

# Morrows Group:

## *Employee Value Proposition and Benefit Booklet*

*First Edition 2012*

Dated

**December 2012**

Last Updated

**June 2014**

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MORROWS PTY LTD

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# Our Employee Value Proposition (EVP)

## **Ambition. Achievement. Recognition.**

These are the cornerstones that will allow you to build a meaningful career at Morrows.

We strive to foster a culture that recognises and rewards your contributions, high performance and willingness to realise our Vision.

In return you will have the opportunity to develop professionally, grow personally and join our social environment, with the flexibility to balance life's priorities.

Career development is taken seriously. High quality technical training keeps you at the top of your field and soft skills development completes the picture.

That's why at Morrows "the difference is significant".

FIRST EDITION

2012

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*To all the employees of Morrows: Thank you for helping us drive a high performance culture.*

## Preface

In 1968 Len Morrows and Terry Stanley moved to 65 Crockford Street in South Melbourne. This humble beginning was the foundation of the Morrows story and over the years it has grown to where it is today: A place where talented individuals are brought together and work as a team and do their best work for the clients and each other. As Morrows continues to grow we strive to always improve and do the best we can; be passionate, enthusiastic, motivated and caring. Although the benefits in this guide are important, it's really your talent and energy that will keep Morrows shining in the years ahead.

**It's great to have you here. Let's make great things happen!**

# Privacy Statement

In order to provide you access to some of the benefits of the EVP your personal information may be needed to be shared with key people to provide you with relevant advice and services. It is your decision whether your personal information is made available for this purpose. We aim to protect and maintain the privacy, accuracy and security of the personal and financial information you give us. Keeping this information private is very important to us. If you want to access your personal information at any time, please let us know.

## Why were the EVP and this guide created?

We thought a lot about all of what you are about to read. We want you to know that this guide and our EVP aren't simply about how to find and access benefits, they are about how the organisation works with its employees in partnership. What's important are the choices you will make and how we can support each other.

The EVP statement is our guiding principle that was created with everyone's input (truly, just ask). As a result, each benefit has been carefully considered to meet the needs of different personalities at all levels in the organisation so that we all have access to benefits that suit us as individuals, and the team as a community. In writing this guide, we wanted it to be as transparent as possible so you know who to go to and how to get things done to suit your situation.

The principles of the benefits are not simply about taking something, we want to reward and recognise you for your high performance contributions and many of the benefits reflect this.

A guide in black and white can't always give us all the details we need and we've tried to help along the way to suggest ways to find out more.

### First, some tips on how to find out what's going on:

- Step 1.** Strike up a conversation in the kitchen (or at the water cooler if you're a traditionalist) with your co-workers.
- Step 2.** Read our [Policy Guide.doc](#). You can find it on the Intranet under: *Human Resources > Policies and Procedures > Policies > Guide*. It holds all the specific details of the benefits contained in this document.
- Step 3.** Talk to your manager or mentor (this is YOU time!).
- Step 4.** Come to Human Resources (they live for this stuff).

**Step 5.** Go see a Principal in person (their doors are always open, we made sure of this ... we didn't give them any).

**Step 6.** Reach out to a Leadership Group member in your area (they helped write this so know all about the policies).

**See, it's easy.**

## How This Guide Works Best

The guide is broken down into four areas and each area covers benefits that were discovered through comments, surveys and contributions from our team. The technical names for the four areas are:

1. **Individual tangible benefits** – Things that may help you financially and personally
2. **Individual intangible benefits** – Things that motivate you and make you feel great but you can't physically touch
3. **Communal tangible benefits** – Stuff that impacts everyone and makes a real difference to your quality of life.
4. **Communal intangible benefits** – Stuff that you do as a team and help us feel like all the hard work is worth it.

All that means is that we all value different benefits so if you are more Community oriented and prefer Tangible benefits – our Friday night drinks might be for you.

Please take a read of what comes next and under each of these sections we trust you will find a host of benefits you value and want to access. And each of the benefits has their own guidelines so the [Policy Guide.doc](#) will help with that and can be found on the Intranet under: *Human Resources > Policies and Procedures > Policies > Guide.*

But before we get to that here is what the Morrows benefits look like with all the current and new benefits:

**Transactional (tangible)**

<b>Individual Tangible: Remuneration</b>	<b>Communal Tangible: Flexible work conditions</b>
<p>Free wills – Individuals and partners</p> <p>Discounted rates on insurance with no commissions</p> <p>Bonus for bringing in new clients</p> <p>Salary packaging (IT equipment and leasing)</p> <p>Reimbursement of 50% of education fees</p> <p>Free Xero Subscription</p> <p>Org buying power – electricity broker/ Health checks</p> <p>Professional memberships paid for</p> <p><b>Individual</b></p>	<p>Friday night drinks</p> <p>Flu injections</p> <p>Birthday cakes</p> <p>Flexi start and finish &amp; Flexi recognition time</p> <p>Flexi purchase annual leave</p> <p>Flexi Christmas Leave</p> <p>Access to other Morrows in house specialities</p> <p><b>Communal</b></p>
<b>Individual Intangible: Career Fulfilment</b>	<b>Communal Intangible: Recognition of effort</b>
<p>Public speaking courses for all team member</p> <p>Study leave – 2 days for each unit</p> <p>Technical training – Tax Banter - monthly</p> <p>Milestone recognition program</p> <p>Development plans</p> <p>MPW lunchtime training</p> <p>PD Committee Biz Tax training</p> <p><b>Intangible</b></p>	<p>Christmas and EOFY parties</p> <p>Vision Award</p> <p>Yarrawonga Ski Weekend</p> <p>Managers – movie ticket recognition program</p> <p>Directors discretionary reward for exceptional performance</p> <p>Managers – Recognition in Comms meeting and one on one</p> <p>Casual Friday (monthly)</p>

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**1. Individual tangible benefits (Things that may help you financially and personally)**

**Free Wills**

Thought about becoming extinct recently? No really, what would happen to your family and your belongings if you die? None of us like to dwell but at Morrows we value you AND we also value the support you receive from your family. We want to help take care of them too, so we've made it easy for

you. Essentially every one of our team is entitled to have their will done by our Legal team (and let's face it, they're great) for no charge at all. (Yes, you read it, FREE!)

Quite a few of us have been around for a while and you only need to see one client dealing with a difficult estate issue to be an advocate for getting a good will done. So do it! It really doesn't take long for most of us and you get the peace of mind of having done something great for your family.

### **How do you get started?**

**Firstly, as with all our other staff benefits, you must have completed your probationary period with Morrows.**

- 1. Then, make a meeting with Duncan Pelham Webb, our Special Counsel, or one of his team (he's a hard man to catch) at a convenient time for you both.**
- 2. Duncan will guide you through – he's great at this stuff.**

### **Reimbursement of Educational Costs:**

Study.... we know hitting the books is your favourite way to spend the weekend.... No? Well, education is part of our chosen careers; it helps us grow and ensures we have the smarts to advise our clients to the Morrows standard. To reward you for passing each subject on your academic journey to stardom, this benefit means Morrows will reimburse you 50% of the costs incurred.

As always, read the fine print, but study is highly valued and encouraged!

### **How do you get started?**

- 1. Read the [Policy Guide.doc](#) (Item 4.21) to make sure your preferred course is an eligible one for the reimbursement. Then do the study and pass (too easy, yes?).**
- 2. Complete the expense forms with a copy of your results, get them signed by your manager, and pass them onto Paul Bolte, our Finance Officer.**



## Corporate Buying Power:

There is strength in numbers!

As Morrows grows, it gives us the opportunity to flex our corporate muscle. From time to time we will announce special offers that we have negotiated on your behalf. These may include offers of discounted rates on electricity via a broker, or special events like shopping nights where you can (happily) part with some of your hard earned cash.

Health and wellbeing initiatives are also included, for instance, workplace health checks encourage us to eat our vegies and reduce our over-indulging! So the good news is, because we are a big bunch now, we are able to enjoy some benefits throughout the year to get a bit of fresh air and keep up the healthy eating habits.

### How do you get started?

1. **Talk to HR about what is currently available such as offers of discounts on electricity.**
2. **Kaitlyn, HR/Operations Assistant, will e:mail other offers to us as they arise.**

## Payment of Professional Membership Fee:

One of the privileges of being an advice professional is that you get to put some fancy letters after your name, and you are eligible to be a member of a dedicated body for people just like you such as CPA Australia, the ICAA or the FPA. From 1<sup>st</sup> July, 2013 Morrows will pay the full membership fee to your chosen organisation, leaving you a little more cash in your pocket to spend on the good things in life.

### How do you get started?

1. **Talk to one of your team about what to do or just chat to your manager.**
2. **Fill in the [Expense Claim Form.xlsx](#) - The paperwork is easy to complete and it lives on the Intranet under: *Operations > Admin Forms & Checklists > Expense Claim Form***
3. **Or if you need help - see HR!**

## Discounted Rates on Insurance with No Commission

Insurance ... no one other than our risk specialists like to talk about it but, truly, this benefit should get you interested! When you joined Morrows, you obviously brought your current superannuation with you. We have a great staff super fund that our Private Wealth team would love to talk to you about.

If you decide to move your money into the Morrows fund, we can also get you some other fantastic benefits – discounts on your insurance premiums and removal of all commissions on the policy. You see the industry funds ads all the time – now you know, they're not that special.

And if discounts don't appeal (we're not sure why they wouldn't) remember you will be making sure your family is taken care of in case the unthinkable happens.

### **How do you get started?**

- 1. Allison Hyland is our resident specialist so book a meeting with her and she will take you through the process. You can go see Allison in person, she is up with the Morrows Private Wealth team and happy to see anyone. Or email her: [ahyland@morrows.com.au](mailto:ahyland@morrows.com.au)**

### **Bonus for Bringing in New Clients**

We're a warm and fuzzy lot at Morrows but ultimately, we need new clients and we think it is a great compliment if our staff members like working here so much that they recommend our services others.

New clients who are your family, friends or former colleagues help us to build our "family" culture and we think they can make your working life more enjoyable too.

Here's how it works. If you recommend someone to us, we'll do our best to impress them with our expertise and professionalism so they become a client. Then, at the end of their first year as a client, we'll then pay you 10% of the revenue their work has generated. (As long as they aren't one of those monster clients that take up lots of time we can't charge for!)

There are a few more T&Cs to be aware of with this one, so grab the full policy and have a read!

### **How do you get started?**

- 1. Make sure your manager knows that you've recommended a client to Morrows and who they are so that they get our best service.**
- 2. Ask your friend or family member their opinion on how we go (just out of interest).**
- 3. Read the [Policy Guide.doc](#) (Item 4.23) terms and conditions which live on the intranet under: [Human Resources > Policies & Forms > Policies > Guide](#).**

### **Salary Packaging:**

Some fancy words made up by some nerdy person at the ATO but what heck does it mean? Well, firstly, don't buy the laptop, tablet, mobile or car so quickly and don't rush into putting your hard earned after tax money into that thing called superannuation either. Why? Because you can use your pre-tax pay, get a discount and save tax! Yes, it is that simple but there is always little catches. For instance, it means you don't get your normal pay but instead Morrows pays for your benefit and then reduces your pay the following month for the cost of the goods. Seriously, it beats making the same purchase with your post-tax pay because you lose the discount, pay more tax AND you pay GST!

## How do you get started?

1. There are a whole bunch of awesome (and sometimes crazy) tax accountants floating around the office, go and have a chat with a couple of them.
2. They are pretty clever with numbers and will run some calc's for you, blow your mind with some awesomeness (for the non Gen Ys that mean savings) , tell you what needs to be done next to make your purchase and the rules the ATO wants you to follow.
3. Following that, check in with your manager about your intentions and they will link you up with the Operations and Finance team (look for Paul Bolte) to guide you through the reimbursement processes. Their job is to tell you about all the bits of paper you need to get the ball rolling before you make a purchase.

## Free Xero Subscription

In response to positive feedback from our clients using Xero, we decided to subsidise the cost of a Non GST Cashbook subscription for staff. This is only available through accountants partnered with Xero!

The cashbook can be used to help track our finances and cut down on our work in preparing information for tax returns for instance.

To really get a better idea of how you might benefit, it is very helpful to go to the Xero website ([xero.com](http://xero.com)) and take a look around.

## What's in it for you?

- Once your data feeds are created, your finances are shown on one screen for quick and easy review – much better than logging into multiple banking, investment and credit card websites.
- All of your private financial activities will be accounted for so you can determine spending, saving and budgeting patterns.
- You are able to monitor your progress against actuals on a regular basis, say monthly, quarterly or annually
- You may decide to use this information for financial planning activities eg, savings, loan repayments, holiday ambitions
- It will give you a much deeper hands on experience of the Xero software that provides you with additional confidence when dealing with clients on Xero matters.

## How do you get started?

1. Contact Neil Yeoman or Daniela Mure, our Xero Administrators, to have a subscription created.
2. Xero will then send you an email for action.
3. Let Neil or Daniela know that you have actioned with Xero, and they will then finalise your subscription.
4. Login and get started!

## 2. Individual intangible benefits (Things that motivate you and make you feel great but you can't physically touch)

### Public Speaking Courses

Imagine the audience in their underwear; relax; visualise; know your material. There are lots of tips for public speaking but still, it is most people's greatest fear (rated well above death).

We know that as your career moves forward you will have more and more opportunities to speak publicly and may even have to do it at times. So learning to do it well now will help you to face these events with confidence and the skills you need to make a great impression.

Each year Morrows selects a number of our team to attend a great public speaking course to develop their style and give them some tips. The course gives you the opportunity to be mentored by an external consultant with a small group of trusted people to help share and grow your skills. It is a great way to balance your career growth. Clients want great technical skills, but also want confident, able people to guide them and that comes from good public speaking skills. This is just one of the ways we balance your career development and help you to "*complete the picture*". We'd love you to put your hand up and let your manager know you're keen and we can make sure it goes into your development plan.

And next time you're asked to say a few words, even at a Christmas party, you'll jump at the chance!

### How do you get started?

1. Put your hand up by talking to your manager.
2. When you do your development plan with HR, make sure it goes in.
3. When you get the chance – TAKE IT.

### Study Leave

Competitive? Yes we are and that's one of the reasons we thought you'd fit in here. Extra study is something that ambitious, intelligent and motivated people do so we want to support that, and you, in your striving to be the best in your field.

To start with you might be studying an undergraduate degree or your Professional Year as a Chartered Accountant, or to become a CPA. Our Wealth team have done their Diplomas and Advanced Diplomas in Financial Services as well as Certified Financial Analyst qualifications, (amazing stuff). Study and experience is a path to progression and we want to support you by giving you time off to study or do your exam and also support you financially with the cost of your course. There are a few too many details around this one to put them all here, so make sure you take a look at the policy and use your study leave to get the best results you can! Did we mention we're competitive?

## How do you get started?

Check out the [Policy Guide.doc](#) (Item 6.6) on the Intranet under *Human Resources > Policies & Forms > Policies > Guide*.

1. Make sure we know you are studying so your efforts are recognised.
2. When you complete your leave make sure you fill in a [Morrows Leave Application Form.doc](#) which lives on the Intranet: *Human Resources > Policies and Forms > Forms*. Then just fill in the study leave form selecting “Study Leave” for the correct type.

## Technical Training

Legislative change; Professional standards change; Regulatory change; and not to mention just keeping your knowledge fresh to give our clients the best service! A professional’s life is one of learning.

We took you on because we thought you were one of the brightest people in your field and we want to keep you that way so we organise regular technical training sessions for all our teams. Sometimes we do this training ourselves (we truly have some of the most brilliant people in Melbourne working for Morrows) and other times we get outside trainers to come in.

Some of our training includes:

- Monthly Tax Banter training. (This is where an external provider consults with the team in a 2 hour session to share and teach all the latest technical tax knowledge.)
- Internal PD sessions – gaining exposure to practical examples, presentations and mentoring from senior people.
- Monthly ad hoc in house technical training for our Wealth team. (Our experienced seniors get together to provide practical sessions on specific areas to help mentor you in the finer technical aspects of SMSFs, Investment and Structuring Advice.
- Sales – Practical sessions with our in house consultant on how to engage clients and deal with tricky situations

Make sure you ask your manager how you can get involved and, just a quiet tip, the people who get the most out of it tend to prepare beforehand.

## How do you get started?

1. Most of the time meeting invitations will be sent to you for appropriate sessions – we encourage you to accept them all and use the information you are given straight away.
2. If you have ideas on training that would be useful, please suggest it to your manager. Chances are, if you are interested, so are others.

## Milestone Recognition Program

Anniversaries, most of us love to celebrate them and they are opportunities not to be missed. At Morrows we are no different. Our recognition program has been established to celebrate with people who have reached significant milestones.

We really value the commitment that our team members have shown to the Morrows Group and we will celebrate with you your 5, 10, 15 or 20 year milestones. We express our thanks with a gift and a ceremony held at our monthly Communications meeting.

### What do you need to do?

- 1. Nothing. Just keep doing your absolute best and stick with us. We will tap you on the shoulder when your milestones are achieved.**

## Development Plans

Morrows' growth and your progression go hand in hand. It is a partnership and working with your Manager, HR and the GMs to have a dedicated plan ensures you have a pathway to progress your career. Our formal development program is tailored to each individual and then it's up to them to achieve it!

You would have seen by now from our EVP statement that career development is really important. We mean every word. Every year we take the opportunity to review and document your goals and ambitions. We include all the important bits like strategies for improving competencies, areas for improvement, progression measures, targets and milestones; so we can help you get your career where you want it to go.

Development plans are a big piece to the puzzle that brings Morrows and your success to life. It is not about what we provide TO you, it is about your goals, supporting you where needed to take the actions and demonstrate the behaviours you need to get the achievement.

### How do you get started?

- 1. Well that's easy. It is part of our annual performance management program in which everyone is involved. You and your manager will work together on your goals and keep you on track throughout the year too, so don't worry; there is no chance you'll miss out.**

### 3. Communal tangible benefits (Things that impact everyone and makes a real difference to our quality of life)

#### Flu Injections

We all get so busy and, sometimes, seeing a doctor when you're not sick is the last thing on our lists to do! Our flu injection program gives you annual access to the latest influenza vaccine without having to take time off work and sit in a doctor's surgery. We make it much easier for you. We bring in a private nurse to the office who will give you the injection to protect everyone here and, just as importantly, your family and community at home.

#### How do you get started?

1. **Every year one of our Operations team (usually Kaitlyn) will send around an invitation for you to be a part of the program. Simply opt in and we will organise for a time, in work hours, in a private room for you to get the vaccine.**

#### Birthday Cakes

Sometimes it is the little things that count! Birthdays come every year and we don't want to let them sneak by without celebrating with you. At the end of each month we organise a birthday cake to celebrate the month's birthday milestones. Everyone gets together in the lunch room to share in some cake and celebrate all the birthdays that fall in that month.

#### How do you get this started?

1. **Nothing really. One of our fabulous Operations Support team already knows when your birthday is and we will make sure it gets noticed and celebrated.**

#### Flexi Start and Finish Times

Flexi start and finish times is all about recognising that we each have different circumstances. This benefit allows you to negotiate with your manager, team and the business to complete your day's work but perhaps not in what we consider "normal" timeframes. For example, you could start early and finish early or you might want to drop the kids at school first, so need to start a little later and are happy to finish later.

Mind you, Morrows wants, and needs to, accommodate everyone, including our clients, your personal needs and our internal needs, so there are some guidelines around this.

## How do you get started?

1. Take a look at our [Policy Guide.doc](#) (Item 5.1) on the Intranet: *Human Resources > Policies & Forms > Policies > Guide*, and think about how it might apply to you.
2. Talk to your manager about your needs and discuss how you can meet the business's requirements in different timeframes and how flexible you can be in return.
3. Make a joint time with your manager to see HR and get your agreed arrangements confirmed.

## Flexi Recognition

There are always busy times - they happen, and at crucial times of the year you put your hand up, or may be asked, to work above and beyond. At these times you make a big difference and contribute to our achievement of important outcomes for our clients and Morrows. In recognition of your high performance contributions on these occasions, your manager and the GM of your area will recognise your efforts. They will discuss with you options to recognise your extra high performance, time and effort. Often this is in the form of some time off at other times in the year when things are not so hectic.

Obviously, you can use the time in any way that suits your needs. You might want to do that volunteering work you have always promised you would do, or meet some family commitments, perhaps just take some "you" time. Whatever takes your fancy, we are all about recognising high performance and we strive to ensure your managers and the GM's are leading the charge to recognise your efforts.

## How do you organise this?

1. Your manager will initiate this but don't let that stop you from talking to them about those times and clients where your high performance efforts count.
2. Besides, we employed you because we thought you were a high performer so just be yourself and help out when the need is there.

## Flexi Purchased Annual Leave (FPAL)

Morrows wants to support you in achieving what you see as work life balance for you by providing you the opportunity to purchase leave in addition to your usual 20 days. If that means TRAVEL to you, for instance, we understand that not every holiday fits neatly into 4 weeks leave. Other examples might be where you have family commitments and school holidays that require you to be with your children more than at other times of the year.

So we think the best way to make this happen for everyone is to give you the opportunity to plan your needs with your manager and colleagues in advance as well as balance your finances to support the extra days you might need by spreading the impact of extra leave that is taken without pay.

## How do you get started?



1. There are a number of details that are important with this benefit. Please go to our [Policy Guide.doc](#) (Item 5.3) on the Intranet at: *Human Resources > Policies & Forms > Policies > Guide*, to see what you need to do.
2. Talk to your family, talk to your manager and confirm your agreement with HR.
3. After that, Paul Bolte will make it happen for you.

## Flexi Christmas Leave

For most people, Christmas is an important time for them, their families and friends to take a breather and relax. Morrows, therefore, encourages its team members to take time off at this time of year, if possible. Of course, this situation doesn't fit everyone and we want to treat everyone individually.

You might be planning a big trip overseas later in the year. Or you may have a ton of work you want to do when the clients aren't ringing. Or you might be new to Morrows, have no leave accrued and really need the extra funds to get you by. So here is another way we provide you with a bit of flexibility that might be valuable to you.

### How do you take up this benefit?

1. Easy - Speak to your manager a few weeks in advance, and have a chat about the work you can achieve over the period and work out the details together.

## Access to Morrows' In-house Specialities

We think our suite of services offered to clients is "significant", of high quality and "different". You help make this happen but not everyone here knows how to do everyone's job. So what if we also provide you with access to these technical skills and services throughout your career at Morrows? This benefit does exactly that. We provide an annual voucher of \$1,000 that can be used throughout the firm to access some of technical skills and services in other areas of the firm. Things like:

- Conveyancing and Legal Services
- Tax returns and Specialist Tax advice
- Financial Planning Advice
- SMSF/Superannuation Advice

Did you also know you can purchase IT equipment through Morrows Tech, which gives you cost prices on IT purchases? Morrows Tech has access to wholesales companies that may provide you with competitive prices on all your IT needs.

You can also use your \$1,000 voucher to get specialist advice on your insurance needs. This is a pretty important area of your life that we want to help you with but also it can be a little be complicated with rebates and advice. We have put some detail in the policy guide about this but also here are some examples of how it might work for you.

- Staff members who would like to use the Morrows Staff Insurance Advice Service will receive the full MPW insurance advice offering.

- This will include:
  - An analysis of their personal requirements for insurance to determine the types and amounts of insurance they require;
  - Research to obtain the most suitable product for them based on any medical conditions or past-times; and
  - Recommendations tailored to addressing their situation.
- This provides staff with the peace of mind that should the unexpected occur that they are financially protected.

We will also give you a rebate on the commission. Here are some examples of how it works:

**Example 1.**

The insurance commission is less than \$1,000 e.g. \$300

Staff member’s time-cost is less than \$1,000 e.g. \$700

**Voucher calculation:**

Start Value of Voucher	\$1,000
Add Commission received	+\$300
<u>Less Time cost of Job</u>	<u>-\$700</u>
Total voucher value remaining for FY	\$600

**Example 2.**

Staff member’s time-cost is more than \$1,000 e.g. \$1,500

The commission is less than \$1,000 e.g. \$300

**Voucher calculation:**

Start Value of Voucher	\$1,000
Add Commission received	+\$300
<u>Less Time cost of Job</u>	<u>-\$1,500</u>
Total voucher value remaining for FY	nil
MPW loss for the job	\$200

**How do you get started?**

1. Read the T&Cs in our [Policy Guide.doc](#) (Item 4.21) on the Intranet at: *Human Resources > Policies & Forms > Policies > Guide*
2. Identify your needs for these services as they arise and then check in with your manager as to the best person to speak to first and how to track the costs.

## Fortnightly Friday Night Drinks

Our fun Friday drinks night is about catching up with the whole team. Usually we have some sort of activity, from paper planes to indoor golf competitions, just for fun. Our fortnightly get-togethers are about mixing with everyone, sharing news, relaxing with the crew and having a drink or two with some nibbles. Nothing too serious and it is a time when we are away from our desks talking about everything else other than work! (A reminder though, Morrows is a responsible employer and we encourage everyone to drink responsibly).

### How do you get involved?

1. **Do you seriously think you'll miss drinks?! The Ops team will send you an invitation anyway every time they are coming up. Just ACCEPT and be there.**

## 4. Communal intangible benefits (Things that motivate everyone and makes them feel great but you can't physically touch)

### Managers' Movie Ticket Plan

It's nice to be rewarded when you go the extra mile. Morrows understands that there are many daily contributions that make up our broader success. It's often not one big thing that gets our results instead it's all the small group and individual efforts combined. To say 'thank you' at the right time, your manager may reward you with two movie tickets where they believe your efforts have made a difference by being above and beyond the normal pattern of your daily role.

#### How do you get to the movies?

1. **Just do an outstanding job and show us that high performance edge we saw in you at your interview. Your manager will recognise it because it stands out and reward you at the time.**

### Managers' Recognition Program

We are a passionate bunch here at Morrows and good deeds don't go unseen! So when the whole gang catches up every month, your manager will name and congratulate you on the great work you have done – maybe for a client or three; or within your team. And, yes, this means you may get a bit red faced while the whole gang applauds your efforts.

#### How do you handle this one?

1. **Just smile and say thank you when the plaudits start and the applause follows. 😊  
You'll be surrounded by friends so just enjoy!**

### Directors' Discretionary Rewards for Exceptional Performance

Exceptional; that is what we know you are, why we employed you and we want to see it. So where you contribute in a unique way that far exceeds your role expectations and is an outstanding achievement – we won't let it go unrecognised or unrewarded. A manager or any team member will, at any time, bring examples of outstanding high performance actions and outcomes to the relevant General Manager's (GM's) attention. The GM will look closely at examples and indeed, at any time, can nominate staff themselves.

In the case where the actions of an individual have made exceptional tangible contributions, the GM will reward that individual. The rewards will be tailored to suit the person and here are some examples we've used in the past::

- Accommodation packages (weekends away)
- Red Balloon thrill adventure prizes
- Pamper packages

If you believe any of your colleagues are performing exceptionally in their roles please let your manager or GM know!

### **How do you get involved in this?**

- 1. It's all run by our leaders! Your job is to do what you do best – succeed and drive high performance results.**
- 2. And, keep an eye out for people doing amazing things – we know they are right beside you at times so let a Director know about it.**

## **Landcare Tree Planting**

This is one of those programs where you can be absolutely sure about how your contributions make a difference. Morrows has an association with Landcare (a national network of thousands of locally-based community groups which care for the natural resources of our country). All around Australia, Landcare volunteers prove that, together, we can repair and manage our precious natural resources. It is a unique partnership between communities, government and organizations like Morrows that is achieving great things.

So far, we are incredibly proud to have planted over 4,000 trees over the time we have been associated with Landcare. We work with farmers, in particular farmers whose properties have been affected by fire. We know we are making a difference and not only does our Tree Planting Day help to restore the land and benefit communities it is also a fantastic day out with the Morrows team.

### **How do you get involved?**

- 1. Each year you will be invited to join us as we don our gum-boots and volunteer our time to assist Landcare in planting trees to help revegetate areas most in need.**
- 2. Nominate yourself and mark out your diary that weekend.**
- 3. Our amazing organizer, Michael May, will do the rest and send instructions.**

## Vision Award

It is so easy to get bogged down in your work that you forget about how to celebrate what is great about the work being achieved. This award is about recognising yours or your team's effort, but, it is also about your colleagues letting everyone know that great work is being done – Team work!

This is a big deal and Morrows is proud to encourage staff to promote our vision on a day-to-day basis and reward behaviour that exemplifies our vision. On a quarterly basis you and your colleagues nominate the behaviour and work of an individual or group that is “above and beyond” and the Leadership Group members vote on a winner.

The Vision Award and prize (voucher valued at \$250) are presented to the winner at the next Monthly Communication meeting to share the outstanding behaviour and highlight the actions of all those nominated.

On an annual basis the Leadership Group also nominates an employee who has shown commitment to the Vision throughout the whole year. The employee is rewarded with the Annual Vision Award and is given a significant prize to thank them for their effort and behaviour.

### How does this one work?

1. **To nominate a team member any time during the quarter, go to the Intranet at *Human Resources > Our Culture and Values > Vision Award > Morrows Vision Award Nomination Form 2013-14*. Fill in the form and email it to Stephanie, [sjeannot@morrows.com.au](mailto:sjeannot@morrows.com.au) or to: [Leadershipgroup@morrows.com.au](mailto:Leadershipgroup@morrows.com.au). We'll collate the nominations and take it from there!**
2. **If you want to get one, easy – do a great job!**

## End of Financial Year Party and Christmas Party

Morrows holds two major staff functions each year to celebrate the end of financial year period and the end of the second half of the calendar year with a Christmas Party. These functions recognise all of the hard work that goes into meeting June and December deadlines as well as achieving our objectives throughout the year. As a group we vote on a range of activities for these functions which may include lunches, dinners, cocktail evenings, lawn bowls, ten pin bowling or river cruises, as examples.

The parties are chances to relax and enjoy each other's company outside the work environment. So join us, 'let your hair down' and finish each period on a positive note with a few drinks and fun activities. (A reminder though: Morrows is a responsible employer and encourages everyone to drink responsibly.)

### How do we get this happening?

1. **Kaitlyn is our champion for these events. She is tireless in finding new and creative places for us to go so make sure you accept the invitations when they come.**

## Yarrowonga Water Skiing Weekend

Once a year (in February or March) Terry and Jan Stanley kindly invite Morrows staff and their families to enjoy a waterskiing weekend at their house in Yarrowonga. It is a fun-filled weekend of water skiing, wakeboarding, tube rides, biscuit rides, and general relaxation as we all enjoy the serenity of life on the lake.

The event starts on Friday night and ends Sunday afternoon, with activities running all day and each night. All attending the weekend usually head off from Melbourne early afternoon to avoid the traffic and get up to Yarrowonga nice and early to settle in and have a meal and drinks at the local establishments.

Saturday and Sunday are filled with activities like boat rides and water skiing (for beginners and the more experienced). Prefer to stay on land? You can watch all of the activities from Terry's back lawn, enjoy some sun and a few drinks. There is usually some land based games with a ball, a barbecue and trivia competition. Morrows provides the lunch and dinner as well as all the boat rides, skiing and donut rides you can handle.

The Yarrowonga skiing weekend is about connecting with the team socially but also importantly with the team's family and friends. We get to meet all the people that support our team behind the scenes! It has become an icon event for Morrows and is not to be missed.

### How do you book yourself in?

- 1. It will be hard not to find out about this one. As soon as you join Morrows you'll be asked if you've heard about it.**
- 2. Read the e:mails that come around and get your accommodation booked early!**

## Casual Dress Day

No workplace is complete without a casual day and Morrows has nominated the last Friday of every month for casual clothes. From time-to-time during the year, there are also some special occasions such as the EOFY and Christmas parties where no suit is required.

So the only question that remains is "what should I be wearing?" It's pretty simple, be smart about it. Remember that there will be clients coming in and out of the office regularly during the day which pretty much means no trackies, no hoodies, no ripped jeans, nothing that is offensive or short. This should really only leave you with your best pieces of clothing (ladies, you know what this means and guys, this means your best "going out" clothes)!

Couple housekeeping items to remember on Casual Day are one, drop off your gold coin donation (this will go to a selected charity), and two, remember your casual clothes!

The only other request on casual day is that if you have a client meeting, you must suit up (I know it sucks but it's the rules)!

**How do you hear about this one?**

1. **You never need to worry about remembering a casual day as our Operations Support team will always send a reminder.**
2. **Ok, so what you need to do next is put that reminder in your phone once you get the email because you don't want to be the person that forgets to wear casual clothes (that's why you set the phone reminder)!**