



Find more you

by
TFE Hotels

Work the way you want,
live the way you love.

Let's make your time with us **work for you.**

At TFE Hotels, we're people people - and our people are without a doubt, our most valuable investment. That's why we've developed our **Find more you** program which comes packed with more new and improved ways to make your experience with us, even better.

Here's what you can expect from our **Find more you** program:



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- Our **Find more you** program has been designed to work in harmony with our employees diverse lifestyles. It's bigger than any one job, or simply "clocking on and off." This is all about enjoying **more of what makes you**, you - both in and outside of work hours.

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- With more than **20 different benefits, across 9 key areas**, it's easy to find the right combination that'll help give you more of what you want (and less of what you don't).

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- So why these specific benefits? It's because at TFE Hotels, **growth is in our DNA**. It's important that the experience we offer our people also helps grow our business - through our unique family - like culture and the opportunities our team members have to take ownership of their careers.

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Looking for more?

Get in touch with your direct Manager
or our People & Safety Team
via hr@tfehotels.com or 02 9356 1350.

Part One.

Flexible work arrangements

Work the way you want, live the way you love.

Find more possibilities - TFE's Flexible Work Framework is where it all starts.

**Think flexible shift schedules / Role and
job share opportunities / Explore remote
work / Discover the "9 day fortnight" /
Do some cross-brand 'hotel hopping' /
Imagine the part-time possibilities /
Press pause with career breaks / Go out
in style with retirement transition**

Ready to flex? Chat to your Manager about our Flexible Work Framework – where you can find more details on our flexibility guidelines and make requests for flexible work arrangements.

Find more you

TFE Hotels

Your career story is yours to write.



With even more ways to grow professionally and personally, you're in the right place to learn how to make your career with TFE Hotels work for you.

**Will you choose one, some, or all?
The choice is yours!**

ACADEME!

Welcome to ACADEME, TFE Hotels' exclusive range of programs to give our doers and go-getters the support and training they need to take their career to the next level – fast.

Inside ACADEME you'll find the **Future Leaders Program**, which aims to equip our high-performing frontline people with the skills to lead themselves and others and achieve the level of Duty Manager or Supervisor (or equivalent) in just 12 months. From taking reservations to running events – you'll learn all the ins and outs while supercharging your technical and people management skills in the process.

ACADEME also includes the **People Leaders Program**, which aims to develop our people from leading themselves to leading others. These 12-month programs are customised to each leader's experience and background and include mentoring, project work, webinars, online learning and regular feedback sessions.

Any team member can apply through our Learning & Development team, during our bi-annual intake or to their direct Manager. (Just ask!)





You are a VIP (in more ways than one)

We know development isn't one-size-fits-all. Our Valuing Individual Performance (VIP) reviews are dedicated one-on-one time to set big goals and find development opportunities right for you.



Choose your own learning adventure!

TFE has a near endless library of learning programs and resources to support your professional (and personal) development.

Like **GENIE**, TFE Hotels' global learning platform that loves to grant the educational wishes of our people.

That's just the beginning! You'll find more valuable resources through **Team Hub** which you – and your family – can access from day one.

Hungry for more learning? Supervisory and above roles can also access our **LinkedIn Learning** resources through their own LinkedIn logins.



Lead the way and step-up

Our people are the TFE Hotels experience and without a doubt, our most valuable investment, so we're always looking for ways to invest in them.

It's why we partner with a range of leading educators – from the Australia-Israel Chamber of Commerce to Macquarie Business School, Women in Leadership Australia (WLA) and even Cornell University, New York (maybe you've heard of it?) – to offer leadership development programs to our most promising team members.

Part Three.

Leave options

Take more leave for what matters most.

At TFE, we're all about giving you the time back when life happens, or just because. With leave options to suit every lifestyle, you'll find even more ways to make your journey with us, **work for you.**



Birthday leave:

If there’s one thing worth celebrating every year, it’s you! We encourage all our permanent, full-time and part-time team members to treat themselves on their special day (or within their birthday month). Have a party. Take a day trip. Kick back with a good book. It’s your day – use it however you like.

Study leave:

We know that our people bring their best when they have the time to develop themselves. Our Study Leave offers 3 days a year for team members undertaking undergraduate, postgraduate or further study to grow their careers with us.

Purchased leave:

We know you need flexibility – and sometimes that means finding a little extra time to dedicate to personal (or professional) commitments. Speak with your Manager to find out how you can purchase up to 4 weeks additional leave every year.

Community support leave:

We’re all about making time to do a little good – even during business hours – with a day of volunteer leave to participate in community support programs. Give back through a TFE Hotels sponsored activity or a community support event you’re personally invested in.

Life leave:

When life gives you leave, live it up! As your journey with us grows, so do your opportunities to take some time away for the little things in life. Medical appointments, moving house, school excursions or just a day trip with your kids – no reasons required, enjoy the time.

Years of Service	Life Leave Days per annum
6 months to 2 years	1 day
3 years to 5 years	2 days
5 years +	3 days

Parent friendly priorities. Family friendly memories.



We want the best for our TFE Hotels family, and that means giving our people the space to build a family of their own too. Our enhanced parent and partner leave options provide up to eight weeks paid leave*.

Enjoy more family time on our dime.

1 - 2 years service	2 weeks paid
2 - 5 years service	6 weeks paid
5+ years	8 weeks paid
Partner Pay	2 weeks

*Visit our Leave Benefits Guidelines for full details.

Part Five.

Team discounts

**Stay, dine, shop, exercise and slumber for less?
Yes!**



**From great hotel stays for you,
family and friends, to a range
of drink and dine choices,
Dreamcatcher beds, and
keeping fit and fab... we're all
about helping you live it up for
less from day one.**

Here’s how you can spend without the splurge:

Treat yourself
(and your friends)

Discounted stays at our Hotels for you, your family and your friends through the TFE Hotels booking engine. Did someone say holiday?

Dine and
drink

Find more ways to dine and drink for less, with 25% off food and beverage for team members at TFE Hotels. Just show us you work for TFE and we’ll show you the goods.

Dream a little
dream (of TFE)

Rest up in style with team member deals on your very own Dreamcatcher bed by Sleepmaker when you order through us.

Added Extras

Experience the best your city has to offer with great deals on entertainment, retail, travel & lifestyle.

Fitness Perks

Because healthy comes in all shapes and lifestyles, all team members can enjoy offers and discounts on gym and fitness memberships to work out whenever, wherever and however you like!

You can find more details and instructions to access all our benefits through our TFE SharePoint Intranet.





Work your way around the world.

TFE Hotels operates all around the world – and so can you. Explore your career on the other side of the globe with secondment, regional relief and international exchange opportunities – relocation benefits included! Remember, a career at TFE is yours to make - even if you're on the move!

- Follow your travel dreams with our global international exchange program across Australia, New Zealand, Asia & Europe.
- Work from any other TFE hotel or location of your choice. Longer term opportunities available too!
- Experience new a little closer to home as part of a regional relief team secondment.

Extra care from us brings out the best in you.



When we take care of our people, they
take care of each other and our guests.



Here's what you need to know:

Team Assistance Program

TFE Hotels is proud to provide all our team members and their immediate family with quality mental health and wellbeing counselling.

AccessEAP services available via phone or online:
Australia - 1800 81 87 28, info@accesseap.com.au
New Zealand - + 64 0800 40 34 10, info@accesseap.com.au

Mend Injury Assistance

If you're injured at work, you'll find the care and support you need through our partnership with MEND, with easy access to their injury support line to make (cost free) medical appointments.

Sonder Safety & Wellbeing App

Support yourself and your family with the Sonder Safety & Wellbeing app, providing 24/7 professional and immediate assistance.

Download Sonder from the app store or through Google Play and register using your region's registration code (details on SharePoint Intranet).

The Resilience Project

Access a wide range of wellbeing resources and webinars through The Resilience Project program via our TFE Team Hub and SharePoint Intranet.

More Wellbeing Benefits

Emergency accommodation for Team Members experiencing hardship.

Discounted health insurance for a healthier you.

Learn to build connection through our wellbeing webinar series.

Celebrating the wins, in recognition for a job well done...



Brilliant work is your chance to shine.



Two fun ways to say hip, hip, hooray!

Stronger Together
Awards:

TFE Hotels’ global **Stronger Together Awards** celebrate individual and team achievements across a number of key categories. Participating is simple; when the time comes, just nominate your colleagues for their strengths and achievements. Winners are announced at our annual award ceremonies.

Length of
Service:

Here at TFE Hotels, we celebrate tenure milestones with a little something to treat yourself! It’s our way of saying thanks for being part of our team year after year. The longer your journey, the bigger the boost.

1 year service certificate & silver lapel pin

3 years service certificate, silver lapel pin with star & gift voucher

5 years service certificate, gold lapel pin & gift voucher

10 years service certificate, gold lapel pin with star & gift voucher



**Giving back
out there,
feels extra good
in here.**

Part Nine.

As part of TFE Hotels, you’ll make an impact that matters in support of our local communities.

We’re all about using our partnerships to invest back into all the cities and regional communities that we’re proud to call home – and so can you. One thing that always remains the same? Our dedication to **making a difference where it’s needed**. Here are just a few of the ways we give back locally:

Australia

Indigenous
Engagement Strategy

STEPtember

RizeUp Australia
Christmas Gift Appeal

OzHarvest

New Zealand

KiwiHarvest

Eat My Lunch



One last thing...

Spread the Word



**Help us find
more people like
you. (And get
rewarded too.)**

**Read on to find out how TFE Hotels'
'Spread the Word' referral program works...**

One last thing...

Help us find more great ‘people people’ – after all, it takes two to tango!



New to the business

If your referral is for an entry level team member position and that candidate is successfully hired by TFE Hotels, you'll receive a \$300 gift card.

Supervisors

If your referral is for a supervisory or specialist position such as a Duty Manager or Food and Beverage Supervisor, you'll receive \$500 if that candidate is successfully hired by TFE Hotels

Hotel Leaders

If your referral is for a leadership position such as a General Manager, Executive Chef or Maintenance Manager, you'll receive \$1000 if that candidate is successfully hired by TFE Hotels.

Note, with all referral rewards, the first 50% will be paid at the start of their employment, with the final 50% paid at the end of their probationary period.

Make Them An Offer They Can't Refuse

Not only will you get a handy referral bonus for any successful candidate, they will too! Successfully referred candidates will receive a Referee Reward to the value of a \$150 gift card!

Want To Make A Referral Now?

Complete our Spread the Word form to share the details of your referee. If your A-lister is successful, our HR Coordinator will be in touch with your referral reward.



Let's make your time with us **work for you.**

Looking for more?

Get in touch with your direct Manager
or our People & Safety Team
via hr@tfehotels.com or 02 9356 1350.