



Policy Name:	Professional Memberships & Subscriptions Policy
Attention:	LSH Group Australia Employees
Version:	1.0
Last Reviewed:	1 st April 2026
Effective From:	1 st April 2026
Approved By:	GCFO / Corporate Review / MD

Professional Membership & Subscription Policy

1. Purpose

This policy outlines the principles and guidelines for reimbursement and approval of professional memberships, subscriptions, and associated costs. The aim is to support employee development, maintain professional standards, and ensure alignment with business objectives while managing costs responsibly.

2. Scope

This policy applies to all permanent and fixed-term employees. Contractors and casual employees may be considered on a case-by-case basis, subject to approval.

3. Policy Statement

The Company recognises the value of professional memberships in maintaining industry knowledge, professional standards, and compliance requirements. Where a membership provides a clear business benefit or is a requirement of a role, the Company may approve payment or reimbursement of associated costs.

4. Eligibility Criteria

Approval for professional memberships will be based on the following:

- The membership is directly relevant to the employee's role.
- The membership supports business objectives or operational requirements.
- The membership is required to maintain professional accreditation, licensing, or compliance.
- The cost is reasonable and represents value for money.

Examples include (but are not limited to):

- Industry associations
- Professional bodies
- Regulatory or licensing memberships

5. Approval Process

- All memberships must be pre-approved prior to purchase or renewal
- Approval must be obtained from:
 - Direct Manager, and
 - Relevant Executive / Department Head (for higher-cost memberships)
- HR may be consulted where the membership relates to professional development or compliance.



6. Payment & Reimbursement

- Approved memberships may be:
 - Paid directly by the Company; or
 - Reimbursed to the employee upon submission of valid tax invoice/receipt.
- Reimbursement will only occur where:
 - Prior approval has been obtained; and
 - Documentation is provided in accordance with Company expense procedures.

7. Cost Limits

- The Company may set annual limits for membership expenses.
- Higher-cost memberships require additional justification and executive approval.
- Multiple memberships per employee will be assessed based on business need.

8. Renewal of Memberships

- Membership renewals are not automatic.
- Continued funding is subject to:
 - Ongoing relevance to the role.
 - Demonstrated value to the business.
 - Budget availability.
- Employees must resubmit for approval prior to renewal.

9. Associated Costs

The Company may, at its discretion, approve associated costs, including:

- Annual membership fees.
- Certification or accreditation fees.
- Mandatory continuing professional development (CPD) requirements.

The following are generally not covered unless specifically approved:

- Event tickets, conferences, or networking functions.
- Travel and accommodation related to membership activities.
- Optional upgrades or premium memberships.

10. Taxation

Employees are responsible for any personal tax implications associated with reimbursements. The Company does not provide tax advice.

11. Cessation of Employment

- Memberships paid by the Company remain the property of the Company unless otherwise agreed.
- No reimbursement will be provided for unused portions of memberships upon termination.
- The Company reserves the right to recover costs where:
 - An employee leaves shortly after payment (e.g. within 6–12 months), where appropriate and lawful.

12. Compliance & Misuse

Failure to comply with this policy, including obtaining reimbursement without approval or for non-business-related memberships, may result in disciplinary action.



13. Policy Status

This Policy does not form part of any employee's contract of employment. It is a lawful and reasonable direction of the Company with which compliance is required. Any statement in this Policy about what the Company will or will not do does not create a legally binding obligation on the Company.

This Policy may be amended from time to time to reflect changes in legislation, regulatory requirements or organisational needs.