Annual Mandatory Compliance Training

This is a high-level summary for all staff. Full details are set out in the Annual Mandatory Compliance Training Policy.

What is Mandatory Compliance Training?
Mandatory compliance training helps ensure everyone at LSH Group Australia understands their legal, regulatory and workplace responsibilities. It supports a safe, respectful, ethical and compliant working environment for all.
Training covers topics such as:

- Work health and safety
- Appropriate workplace behaviour (including discrimination and harassment)
- Ethical conduct and company values
- Privacy, data protection and cyber security
- Any other training required by law or Company policy

Who Must Complete It?
All staff and the associated workforce, including employees, apprentices and trainees.

When Must Training Be Completed?

- Existing staff: All mandatory compliance training must be completed by 31 December each year.
- New starters: All mandatory training must be completed within one (1) month of commencement.
- Training is completed annually and generally expires on 31 December.

How Is Training Delivered?

- Training is delivered online via the Company's learning management system (LMS).

Your Responsibilities

- Complete all required training within the stated timeframes.
- Check your work email for reminders and instructions from HR.
- Speak with your manager or HR if you experience genuine difficulty completing training.

Manager Responsibilities

- Ensure staff have reasonable opportunity and time, where practicable, to complete training.
- Monitor completion and follow up where training is overdue.

What Happens If Training Is Not Completed?

- HR will notify you and your manager if training is overdue.
- Failure to complete mandatory training without a reasonable explanation may be treated as a failure to follow a lawful and reasonable direction.
- Continued non-compliance may lead to disciplinary action, up to and including termination of employment or engagement.

Why This Matters
Mandatory compliance training helps protect:

- You
- Your colleagues
- Our customers
- The Company

It ensures LSH Auto Australia meets its legal obligations and maintains a professional and respectful workplace.

For questions or assistance, please contact **Human Resources**.

Acknowledgement
I acknowledge that:

- I have read and understood the Annual Mandatory Compliance Training – One Page Summary**;**
- I understand that this summary does not replace the full **Annual Mandatory Compliance Training Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand failure to complete required training within the specified timeframes may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Annual Mandatory Compliance Training Policy** which is available on the intranet.