



Policy Name:	Staff Purchase & Workshop Usage Policy
Attention:	All LSH Group Australia Employees
Version:	1.4
Last Reviewed:	1 st April 2026
Effective From:	1 st April 2026
Approved By:	GCEO / Corporate Review / MD

Staff Purchase & workshop Usage Policy

1. Purpose

This policy outlines the conditions under which employees may:

- Service personal vehicles
- Purchase parts and merchandise
- Access Company workshop facilities

The policy ensures compliance with:

- *Fair Work Act 2009 (Cth)* (lawful and reasonable direction)
- *Work Health and Safety (WHS) legislation (NSW, VIC, QLD)*
- *Fringe Benefits Tax Assessment Act 1986 (Cth)*
- *Corporations Act 2001 (Cth)* (governance and financial controls)

2. Scope

This policy applies to all employees of LSH Auto Australia.

All benefits provided under this policy:

- Are discretionary and subject to approval
- Must comply with Company controls, taxation requirements, and audit standards

The Company may amend this policy with reasonable notice.

3. General Principles

- Benefits are provided for personal use only
- Commercial use, resale, or financial gain is strictly prohibited
- All transactions must be transparent, documented, and auditable
- Conflicts of interest must be disclosed
- All pricing must comply with internal controls and taxation obligations

4. Servicing of Personal Vehicles

4.1 Eligibility

Employees may access servicing for:

- Their own vehicle; or
- A direct family member's vehicle



Direct family member includes:

Spouse, de facto partner, child, parent, grandparent, grandchild, sibling (including step and adoptive relationships).

Friends or extended networks are not eligible.

4.2 Approval Process

Prior to any work:

- A Service Request Application must be submitted and approved
- A Repair Order (RO) must be raised before work commences

Approvals required:

- Service Manager
- Dealer Principal (or delegate)
- Finance or HR representative

Additional approvals apply for senior roles (e.g. Dealer Principal → Managing Director).

4.3 Pricing

- Labour: Set internal staff rate (reviewed periodically for compliance)
- Parts:
 - Associated with RO: Approved staff discount
 - Non-RO purchases: Reduced discount applies
- Consumables (e.g. oil, fluids): Cost + approved margin

All pricing must:

- Be applied consistently
- Be recorded accurately for audit and tax purposes

4.4 Payment Terms

- Full payment must be made before vehicle release
- RO must be completed, authorised, and closed

No credit arrangements unless formally approved.

5. Parts and Merchandise Purchases

5.1 Eligibility

All employees.

5.2 Conditions

- Purchases are for personal use only
- Not to be resold or used for commercial gain
- Employee must be present and recorded on transaction

5.3 Pricing



- Merchandise: Cost + approved margin
- Parts (non-RO): Discounted list price (as approved)

Discounts:

- Cannot be combined with promotions or other offers

5.4 Approval and Limits

- Annual purchase thresholds apply (set by the Company and reviewed periodically)
- Purchases exceeding thresholds require:
 - Parts Manager approval
 - Dealer Principal approval
 - Finance approval

The Company may refuse requests where:

- There is a risk of misuse or resale
- The request is not consistent with this policy

6. Workshop Usage (Technicians Only)

6.1 Eligibility

Technicians may request access to workshop facilities for personal use.

6.2 Approval Requirements

Before any use:

- A Workshop Usage Application must be approved
- A Repair Order must be raised

Approvals required:

- Service Manager
- Dealer Principal (or delegate)

6.3 WHS Requirements

All workshop usage must comply with WHS legislation, including:

- Work must occur outside normal operating hours, unless otherwise approved
- Minimum of two persons present at all times
- A trained First Aid Officer must be available
- All safety procedures, PPE, and equipment requirements must be followed
- No high-risk work to be performed without appropriate controls

Failure to comply may result in:

- Immediate cessation of access
- Disciplinary action

6.4 Materials and Costs

- All parts and consumables must be:



- Recorded against the RO
- Charged at approved staff rates

No unauthorised use of Company inventory is permitted.

7. Financial, Tax and Audit Compliance

- All transactions must be:
 - Properly recorded
 - Supported by documentation
 - Compliant with FBT and taxation requirements
- The Company may:
 - Review transactions
 - Withdraw benefits where misuse is identified

8. Misuse and Non-Compliance

Examples of misuse include:

- Resale of parts or services
- Circumventing approval processes
- Providing benefits to ineligible persons
- Failing to record or pay for services

Breaches may result in:

- Withdrawal of access to benefits
- Disciplinary action
- Recovery of costs or further action where appropriate

All matters will be assessed on a case-by-case basis.

9. Responsibilities

Employees must:

- Follow approval processes
- Ensure accurate documentation
- Comply with WHS and Company policies

Managers must:

- Ensure consistent application of this policy
- Approve requests appropriately
- Monitor compliance and report issues

12. 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