

PRIVACY AND CONFIDENTIALITY POLICY

PURPOSE

- To ensure that the team at Tennis New Zealand understand the requirements and expectations regarding privacy and confidentiality.
- To outline the manner in which Tennis New Zealand will deal with breaches of this policy

SCOPE

- This policy applies to all employees, contractors, and subcontractors (“Tennis New Zealand employees”) of Tennis New Zealand while at work and outside normal work hours.
- This policy applies to all assets owned, used, stored, and managed by Tennis New Zealand. This includes but is not limited to information, hardware, and software.

PRIVACY AND CONFIDENTIALITY

- Tennis New Zealand gathers personal and agency information for statutory and reasonable operational purposes. This policy provides a framework for access to, and use of information gathered in the course of conducting business activities.
- Tennis New Zealand will take all reasonable steps consistent with the laws of New Zealand to protect the privacy of the individual or agency when collecting, using, or disclosing information required for business purposes.
- Under the Privacy Act 2020, the Tennis New Zealand employees have rights and obligations and in particular rights of access to, and correction of, personal information.

The Privacy Act and Disclosure of Information

- Tennis New Zealand may, from time to time, share personal information about the Tennis New Zealand employees (including duties and salary details) with third parties. This may be for the purposes of payroll, human resources and employment law support, Grant Funding, IT systems, emails, and for any other genuine business purpose. The transfer of such information to such third parties may include storage of the information offshore.
- Consistent with the provisions of the Privacy Act and other legislation, individuals, and agencies have a right to privacy over their information held by Tennis New Zealand.
- Tennis New Zealand will normally collect information directly from the individual or agency and only for purposes connected with a function or activity of Tennis New Zealand.
- Tennis New Zealand will take all reasonable steps to ensure the information it holds is protected against loss, access, use or modification other than with the authority of Tennis New Zealand.
- Information will only be held for as long as it is relevant. Copies of relevant correspondence will be kept and archived.
- Individuals and agencies have specific rights of access to information held about them. Typically, an individual or agency may:
 - request a copy of all information held; and
 - request correction of information held; and
 - request that there be attached to their information a statement of the correction sought that is not made by Tennis New Zealand.
- Information supplied under an obligation of confidentiality (e.g., a confidential reference) remains confidential to Tennis New Zealand.
- The Privacy Act allows statutory bodies such as the police, IRD and Work and Income to have certain access to personal information. Any information properly required will be provided by Tennis New Zealand, provided appropriate authorisation and identification are sighted.

Team responsibilities

- During the course of employment, Tennis New Zealand employees will have access to, and acquire knowledge from, material, data, systems, and other information they could be entrusted with that is confidential about its operations, business practices and customers.
- Tennis New Zealand employees who encounter or have access to Tennis New Zealand’s business information, employee information, customer information or other material have a responsibility to maintain the confidentiality of that information.
- Tennis New Zealand employees who are authorised by Tennis New Zealand to access confidential information have a responsibility to ensure this information remains secure and confidential.
- Tennis New Zealand employees who have accidentally encounter private or confidential information should make their manager aware of this and should keep this information confidential at all times.

- Any confidential information, whether oral, written, or electronic, should be treated as private and confidential. The release of any such confidential information may result in negative financial or competitive action, productive loss, or cause legal or other non-beneficial impacts on Tennis New Zealand and its customers.
- Tennis New Zealand employees are expected to be vigilant in identifying potential privacy breaches and must take all reasonable preventative steps to ensure the protection of client and company data, both when working on site or off site. This is in line with any working from home policy which may be in place.
- Company employees are expected to be mindful of the possibility of unauthorised access to sensitive data occurring and take all reasonable steps to prevent any potential unauthorised access. This includes but is not limited to:
 - Being mindful of the possibility for all conversations to be overheard. Sensitive information should not be discussed in public settings.
 - Confidential documentation or client data is not to be left unattended in any instance.
 - Company devices are to be locked when left unattended, and Tennis New Zealand employees are expected to take reasonable steps to ensure the safety of any unattended company devices in line with any mobile devices policy.
 - Being mindful of the visibility of company and client information on your device(s) and the potential for unauthorised viewing. This is considered a higher risk when in public settings.
 - Ensuring that any passwords and logins are kept private and confidential and not allowing unauthorised individuals to use company equipment.
 - Should any Tennis New Zealand employee login to any of the company software on a non-company device, they must ensure that they log out.
- Tennis New Zealand employees with any doubts or questions about the operation of this policy must seek the advice and guidance of their managers.
- Tennis New Zealand employees agree not to disclose, report, or use, for any purpose, any of the confidential information disclosed to them by Tennis New Zealand as a result of their employment/engagement, or which Tennis New Zealand employees have otherwise obtained or accessed.
- Tennis New Zealand employees agree that the confidential information is to be considered proprietary to Tennis New Zealand. Further, they agree to use the material only for the specific requirements of your job and not for any other purpose, including any actions that could be detrimental to Tennis New Zealand companies, associates, contractors, and customers.
- Tennis New Zealand employees agree not to remove any confidential information from its place of business, and to conceal the confidential information in a location separate from other records and documents. In addition, all Tennis New Zealand employees agree not to reproduce the information or store it on a computer or device that is accessible to persons to whom disclosure may not be made, as described in this policy.
- Tennis New Zealand employees shall not, whether during the currency of their employment/engagement or after its termination for whatever reason, use, disclose or distribute to any person or entity, otherwise than as necessary for the proper performance of their duties and responsibilities under this policy, or as required by law, any confidential information, messages, data, or trade secrets acquired by them in the course of performing their services under their employment/engagement.

Privacy Breach

- Should a privacy breach occur, the Chief Executive Officer must be notified as soon as practicably possible.

COMMUNICATIONS AND MEDIA POLICY

PURPOSE

- To ensure that the team at Tennis New Zealand understand the requirements and expectations regarding communication with stakeholders and the media.
- To outline the manner in which Tennis New Zealand will deal with breaches of this policy

SCOPE

- This policy applies to all employees, contractors, and subcontractors (“Tennis New Zealand employees”) of Tennis New Zealand while at work and outside normal work hours.

DOCUMENTATION & BRANDING

Tennis New Zealand’s Letterhead:

Employees should exercise caution when using the Tennis New Zealand’s letterhead. If writing in the capacity of an individual rather than on behalf of Tennis New Zealand, a Tennis New Zealand letterhead must not be used. If in doubt, check with the Communication’s Co-ordinator.

Branding and Intellectual Property:

It is important that any trademarks belonging to Tennis New Zealand or affiliated entities are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else.”)

Only approved Tennis New Zealand’s branded templates must be used for all Tennis New Zealand documentation and presentations. Generic templates for general business purposes and guidelines are available on the staff intranet (staff only).

MEDIA

Media Releases:

- All major media releases are to be made from the Tennis New Zealand office other than tournament results which may be made from the venue.
- The procedure for major releases is:
 - Release to all media by as per preference e.g., email
 - Follow up with major contacts
 - Provide supplementary information or comment as required
 - Update website
 - Distribute to associations for local use
 - The CEO may request the Tennis New Zealand Board and/or other stakeholders receive advance notice of the release. Comm’s Manager is to confirm for each press release.
- All media releases should be referred to the Tennis New Zealand Communications Manager for review, a decision on when and how to release, and for consideration for posting on the Tennis New Zealand Website and social media channels.

Talking to the media:

- The CEO is the first point of contact with the media and will direct the media for comment as follows:
 - Major Policy Decisions - Chair TNZ.
 - Management and Operational Issues - CEO TNZ.
 - Media releases - made in the name of CEO who will provide follow-up comment or direct the media to particular persons for additional comment (e.g., A player for comment on a performance).
 - National team performances - Davis Cup or Billie Jean King Cup captains (players through/with team media liaison or team captain).
- If staff members are approached by the media for comment, they should refer the enquiry immediately to the Tennis New Zealand CEO and should be aware of “cold calls” and not offer information. Staff should take note of the reporter’s name, organization, contact details, what they wish to talk about and what (if any) deadline they may have.
- Announcement of NZ Teams, all announcements will be made from the Tennis New Zealand office by (under the name of) the Tennis New Zealand CEO. The procedure to be followed is:
 - For Davis Cup and Billie Jean King Cup the wording will be agreed with the team captain whose name will also appear on the release.
 - Davis and Billie Jean King Cup teams can be simultaneously announced by the team captain if there is an appropriate media opportunity.
 - Davis Cup and Billie Jean King Cup players will be advised in person before announcement.

- Reasons for selection or non-selection (other than unavailability) will not be given.

Responses by Tennis New Zealand:

- Tennis New Zealand will endeavour to enunciate its policies regularly in a positive manner. Where comment on Tennis New Zealand or its policies is made in the media the following will be considered when deciding the appropriate response (if any):
 - Are there major inaccuracies in the comments made?
 - Has the Tennis New Zealand's position on the issue been adequately explained?
 - Will comment by Tennis New Zealand rectify or further inflame the situation?
- The Tennis New Zealand CEO will make the appropriate response and may consult with the Tennis New Zealand Chairperson or a Board member prior to doing so. The Tennis New Zealand CEO may seek comment from other persons for inclusion in the response.

COMPANY VEHICLE POLICY

PURPOSE

- To ensure that the team at Tennis New Zealand understand the requirements and expectations for use of Tennis New Zealand trucks, vans, or cars.

SCOPE

- This policy applies to all employees of Tennis New Zealand while at work and it may be applied at any time outside normal work hours, if any Tennis New Zealand vehicle is used or if an employee's actions outside work affect their ability to fulfil the requirements of their job with Tennis New Zealand in some way.
- This policy also applies to all contractors, subcontractors, and visitors to the workplace.

USE & OBLIGATIONS

- Tennis New Zealand motor vehicles are provided to employees as tools of trade for the sole purpose of undertaking legitimate work activities associated with employment at Tennis New Zealand.
- Tennis New Zealand motor vehicles do not form part of any employee's remuneration package (unless otherwise expressly stated in the employment agreement) and the use of motor vehicles may be changed or ceased at any time, at the sole discretion of Tennis New Zealand, without requiring any compensation to be paid to any employee.

Use of Tennis New Zealand Vehicles

- Employees must only drive a Tennis New Zealand motor vehicle if they have a current, valid licence for that class of vehicle and a copy of this licence has been provided to Tennis New Zealand.
- Use of any Tennis New Zealand motor vehicle is at the sole discretion of Tennis New Zealand and the Tennis New Zealand may restrict any employee from using a Tennis New Zealand vehicle, for any reason, at their sole discretion.
- When driving Tennis New Zealand motor vehicles employees are to obey all rules of the road in accordance with New Zealand Transport Agency (NZTA).
- Employees are personally responsible for any traffic infringements and fines issued while using a Tennis New Zealand vehicle. Tennis New Zealand may make deductions from salary and wages in accordance with the terms of the individual employment agreement for any fines associated with a vehicle driven by an employee.
- Vehicles must be always kept clean and tidy.
- Tennis New Zealand takes the health and safety of all employees very seriously and will endeavour to ensure all vehicles are maintained to a safe, acceptable standard. However, the Tennis New Zealand relies on the users of the vehicles to provide feedback so the Tennis New Zealand may act, therefore employees must inform Tennis New Zealand immediately if they consider any vehicle is unsafe or requires repairs.
- Tennis New Zealand vehicles are considered an extension of the workplace under current employment legislation employees are therefore expected to act in accordance with all Tennis New Zealand policies, expectations, and principles always, with particular regard to:
 - Employee Health and Safety.
 - Consideration for other road users.
 - Consideration for others when car-pooling.
 - Always Acting as a representative of the Tennis New Zealand.
- As Tennis New Zealand vehicles are an extension of the workplace, they are to be smoke free environments at all times.
- It is the responsibility of drivers to ensure they are familiar with the latest Road Code.
- At no time may the maximum number of passengers exceed the legal seating capacity, including the driver.

Fuel Cards

- Fuel cards will be provided in each Tennis New Zealand motor vehicle for the express and sole purpose of purchasing fuel for Tennis New Zealand motor vehicles and/or machinery.
- Fuel cards can only be used for purchasing diesel or petrol for work motor vehicles and/or machinery. Fuel cards must not be used for purchasing food, drink, or any other items.
- Fuel cards must not be used to purchase fuel or any products for personal vehicles or for personal use of any kind.
- Outline the process for filling and using the card if required.

- The PIN associated with the fuel cards is considered confidential Tennis New Zealand information and must be treated as such by all employees. Sharing of this information to anybody outside the Tennis New Zealand is strictly forbidden.
- Tennis New Zealand will endeavour to supply fuel cards for all Tennis New Zealand vehicles. Tennis New Zealand does not expect employees to use their own funds or credit card to purchase fuel for Tennis New Zealand motor vehicles, for work use. However, if, due to some unforeseen circumstance (such as fuel card loss or damage) an employee uses their own funds to purchase fuel for a Tennis New Zealand vehicle, for work use, the employee must keep the receipt and provide this to the Tennis New Zealand office, with an explanation for the purchase. This must be provided within seven days of making the purchase. Tennis New Zealand will review the expense claim and if approved, will reimburse the employee the amount associated with work use. Receipts received after seven days will not be accepted. If Tennis New Zealand considers the use was not for legitimate work purposes, they may not reimburse the money.

Vehicle Damage

- Employees are personally responsible for any damage made to a Tennis New Zealand motor vehicle attributable to their actions or negligence. This may include payment of insurance excess or payment of the amount required for repair.
- Tennis New Zealand may make deductions from salary or wages in accordance with the terms of the individual employment agreement for any damage caused by an employee and the employee authorises Tennis New Zealand to make such deductions.
- At the start of each shift, prior to taking a vehicle on the road, every driver must undertake a 360 degree walk around the vehicle and check for damage. Any damage is to be noted on the damage register and handed to the dispatch office.
- For all accidents or incidents, major or minor, including collisions with other vehicles or collisions with stationary objects the accident process below must be followed:
- Record the details of the accident using the damage register in the vehicle. If another vehicle is involved include registration of the other vehicle, other driver's details, and their insurance Tennis New Zealand. (Employees are not to admit fault in any circumstances.)
- Record any witness details plus other information that will assist with investigation.
- Employees are to phone the office and inform the Tennis New Zealand as soon as possible of the accident or incident.
- Upon returning to the office complete Tennis New Zealand accident register form.
- Should an accident or incident appear to be the fault of the other driver employees must not abuse or be overtly angry with the other driver: maintain professionalism at all times.
- Several incidents within one year may result in further costs for the Employee due to insurance premiums or removal of the Tennis New Zealand vehicle.
- One instance, or several instances, of employee actions or negligence leading to vehicle damage or incidents may result in disciplinary actions up to and including termination.

Loss of Licence

- If an employee loses their licence for any reason and such loss of licence impacts their ability to perform the requirements of their job with Tennis New Zealand, this may be considered a matter of serious misconduct and the Tennis New Zealand may terminate the employee's employment.
- If the employee is in the process of seeking a limited work licence, the Tennis New Zealand may reduce hours in part or in full until such limited work licence is granted. No salary, wages or compensation will be payable for any lost hours during such a period. At the employer's discretion annual leave may be granted to cover any period of reduced hours.

Drug and Alcohol Use

- Under no circumstance must an employee drive a vehicle or machinery while under the influence of drugs or alcohol.

MILEAGE POLICY

PURPOSE

- To ensure that the team at Tennis New Zealand understand the requirements and expectations for use of mileage reimbursement for the use of personal vehicles for approved company related business.
- This policy does not form part of the employee's employment contract and may be changed from time to time with current best practices and statutory requirements, and to ensure that business needs are met.
- To outline the manner in which Tennis New Zealand will deal with breaches of this policy

SCOPE

- This policy applies to all employees of Tennis New Zealand while at work and it may be applied at any time outside normal work hours, when the employee uses their personal vehicle for company related business.
- This policy also applies to all contractors, subcontractors, and visitors to the workplace.

GUIDELINES

Mileage Reimbursement Rate

- Tennis New Zealand will reimburse mileage at the IRD advisory rate per kilometre.

Reimbursable Mileage

- Work-related Meetings/Conferences/Presentations/Events.
- Work-related errands (post office, office supply store, etc).
- Classes and workshops if job related and approved by the manager.
- When the employee is required to travel between their home and the Tennis New Zealand offices outside of the employee's normal work hours which has been approved by their manager.

Non-reimbursable Mileage

- Travel between home and Tennis New Zealand head office during the employee's normal work hours.
- Personal travel during the employee's normal work hours.
- The following general principles shall apply:
 - During normal work hours mileage should be calculated by the shortest distance. For example, if the starting point is from the employee's home but the distance would be shorter if the Tennis New Zealand office was the starting point, then mileage should be calculated as starting from the Tennis New Zealand office and not the employee's home. If the distance is shorter starting from the employee's home, then that distance should be calculated.
 - Outside normal work hours mileage should be calculated from the employee's actual starting point.
 - A Mileage claim shall be capped at a 200km return trip unless otherwise approved by the employee's manager.
 - If a return trip exceeds 200km the employee shall investigate alternative more cost-effective travel arrangements. For example, renting a car.

Expectations

- When using their own vehicle employees must ensure they drive safely and within all legal limits.
- Any fines, infringements, accidents, or damage, whether a result of the employee's actions or the actions of others are the sole responsibility of the employee.
- Relevant insurance must be obtained by the employee, at the employee's expense. If the employee drives without insurance, they are solely responsible for any claims associated with their driving made against themselves or Tennis New Zealand.

PROCEDURE

- A mileage claim needs to be submitted through the Xero Expense app for it to be approved by the employee's manager. If it is approved by the employee's manager, the employee will receive payment within 2 pay periods by electronic transfer.

TRAVEL POLICY

PURPOSE

- To ensure that the team at Tennis New Zealand understand the requirements and expectations regarding business related travel and overnight stays for business purposes.
- To outline the manner in which Tennis New Zealand will deal with breaches of this policy

SCOPE

- This policy applies to all employees of Tennis New Zealand while at work and it also applies to behaviour and conduct outside of the normal working day, when staying away for work purposes, particularly where such conduct brings the company's name into disrepute or undermines the company's trust and confidence in the employee.
- This policy also applies to all contractors and subcontractors travelling for reasons related to Tennis New Zealand projects and work.

TRAVEL

- Cost of legitimate and approved business travel will be paid for by Tennis New Zealand.
- All travel arrangements and bookings will be made by the Tennis New Zealand staff member traveling or through the TNZ preferred travel agent.

Manager Approval for Travel

All travel must be pre-approved by your manager before any bookings are made. This includes any bookings made on behalf of someone else, such as athletes.

International Travel Risk Assessment

- Employees travelling internationally are responsible for completing an International Risk Assessment Pre-Departure Form which needs to be approved by the relevant person prior to travel.
- If anytime during an employee's international travel there is a significant change in risk, the employee is responsible for completing the International Travel Risk Assessment Arrival/Review Form and follow the actions therein and report accordingly.
- For NZ teams travelling internationally the relevant HPD team member is responsible for completing the International Travel Risk Assessment Pre-Departure Form prior to travel.
- For NZ teams travelling internationally it is the responsibility of the Team Captain/Manager to review and complete the International Travel Risk Assessment Arrival Form within 24hrs on arrival at the destination and to report accordingly.
- For NZ teams travelling internationally it is the responsibility of the Team Captain/Manager to monitor risk throughout the period of travel and to report any significant change according to the International Travel Risk Assessment Review Form.

Airline Local and International Travel

- Any air travel of 8 hours or less must be in economy class and must be booked on the cheapest possible fare, in consideration of the circumstances. This means most travel will be booked on non-flexible fares. However, on the rare occasion a trip might be subject to change for reasons outside Tennis New Zealand's control a flexible fare may be used.
- Airline upgrades for travel of less than 8 hours may only occur as a personal expense and must not be charged to the company credit card or expense account under any circumstances.

Hire Car Travel

- Hire cars must only be booked using an approved supplier.
- For the duration of the car hire Tennis New Zealand considers the hire car to be a company vehicle as the vehicle is the responsibility of the company. Therefore, usage of all hire cars is strictly covered by the company Motor Vehicle Policy.

ACCOMMODATION

- Tennis New Zealand will arrange any domestic accommodation directly for up to \$200 per night unless otherwise approved by the employee's manager.
- Tennis New Zealand will arrange any international accommodation as approved by the employee's manager prior to travel.
- At check-in employees may only accept a room upgrade if the upgrade is at no additional cost to the company.
- Cancellation deadlines are based on the accommodation provider's terms and conditions. A "no-show" occurs when an employee fails to check in to a confirmed accommodation booking, this will incur a charge, which is payable by the employee, unless otherwise agreed by the employee's manager.
- Any changes or cancellations are to be organised by the company.
- Prior to check-out of the accommodation employees are required to:
 - check the bill thoroughly and authorise it
 - settle any personal expenses they have incurred, as outlined below
 - keep a copy of the account

EXPENSES

Budget Compliance for Travel Bookings:

All travel bookings should be made within agreed budgets. If any flight or travel costs exceed the budget, approval must be obtained from your manager before proceeding with the booking.

Payment Method for Travel Expenses:

- All flights and travel must be booked using the company credit card or, preferably, through the Air New Zealand Travel Card.
- Personal credit cards should only be used with prior approval from Senior Management or in emergencies. Any exceptions will be documented and reconciled promptly to ensure budget management and timely reconciliation of Tennis NZ credit cards.

Domestic/local travel:

- Reasonable expenses related to this category that may be fully or partly reimbursable include:
 - Accommodation as outlined above
 - Local transportation during trips (taxi fares, rental cars, parking etc.)
 - Airfares
 - Airport parking
 - Daily allowance up to NZD80 which will cover 3 meals broken down as:
Breakfast: NZD20
Lunch: NZD20
Dinner: NZD40
 - Other minor expenses as agreed with the employee's manager
- The meal reimbursement may not be cashed out. If dinner is less than \$80 the balance up to \$80 will not be cashed out. If meals cost more than \$80 the company will reimburse \$80 only. If the employee has charged meals to the Tennis New Zealand credit card and it costs more than \$80 then the employee will be required to reimburse Tennis New Zealand for the difference.
- The meal reimbursement is not available where the company has arranged for meals to be supplied by the accommodation provider and is paid for by Tennis New Zealand.
- The meal reimbursement does not apply when hosting guests and group functions - these are to be approved by the management team or CEO.
- In addition, the following items are not covered by the company and will be at the employee's expense:

International Travel:

- Reasonable expenses related to this category that may be fully or partly reimbursable include:
 - Accommodation costs as outline above
 - Legal document expenses (e.g. Visa)
 - Air, train, ship or other transportation fares
 - Airport parking
 - Necessary medical expenses (e.g. vaccinations)
 - Local transportation during trips (taxi fares, rental cars etc.)
 - Other minor expenses that have been approved by an employee's manager
 - Per Diems

The following principles will apply:

 - They will be paid in advance
 - They will include the cost of 3 meals per day, unless provided for by the accommodation and paid for by Tennis New Zealand in which case these adjustments should be reflected in the per diem calculation
 - They will include any other work-related incidentals incurred that are not stated above.
 - Employees are not required to submit receipts
 - The following Per Diem rates are guidelines:
 - Germany NZD110 per day
 - New Caledonia NZD110 Per day
 - Rest of Europe NZD95 per day
 - UK NZD95 per day
 - USA NZD95 per day
 - Australia NZD80 per day
 - Fiji NZD80 per day
 - Asia NZD80 per day
- Minimizing Expenses for Local and International Travel: Tennis New Zealand wants to avoid overspending or unnecessary costs may contract with hotels and agencies to get the best possible prices and aims for the most cost-effective option when possible.

Non-reimbursable Expenses:

- Tennis New Zealand won't reimburse the following:
 - Expenses incurred by spouses or other non-employees who accompany Tennis New Zealand employees on their travels
 - Un-authorized service upgrade (e.g. business class or hotel rooms)
 - Personal services (massages, beauty treatments etc.)
 - Personal purchases (gifts, clothes, teas, coffees etc.)
 - Lost personal property (e.g. luggage)
 - Fines incurred while driving a company vehicle, a rental or a personal vehicle
 - Non-business subscriptions/ training
 - Personal trips
 - All mini bar expenses
 - Movies or videos (including in-house movies within hotels)
 - Telephone calls unless it is business related
 - Laundry and dry-cleaning costs are only available when travelling internationally
 - Should any damage to rooms occur due to the employee, this will be paid for by the employee.

Work-Related Expenses

- This category includes expenses that are related to an employee either in the form of a benefit (e.g. business phone) or entertainment expenses that may occur in a business setting (e.g. meeting with clients or colleagues.)
- These expenses may be capped and the employee's manager should approve them. If the employee spends more than the approved amount, they must cover the extra cost themselves.
- When hosting guests the following general guidelines should apply:
 - Breakfast: NZD20 per person
 - Lunch: NZD20 per person
 - Dinner: NZD40 per person

Procedure for Work Expense Claims

- When an employee plans to go on work-related trips - The employee will need to:
 - Document any expenses where required.
 - Ask for bills and receipts whenever possible and if required.
 - Submit the reimbursement claim through the Xero Expense App or submit an expense report with all necessary documentation.
 - Submit the claim or report within 2 months of the trip
- The employee's manager is responsible for approving reimbursement claims. If approved, the employee will receive the reimbursement within two pay periods by electronic transfer.

- When an employee incurs work-related expenses, they should:
 - Ask for their manager's approval.
 - Submit a reimbursement claim.
 - Submit receipts and bills for business dinners and transportation etc together with the reimbursement claim
- If employees spend more than their approved daily allowance, they must cover the cost themselves. Tennis New Zealand reserves the right to recoup any amount overspent by invoicing the employee.
- Tennis New Zealand will investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, TNZ may take disciplinary action

BEHAVIOUR AND CONDUCT

- As employees are representing the company at all times while away for work, behaving in a civilised and professional manner is mandatory at all times.
- Behaviour or conduct which contravenes company policy, the employment agreement and/or the law is not acceptable.
- Behaviour or conduct which brings the company's name into disrepute is not acceptable.
- Examples of such behaviour include, but are not limited to damage to rooms, excessive mess in rooms, rudeness and/or abuse towards patrons or staff of accommodation facilities, violence of any kind, drinking and/or drug use.
- The company's "Drug and Alcohol Policy" applies at all times during work travel.

[International Travel Risk Assessment Arrival Form](#)

[International Travel Risk Assessment pre-departure Form](#)

TIME OFF IN LIEU (TOIL) POLICY

PURPOSE

- To ensure that significant demands on staff to work beyond the normal working week are recognised and employees can maintain an appropriate work life balance.

SCOPE

- This policy applies to all permanent and fixed-term salaried employees of Tennis New Zealand.

PRINCIPLES

Accrual of time off in lieu

- Time off in lieu can be accrued by employees in the following circumstances:
 - Working at least 4 hours on a weekend or public holiday when delivering a specific event, programme or meeting
- Time off in lieu is *not* accrued for hours worked over and above the standard or base hours (e.g. 40 hours per week) for example working late nights during the lead up to an event or presentation.
- Employees may only accrue a maximum of 32 hours of time off in lieu. Any excess should be utilised otherwise it will be lost. There will be no monetary compensation for lost accrued time.
- The CEO has the discretion to approve exceptions.

Claiming time off in lieu

- Time off in lieu must be used within two weeks of accruing it, to ensure that the employee has an opportunity for rest within a reasonable time after working the additional hours. Any time off in lieu that isn't claimed within the two-week period expires.
- If an employee cannot reasonably use accrued time off in lieu due to seasonal workload pressure the CEO may extend this period at their discretion.

Process

1. Employees may claim their accrued time off in lieu of following the same process as by applying for annual leave.
2. Any approved time off in lieu will be passed on to the Finance Manager who will allocate the time off in lieu to the employee's payroll record.

REMUNERATION POLICY

PURPOSE

- The remuneration policy is one of the mechanisms the organisation uses to attract, engage and retain people with the capabilities it needs to achieve strategy. Paying people fairly has a positive impact on their engagement and intention to stay.

SCOPE

This policy applies to all permanent and fixed-term salaried employees of Tennis New Zealand.

PRINCIPLES

- Tennis New Zealand's market is the Not-for-profit Market.
- Tennis New Zealand's region is National
- Tennis New Zealand's pay practice is based on Fixed Remuneration. Fixed remuneration is the guaranteed pay that you receive and is set based on the following:
 - External market trends and individual performance.
 - Internal relativities.
 - Company budget.
- The government's mandated superannuation scheme KiwiSaver is included in the organisation's pay practice.
- Tennis New Zealand will obtain market information from Strategic Pay NFP Annual Survey and base fixed rem salaries on the median/average range. External market trends will also be taken into consideration including allocation of vehicles, medical insurance and other benefits.
- All staff will be provided with free flu vaccinations annually.
- The Board will approve the remuneration of the Chief Executive.
- The Chief Executive will approve the remuneration of all other employees within the approved budget and make a recommendation to the Board for decisions that fall outside policy.
- The remuneration of all employees will be reviewed annually, having regard to the market movement, need to retain people, CPI and the organisation's ability to pay. The new remuneration rates, if any, will be effective 1 July.
- The matters to be considered on a salary review may include, but shall not be limited to:
 - performance and conduct including, but not limited to, the outcome of the performance reviews held annual in June (refer to the Performance Review policy).
 - internal and external salary relativities.
 - the percentage annual increase in the Consumer Price Index (CPI) adjustments as published by the Department of Statistics for the four quarters preceding the salary review.
 - the strategies and direction of Tennis New Zealand; and
 - the financial position of Tennis New Zealand
- Any changes to individual's remuneration will be prioritised as follows:
 - Comply with Minimum Wage Act requirements
 - Address any pay inequities
- There is no obligation on Tennis New Zealand to increase salaries following a salary review or performance review, but Tennis New Zealand is to conduct the review in good faith and to consult with employees during the review.
- Any change in salary will be at Tennis New Zealand's sole discretion.
- All employees will be provided with a remuneration and benefits statement on commencing their employment included in their contract and following any changes.

PERFORMANCE APPRAISALS

PURPOSE

- The aim of the Performance Appraisal cycle is to align employee focus and efforts with our strategic goals, to help employees to achieve their job and career goals, to recognise achievements, to ensure Tennis New Zealand's strategic and business goals are achieved, and to assist employees to meet performance expectations.
- Employees will have the opportunity to participate in planning their work and setting their goals in conjunction with their manager informally on a regular basis and formally during the Performance Appraisal cycle. Managers should provide employees with regular coaching and feedback.
- The Performance Appraisal cycle is an opportunity for two-way communication and feedback about employees work and career with Tennis New Zealand.

SCOPE

- This policy applies to all permanent and fixed-term salaried employees of Tennis New Zealand.

PRINCIPLES

Timings

- The Performance Appraisal cycle will mirror our annual planning calendar with the following timing:
- Appraisals are generally held in June to reflect on the past year's goals and KPI's and plan for the coming FY.
- Salary reviews are generally held in line with the organisational review of CPI as per budget cycle.
- Any other salary review will be held as required throughout the year

LEAVING THE ORGANISATION

PURPOSE

- **Tennis New Zealand's** intent is to maintain positive and constructive relationships with all employees – future, present and past. This policy details our mutual obligations when you leave our employment.

SCOPE

- This policy applies to all permanent and fixed-term salaried employees of Tennis New Zealand.

PRINCIPLES

When you leave the organisation, you must:

- return all company property.
- hand over all current work to the appropriate people; and
- hand over to someone duly authorised all notes of confidential information which you may have acquired during your employment.

Exit Interviews

- When you leave you may be invited to attend an exit interview in your last week. This is a confidential and voluntary interview aimed at helping **Tennis New Zealand** to understand how to improve organisational performance.

References

- Generally, **Tennis New Zealand** does not provide employee references but it does provide a record of service, noting dates of employment and roles undertaken, signed by the Chief Executive.
- On occasion, employees may provide references with the prior written approval of their manager.
- Managers should use their discretion and if in doubt consult the Chief Executive before providing authorisation.

AMENDMENTS

- **Tennis New Zealand** reserves the right to amend this handbook and the associated policies to suit business needs at any time.

ACCEPTANCE

- I confirm I have read and understand the above handbook and Tennis New Zealand policies.

Employee Name: _____

Employee Signature: _____

Date of issue: _____ / _____ / _____
