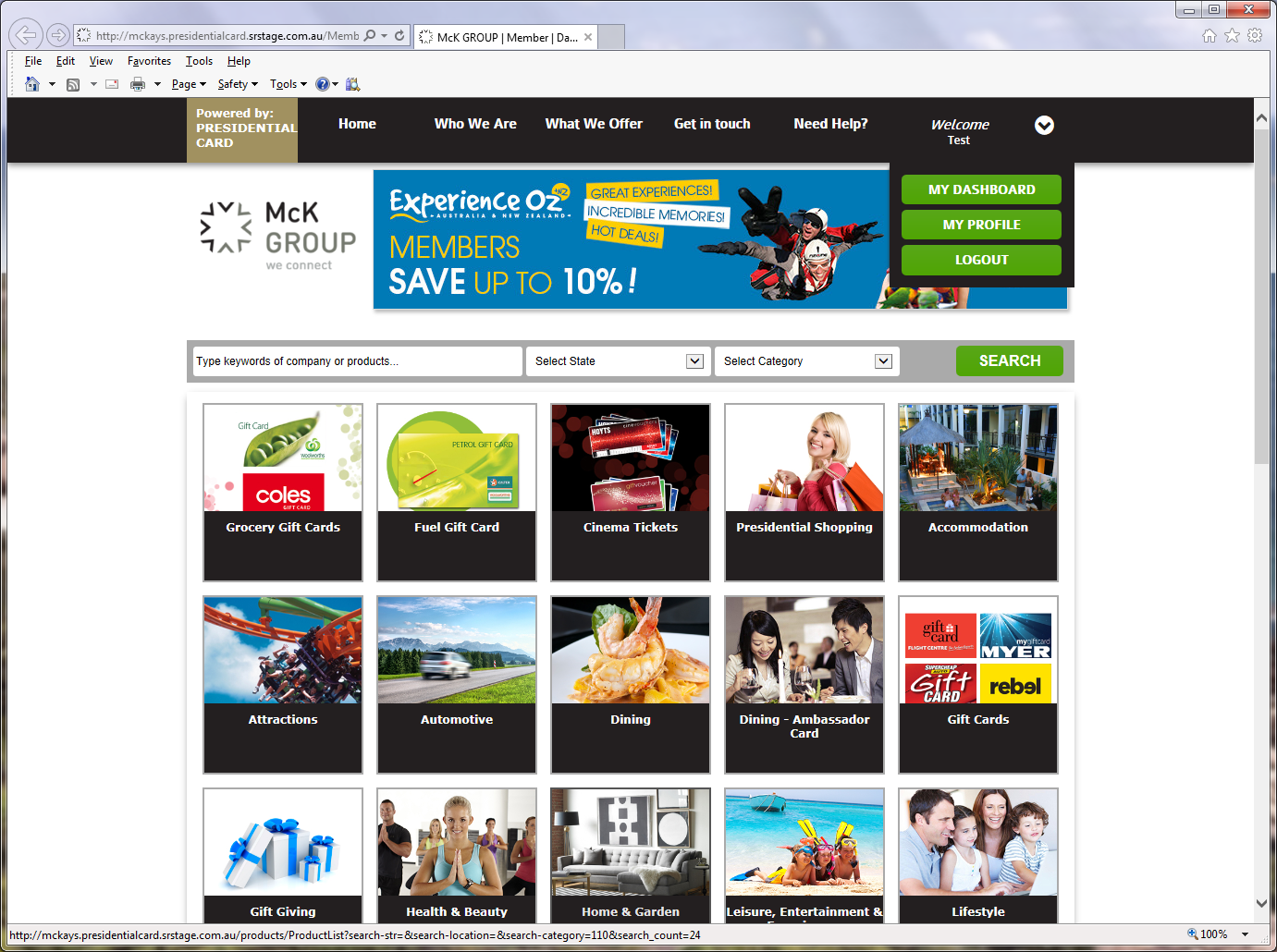
All eligible Employees will be provided with **free** membership to the Presidential Card Program.

The Presidential Card Program offers fantastic discounts and savings at outlets across Australia for card holders, including:

* Gift Cards for major retail stores
* Major online shopping stores
* Dining (via the Ambassador Card Program)
* Travel and Accommodation
* Theme Park Tickets
* Cinema Vouchers
* Magazine Subscriptions

Discounts can be used multiple times and are obtained either on presentation of the McK Group Presidential Card membership card, Presidential Card branded voucher, smart phone and tablet or by entering a promotional code when making online purchases.

Employees will receive a personalised membership card and welcome booklet and can access details of discounts and purchase items via the following online portal mckgroup.presidentialcard.com.au (individual login details are provided to each employee).



**Corporate Traveller – Travel Club**

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All Employees are welcome to become members of the Travel Club which offers cost efficient and easily accessible leisure travel services.

Travel Club will make recommendations, plan and tailor holidays for Employees, and their promise is to respond to enquiries the same business day (if an enquiry is received before 3:00pm).

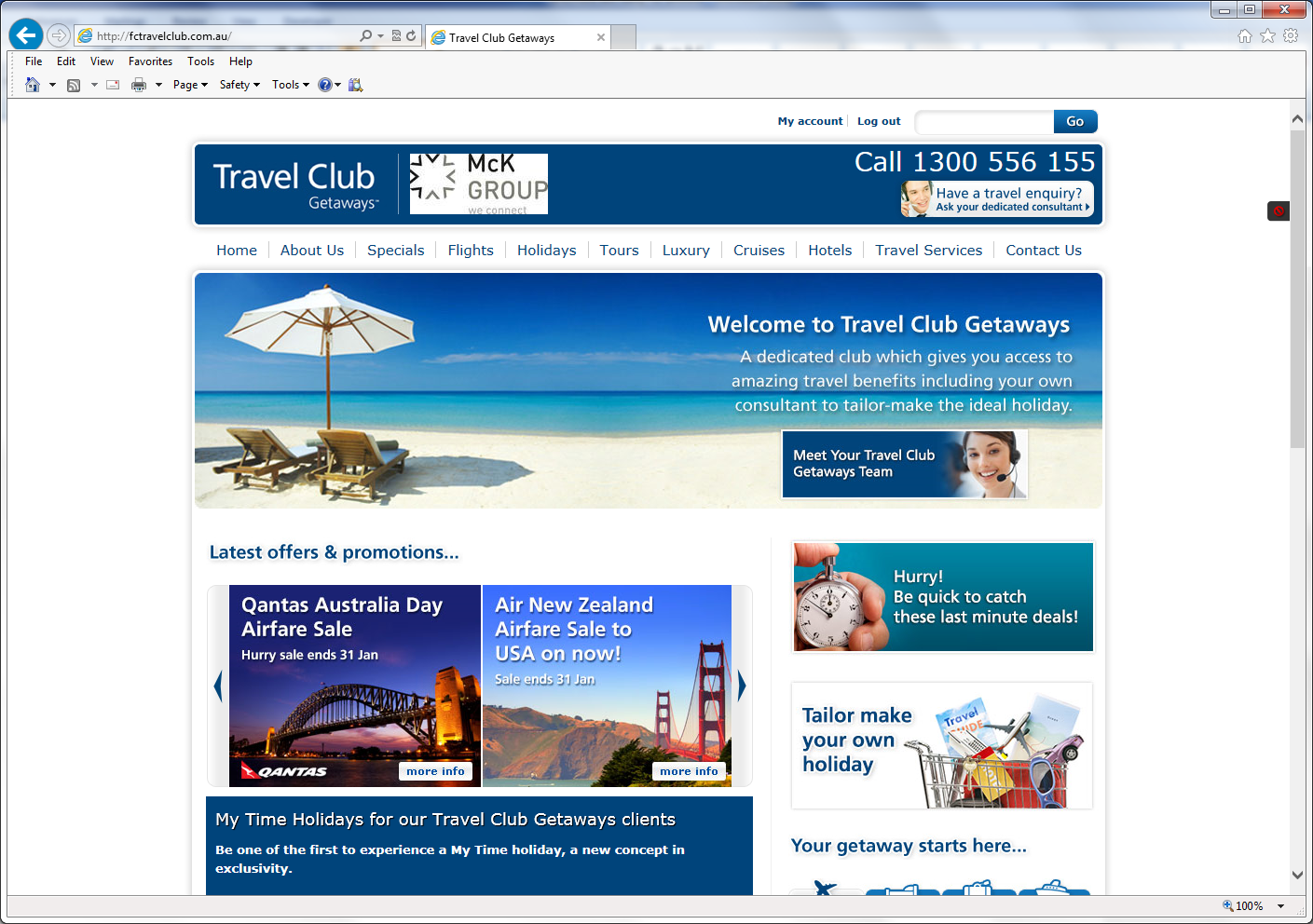
Travel Club also offers emergency assistance 24 hours a day from anywhere in the world to assist with any last minute or unexpected changes to travel plans.

The ‘Travel Club Price Promise’ means that they won’t be beaten on price. If you find a cheaper available price, they will beat it.

Employees should select the following link <http://fctravelclub.com.au/user/register/mck-group> to register themselves to become a Travel Club member.

Employees can log into the Travel Club website to view specials and access holiday offers.

Travel Club can be contacted on 1300 556 155, by email [vic@fctravelclub.com.au](mailto:vic@fctravelclub.com.au) or via their website:



Reward and Recognition

In addition to creating an Employee Benefits Program as a way of thanking our Employees, we are always looking for different ways to reward and recognise your contributions.

Recruitment Referral Incentive Program

Employees are rewarded financially where friends and contacts who are referred to the McK Group (or one of its subsidiaries), and are subsequently employed on a permanent basis (provided the referral remains with the McK Group, or one of its subsidiaries, for at least 12 continuous months). For full details of the program please see the Recruitment Referral Incentive Scheme Policy.

Years of Service Awards

In recognition of the number of years of service an Employee has successfully completed within the McK Group, s/he will be awarded a gift from the McK Group. Such milestones are usually recognised in five yearly increments.

Annual JM McKay Award

Each year Employees are able to be nominated by their peers for the prestigious JM McKay Award. This Award honours the life of Mark McKay, a founding partner of McKays Solicitors, one of the subsidiaries of the McK Group. Mark sadly passed away in 1988, a short time after the practice was established.

There are two Awards presented each year, usually in December: one for the Southern Queensland region (below Rockhampton) and one for the Northern Queensland region (above Rockhampton).

The criteria for the Award is closely aligned with the Group’s Core Values and recognises those who live and work ‘The McKays Way’:

Core Cultural Qualities

There are six Core Values that underpin the culture of the McK Group of companies.

* We are Principled. We do the right thing.
* We are Responsible. We live above the line.
* We are Purposeful. We have a plan and we stick to it.
* We are Composed. We stand by our principles and have fun.
* We are Open. We are genuine and inclusive.
* We are Humble. We treat everyone with dignity.

The McKays Way

Our values manifest themselves in what we call “The McKays Way”. It is reflected by our mantra that we “do the right thing“. The McKays Way is the very essence of what makes our companies unique… it’s our DNA.

* Our culture is relaxed and warm. We are friendly, approachable and quite egalitarian, never pompous or arrogant.
* Our people and teams work together, not in competition, and are resilient against the formation of silos.
* We foster an entrepreneurial spirit, always allowing opportunity to shine and are willing to take risks.
* We aim to empower our people by giving them as much autonomy as possible, supporting their training and development and recognising and rewarding achievements and ideas.
* We are willing to allow and actually embrace and celebrate difference.
* We are not driven purely by profits yet we are disciplined in the way we operate our business and teams and we practise the law ethically and responsibly.
* We focus on our clients’ needs, always trying to get the best results and deliver the best service we can.
* We are compassionate towards our people as far as we practicably can be.

**Further Information**

For further information regarding the McK Group Employee Benefits Program please see a member of the Human Resources team or email [HR@mckayslaw.com](mailto:HR@mckayslaw.com)