

18 March 2019

Dear team member

***The Just Group Retail Agreement 2019 – Notice of important voting information***

We are very pleased to announce that we have reached an agreement with the Shop, Distributive and Allied Employees' Association in relation to a proposed new enterprise agreement, *The Just Group Retail Agreement 2019 (2019 Agreement)*, for our team members in retail shops.

We are proud to present the 2019 Agreement to team members for a vote. Amongst other things, the 2019 Agreement offers team members an annual review of wages and allowances in accordance with the Fair Work Commission's annual wage decision on 1 July of each year of the term of the 2019 Agreement. The 2019 Agreement also offers team members new leave and allowances. We will be providing all team members the opportunity to review the 2019 Agreement, together with other relevant information.

This notice contains important information about the vote and where you can access a copy of the 2019 Agreement and other relevant documents.

**Access period (25 March – 31 March 2019)**

The access period runs from 25 March to 31 March 2019 (inclusive). During this period, you will be able to access:

1. The 2019 Agreement.
2. The National Employment Standards (**NES**), the *General Retail Industry Award 2010 (GRIA)* and the long service leave legislation that applies in each State and Territory. These documents are referred to in the 2019 Agreement.
3. A summary of the key terms and changes of the 2019 Agreement (**Summary**) and a document setting out common questions and answers (**FAQs**). These documents have been prepared to help explain the terms of the 2019 Agreement.

**Accessing the documents**

The below table sets out where and how you can access all of these documents.

Document	Where to access
2019 Agreement	<ul style="list-style-type: none"> <li>Copies of the 2019 Agreement will be posted to noticeboards in store.</li> <li>The 2019 Agreement will also be available to access online: <ul style="list-style-type: none"> <li>on Just Us. To access Just Us, go to <a href="https://justus.justgroup.com.au/HR21/help_pdf/AU-ST-ESS/guides.html">https://justus.justgroup.com.au/HR21/help_pdf/AU-ST-ESS/guides.html</a> - Under 'Info &amp; Help', 'Just Guides'</li> <li>at <a href="http://www.netvote2.com.au/432">http://www.netvote2.com.au/432</a> (CorpVote Website)</li> </ul> </li> </ul>
NES, GRIA and long service leave legislation	<ul style="list-style-type: none"> <li>The NES, GRIA and long service leave legislation for each State and Territory are available to access online: <ul style="list-style-type: none"> <li>on Just Us. To access Just Us, go to <a href="https://justus.justgroup.com.au/HR21/help_pdf/AU-ST-ESS/guides.html">https://justus.justgroup.com.au/HR21/help_pdf/AU-ST-ESS/guides.html</a> - Under 'Info &amp; Help', 'Just Guides'</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ at <a href="http://www.netvote2.com.au/432">http://www.netvote2.com.au/432</a> (CorpVote Website)</li> </ul>
Summary and FAQs	<ul style="list-style-type: none"> <li>• Copies of the Summary and FAQs will be posted to noticeboards in store.</li> <li>• The Summary and FAQs will also be available to access online: <ul style="list-style-type: none"> <li>○ on Just Us. To access Just Us, go to <a href="https://justus.justgroup.com.au/HR21/help_pdf/AU-ST-ESS/guides.html">https://justus.justgroup.com.au/HR21/help_pdf/AU-ST-ESS/guides.html</a> - Under 'Info &amp; Help', 'Just Guides'</li> <li>○ at <a href="http://www.netvote2.com.au/432">http://www.netvote2.com.au/432</a> (CorpVote Website)</li> </ul> </li> </ul>

If you have a personal email address on file with us, you will also have received an email with links to all of the above documents. If you do not have a personal email address on file with us, you will have been posted a copy of this notice, the 2019 Agreement, Summary and FAQs (together with links on where to access all of the documents online) to your residential address on file.

If you have a mobile phone number on file with us, you will also have received a SMS with links to all of the above documents.

If you have any trouble accessing any of the above documents, please contact us on 03 9426 0255 or at [RetailAgreementEnquiries@justgroup.com.au](mailto:RetailAgreementEnquiries@justgroup.com.au).

### How to vote

You will be able to cast your vote from Monday, 1 April 2019. Voting will open at 12:01AM AEDT on 1 April 2019, and close at 4:00PM AEDT on Tuesday, 2 April 2019.

You will be able to vote online or by telephone.

We have engaged an external vote provider, CorpVote, to administer the voting process. CorpVote will email you voting instructions and your individual voting pin that you will need to cast your vote. CorpVote will send this information to the personal email address that we have on file. If you would prefer to receive this information at a different email address, please advise us (contact details below) by Thursday 28 March.

If you do not have a personal email address on file, this information will be sent by post to your residential address on file.

This information will also be sent by SMS to your mobile number, if you have one on file.

### Questions

Please contact us on 03 9426 0255 or at [RetailAgreementEnquiries@justgroup.com.au](mailto:RetailAgreementEnquiries@justgroup.com.au) if you have any questions about the 2019 Agreement and the voting process, or if you have trouble accessing any of the relevant documents. You should also contact us if you anticipate that you may have issues receiving the information you need to cast your vote.

Kind regards



Louise Bilston  
Group General Manager, People & Culture  
**THE JUST GROUP**