



18 October 2021

CEO Payroll Communique

RFQ recently undertook a review of its payroll systems and processes and determined that it contravened the Fair Work Act 2009 (Cth) and the Social, Community, Home Care and Disability Services Industry Award 2010 (**the Award**) by failing to pay staff night shift penalty rates for all hours worked either side of a sleepover shift resulting in an underpayment to 104 staff.

RFQ takes its obligations with respect to the application of the Award and to its staff very seriously. Once becoming aware of the error, RFQ immediately reviewed existing practices, rectified the issue and commenced a process of identifying staff affected and monies owing to them. RFQ also advised our Board, auditors and sought expert industrial advice to assist with the process.

RFQ has also self-reported the noncompliance to Fair Work Ombudsman (FWO) and RFQ has provided the same letter to the Executive President of The Services Union.

Since June 2021, RFQ has been working with affected existing and former staff to pay monies owing. RFQs sincerely apologises to those staff affected by these contraventions.

If you worked for RFQ during the period 2015 to 2021 and have queries or questions relating to your employment, please contact Andrea Turvey, CFO directly on 07 3363 2669 or via email on andrea.turvey@rfq.com.au.

Alternatively, anyone can contact the FWO via www.fairwork.gov.au or on 13 13 94.

-ENDS-

Chief Financial Officer

Andrea Turvey | RFQ

P: (07) 3363 2669

E: andrea.turvey@rfq.com.au