

**BHP**

# Shareplus

**Unpaid Parental Leave – Employee  
Guide**

**Australia**

**Effective 1 September 2021**

# Introduction

Shareplus is BHP's all employee share plan which gives you, our employee, the opportunity to share in our success and become a shareholder – essentially an owner, in our Company. The Plan provides an easy opportunity to invest in shares and receive a generous match from BHP.

This document is provided to help Australian employees understand what Shareplus-related actions you need to take when you go on parental leave. Please read the guide below carefully and follow the instructions to understand the actions required of you.

## Quick Guide

- All Shareplus events will continue as per normal on your account while you are on Parental Leave. If you are an active participant in Shareplus and go on parental leave you can continue to participate in Shareplus and have Acquired Shares purchased on your behalf.
  - While on Parental Leave, Shareplus contributions will now be deducted from the Australian Government Paid Parental Leave (see below *Australian Government Paid Parental Leave Period* section).
  - If you take unpaid leave during your Parental leave period, you are eligible to make the following one-off contribution(s) to ensure that you continue to have Acquired Shares purchased on your behalf:
    - Advance Contribution;
    - Catch-up Contribution; or
    - Both.
  - You do not need to have made an Advance Contribution to Shareplus prior to going on Parental leave in order to take up the option of making a Catch-up Contribution when you return to work. However, you will only be able to make a Catch-up Contribution for the current plan year when you return to work.
  - Your Shareplus enrolment will automatically roll over for the new Shareplus plan year. If your period of unpaid parental leave begins and ends in the same Shareplus plan year, you will only be able to make an Advance Contribution OR a Catch-up Contribution, not both.
  - **Important** - It is your responsibility to ensure that you do all things necessary in a timely manner, in order for your contributions to be processed correctly and on time. You are also required to notify [ExecutiveEquity@bhp.com](mailto:ExecutiveEquity@bhp.com) where there are any changes to either your parental leave circumstances or your Shareplus Deduction Election post-lodgement of the election form.
- ### Advance Contribution
- The Shareplus Advance Contribution will be deducted from your pay prior to commencing your Parental Leave.
  - You must indicate on your Parental Leave Application Form (which must be submitted 10 weeks prior to going on leave) that you wish to have the Advance Contribution deducted from your pay.
  - Your contributions can be deducted from each pay in the last 3 months prior to the commencement of your leave.
  - The maximum Shareplus Advance Contribution amount that can be made is *your current contribution rate x number of pay cycles in the current Shareplus plan year that you will be on unpaid leave*. Our Reward Equity team can assist you with this calculation.
- ### Catch-up Contribution
- Shareplus Catch-up Contributions are deducted from your pay upon your return to work from Parental leave.
  - You must indicate on your Parental Leave application prior to going on leave that you wish to have Shareplus Catch-up Contributions deducted from your pay upon your return to work. You must also contact the Reward Equity team ([ExecutiveEquity@bhp.com](mailto:ExecutiveEquity@bhp.com)) at least 3 weeks prior to returning to work to re-confirm that you still wish to have the Catch-up Contribution deducted. Failure to do so will mean that your request will not be processed.
  - Your contributions can be deducted from the first 3 months of pay, after you return to work.
  - The maximum Catch-up Contribution amount that can be made is *your current contribution rate x number of pay cycles in the current Shareplus plan year that were missed while on unpaid leave*. Our Reward Equity team can assist you with this calculation.

# Eligibility Checker

		Yes	No
(1)	Will some or all of your parental leave be unpaid?	Refer to question 2	This guide is not relevant to you.
(2)	Are you an existing, active Shareplus participant?	You may be eligible to make an Advance Contribution and/or Catch-up Contribution.	You will only be eligible to make a Catch-up Contribution, assuming you enrol in the new Shareplus year in line with the contribution schedule (i.e. you enrol in April and your first purchase is in September).
(3)	Will your period of unpaid leave commence and end in the current or same Shareplus year (a Shareplus year begins on 1 June and ends on 31 May)?	You must choose to make either an Advance Contribution or Catch-up Contribution, not both.	Depending on your circumstances, you can choose to make an Advance Contribution, Catch-up Contribution or both.
(4)	Will your period of unpaid leave commence in the Shareplus plan year in which you go on leave?	You can make an Advance Contribution.	You cannot make an Advance Contribution. Please consider a Catch-up Contribution instead.
<b>Advance Contribution or Catch-up Contribution – Things to consider</b>			
(5)	Do you wish to make contributions prior to your leave date?	Consider an Advance Contribution.  <i>Note, to ensure that there are sufficient pay cycles from which to deduct your contributions, we recommend you submit your Parental Leave application and all relevant documentation (complete and correct) at least 3 months prior to your leave date.</i>	Consider a Catch-up Contribution  <i>Note, you are required to contact the BHP Reward Equity team at <a href="mailto:ExecutiveEquity@bhp.com">ExecutiveEquity@bhp.com</a> upon your return from leave, to confirm that you wish to proceed with the Catch-up Contribution deductions, otherwise your request will not be processed.</i>
(6)	Are there sufficient pay cycles before you go on leave, from which to deduct your desired contribution amount?	Consider an Advance Contribution.	Consider a Catch-up Contribution

## Ready to make a contribution, next steps

Step	Timing	Action required by you
1	At least 10 weeks prior to going on leave	<p><b>Indicate your preference to make an Advance / Catch-up Contribution, or Both on your Parental Leave Application.</b></p> <p><i>Note, your preference will not be recognised until your Parental Leave Application is processed, which requires you to submit all complete and correct supporting documentation via myHR+.</i></p> <p><i>For employees who are electing to make an Advance Contribution, if your Parental Leave Application is not processed by HR Operations (either because there is a delay in submitting information or the information submitted is incorrect), your additional Shareplus contributions will not be deducted via payroll and you may not be able to make your desired Advance Contribution amount.</i></p> <p><i>Once your Parental Leave Application has been processed by HR Operations, they will notify the Reward Equity team who will send you a Contribution Quote to confirm your deduction amounts and the relevant payroll cycles.</i></p>
2	As soon as possible, upon receipt of your Contribution Quote	<p><b>Please review the Contribution Quote and complete the Unpaid Parental Leave – Shareplus Deduction Election and email this to <a href="mailto:ExecutiveEquity@bhp.com">ExecutiveEquity@bhp.com</a>. The election form will be attached to your Contribution Quote.</b></p> <p><i>IMPORTANT: Your Contribution Quote does not consider any overlap between your nominated unpaid Parental Leave period and any Government Paid Parental Leave period. We recommend you consider the impact of this, if any, when making your Shareplus Deduction Election.</i></p> <p><i>If you wish to update your Shareplus Deduction Election, you must send an email to <a href="mailto:ExecutiveEquity@bhp.com">ExecutiveEquity@bhp.com</a> 1 month prior to the commencement date you elected. Any requests to update or change an election received after this time may not be actioned in time and BHP will not seek to correct or update any transactions already processed.</i></p>
3 <i>This applies to Catch-up Contributions only. If you missed step 1, that's ok, simply complete step 3.</i>	At least 3 weeks prior to your return to work	<p><b>Email the Reward Equity via <a href="mailto:ExecutiveEquity@bhp.com">ExecutiveEquity@bhp.com</a> to confirm that you wish to proceed with your Catch-up Contribution and advise if there are any changes required, otherwise your request will not be processed.</b></p> <p><i>The Reward Equity team will acknowledge your request by sending you a copy of your Contribution Quote (with any required revisions) for your information. If you missed step 2, you will need to complete the Unpaid Parental Leave – Shareplus Deduction Election and return this to <a href="mailto:ExecutiveEquity@bhp.com">ExecutiveEquity@bhp.com</a> upon receipt. The election form will be attached to your Contribution Quote.</i></p>

The process is as easy as this. The Reward Equity team will take it from here.

No further actions are required from you, unless you wish to make a change to your election or there are changes to your personal circumstances, in which case you are required to notify [ExecutiveEquity@bhp.com](mailto:ExecutiveEquity@bhp.com) as soon as possible. Please note, it is important to action any changes to your contribution elections immediately - any requests for changes made within 1 month of the start date of your Advance / Catch-up Contribution deductions **may not be** processed in time.

# Shareplus deductions from Paid Parental Leave

## Australian Government Paid Parental Leave Period

- Some employees may find they meet the eligibility criteria to receive Australian Government Paid Parental Leave (“Government PPL”). To find out more about Australian Government PPL and to check if you are eligible refer to this website:  
<https://www.humanservices.gov.au/individuals/services/centrelink/parental-leave-pay>
- If you are eligible for Government PPL, you can choose whether to have your Government PPL paid to you directly from Centrelink, or via BHP Payroll. If you participate in Shareplus, your Shareplus contributions will continue during any period of paid leave, and this now includes Government PPL.

### Tips

If you do not wish to continue your Shareplus contributions during your Government PPL period, you have a number of options:

- a) Arrange for your Government PPL to be paid concurrently with your BHP Company Paid Parental Leave (or Annual Leave, or Long Service Leave) period. Only one Shareplus deduction will be made each pay cycle, regardless of the fact that you are receiving your Government PPL at the same time as your Company PPL;
- b) Suspend your Shareplus enrolment. You will need to re-enrol in Shareplus during the next enrolment period. Note that the next enrolment period may occur while you are on unpaid leave. You can still re-enrol, but your contributions will not recommence until your payroll is reactivated when you return to work; or
- c) Arrange for your Australian Government PPL to be paid to you directly from Centrelink.

## BHP Paid Parental Leave Period

- If you are an existing, active Shareplus participant, your Shareplus contributions continue as normal during the paid portion of your Parental Leave period. This includes any Annual Leave or Long Service Leave that you take, along with your BHP Paid Parental Leave period.

### Tips

If you choose to have your Paid Parental Leave paid at half pay, your Shareplus contributions are not pro-rated, and will be deducted at the same rate each pay period, despite the fact that your Paid Parental Leave is being paid at half pay. This means that if your usual Shareplus contribution is \$100 per week, and you take your 18 weeks’ Paid Parental Leave at full pay over 18 weeks, you will contribute \$1,800 to Shareplus. If instead you take your Company PPL at half pay over 36 weeks, you will end up contributing \$3,600 to Shareplus.

## Government PPL and your Contribution Quote

- Your Contribution Quote does not consider any overlap between your nominated Unpaid Parental Leave period and any Government PPL period.

For example, you have nominated the following leave dates on your Parental Leave Application Form:

- Paid Primary Parental Leave (Full Pay): 1 Sep 2021 to 4 Jan 2022
- Unpaid Absence: 5 Jan 2022 to 31 Aug 2022.

In the event that your Government PPL commences on 5 Jan 2022 and ends on 10 May 2022, your Contribution Quote will be for the period 5 Jan 2022 to 31 Aug 2022. However, when you make your Shareplus Deduction Election, you can choose for the deductions to be calculated for the period 11 May 2022 to 31 Aug 2022.

- We recommend you consider the impact of this, if any, when making your Shareplus Deduction Election.

# Shareplus deductions from Unpaid Parental Leave

- **Cessation of deductions:** Prima facie, your Shareplus contributions will cease if you are on unpaid leave. Your Shareplus contributions will re-commence when your payroll is reactivated on your return to work.
- **New Shareplus year:** If you are an existing Shareplus participant, your participation will automatically roll over into the new plan year even when you are on Parental Leave (paid or unpaid).
- **Your options:** If you wish to continue participating in Shareplus and acquiring shares during your unpaid Parental Leave Period, you can choose one of the following options. Deductions can be made over a maximum 3 month period.

## Advance Contributions prior to taking Unpaid Parental Leave

- Shareplus Advance Contributions may be made prior to going on unpaid Parental Leave to cover some or all of the period of the current plan year contributions that will be missed during the period of unpaid leave. You can elect to make an Advance Contribution up to the amount of the contributions that will be missed.
- If you wish to take up this option, please indicate this on your Parental Leave Application prior to going on leave to obtain a quote to confirm the total one-off Advance contribution that is required to be paid.
- Advance Contributions can only be made via payroll, and therefore must be arranged prior to going on unpaid leave.
- Advance Contributions can only be made for the current Shareplus plan year at the time of going on unpaid parental leave. Therefore, you must be an existing, active Shareplus participant.
- The maximum amount of the Advance Contribution that can be made is *your current contribution rate x number of pay cycles in the current Shareplus plan year that will be unpaid*.

## Shareplus Catch-up Contribution on return to work from Unpaid Parental Leave

- You can elect Shareplus Catch-up Contributions up to a maximum value of the amount of the contributions that were missed in the current Shareplus contributions period only (i.e. if your unpaid leave period spans two Shareplus plan years, you will be able to catch up contributions on return to work only in the year you return to work).
- If you wish to take up this option, please indicate this on your Parental Leave Application prior to going on leave. A Contribution Quote will be provided to you which confirms the total one-off Catch-up Contribution that is required to be paid. If you did not have the opportunity to do so before going on leave, you can contact the Executive Equity team at [ExecutiveEquity@bhp.com](mailto:ExecutiveEquity@bhp.com) 3 weeks prior to returning to work, in order to obtain a quote.
- Shareplus Catch-up Contributions can only be made via payroll, and therefore need to be arranged once payroll has been reactivated on your return to work.
- Catch-up Contributions can be made only for the current Shareplus plan year at the time of returning from unpaid Parental Leave.
- The maximum amount of the Catch-Up Contribution that can be made is *your current contribution rate x number of pay cycles in the current Shareplus plan year that were missed while on unpaid leave*.

## Over-contributions

- Where it has been identified that your Shareplus contributions for the year have exceeded the Maximum Annual Contribution Limit, any excess contributions will be refunded to you via payroll.

### Tips

- Making an Advance Contribution to Shareplus prior to Parental Leave does not require you to make a Catchup Contribution on return to work, and vice-versa.
- If your period of unpaid parental leave begins and ends in the same Shareplus plan year, you will only be able to make an Advance Contribution OR a Catchup Contribution, not both.

## Shareplus Unpaid Parental Leave Contribution Examples

### Example 1

Jane is a current Shareplus participant, contributing AUD 400/month to Shareplus. She goes on unpaid parental leave starting on 1 December 2020, and returns 1 August 2021.

Jane's Shareplus enrolment automatically rolls over from Shareplus 2020 to Shareplus 2021.

- Jane's unpaid leave period will span across the two plan years.
- Jane can make an Advance Contribution before her unpaid leave period commences (the latest she could do this is November 2020) for a maximum of the contributions that would be missed for the remainder of the Shareplus 2020 contributions period (from December 2020 to May 2021).
- On return to work, Jane can make Catch-Up Contribution for the amount of the contributions missed in June and July 2021.

### Example 2

Jose is a current Shareplus participant, contributing AUD130 / month to Shareplus.

He goes on unpaid leave from 1 October 2020 and returns on 1 June 2021.

Jose's Shareplus enrolment automatically rolls over from Shareplus 2020 to Shareplus 2021.

- Jose's unpaid leave period occurs entirely within the Shareplus 2020 plan year.
- Jose can make an Advance Contribution before his unpaid leave period commences (the latest he could do this is September 2020) for a maximum of the contributions that would be missed for the remainder of the Shareplus 2020 contributions period (from October 2020 to May 2021). However, he chooses not to make the Advance Contribution.

### Example 2 (cont'd)

- On return to work, Jose will not be able to make a Catchup Contribution to make up any missed contributions as he is returning in the Shareplus 2021 year, and there are no contributions for the new plan year to catch up. As he was automatically re-enrolled in Shareplus 2021, his Shareplus 2021 contributions can commence as normal.

### Example 3

Maria is not a current Shareplus participant.

She goes on unpaid leave on 1 November 2020 and returns 1 September 2021.

Maria enrolls into Shareplus 2021 in April 2021.

- She cannot make an Advance Contribution before going on unpaid leave as she is not currently enrolled in Shareplus at the time of going on leave.
- Enrolment occurs while Maria is on leave, and she enrolls in the plan at this time at a contribution rate of AUD 200 / fortnight. Contributions will not commence until she has salary being paid via payroll.
- On her return to work, Maria is able to make a Catch-up Contribution for the period 1 June to 31 August inclusive – there were four fortnightly payrolls in that period, so Maria is permitted to make a Catch-Up Contribution of up to AUD1,200 on her return to work.