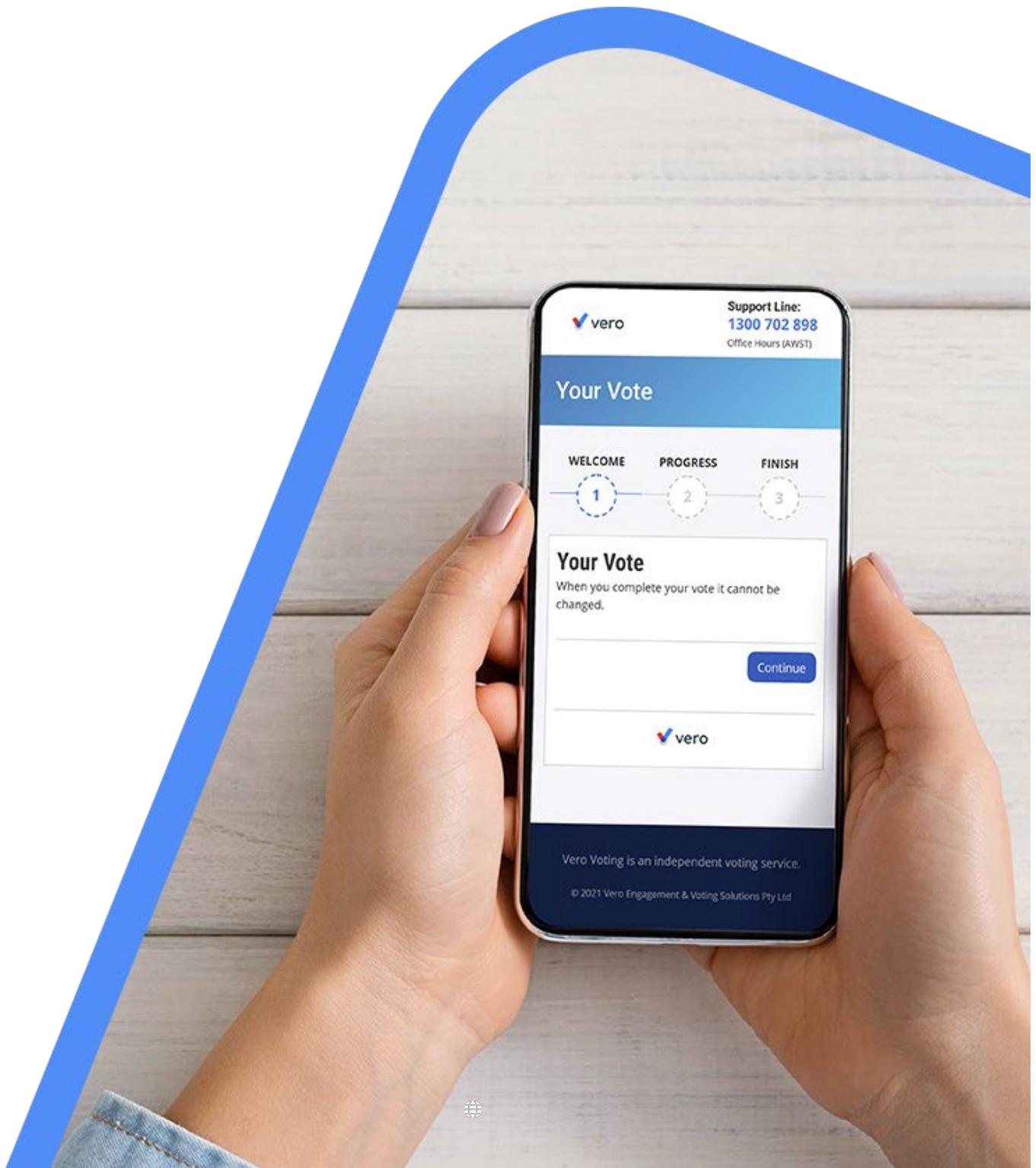




How to Vote [USER GUIDE]

Endeavour Foundation Enterprise Agreement 2024



2024-09-12



Dear Employee,

Voting Information for: **Endeavour Foundation Enterprise Agreement 2024**

Vero Voting have been appointed by Endeavour Foundation to protect your privacy and ensure a fair and equitable vote result. All votes submitted will be confidential and anonymous.

The following information will assist you when voting.

Voting Period:

Voting Opens: Wednesday 18th September, 2024 12:01am AEST
Voting Closes: Tuesday 24th September, 2024 11:59pm AEST

Only votes lodged within the voting period can be counted. You can only vote once and after you have submitted a vote it cannot be changed.

Voting Instructions:

To lodge your vote online



Click on your Unique URL Link supplied by Vero Voting to login to the Voting Portal. Follow the on-screen instructions to register your vote.

To lodge your vote via SMS



1. When the vote opens, Vero Voting will send you an SMS asking: "Do you vote in favour of the Endeavour Foundation Enterprise Agreement 2024?"
2. Reply to the SMS with a Yes or No

Help and Support Information:

Telephone support is available on 1300 702 898, between 10:30hrs (10:30AM) to 19:00hrs (7:00PM) AEST, Monday to Friday. For information regarding the content of the agreement please contact your HR representative.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Mitchell'.

Greg Mitchell
Director, Vero Voting

Endeavour Foundation User Guide

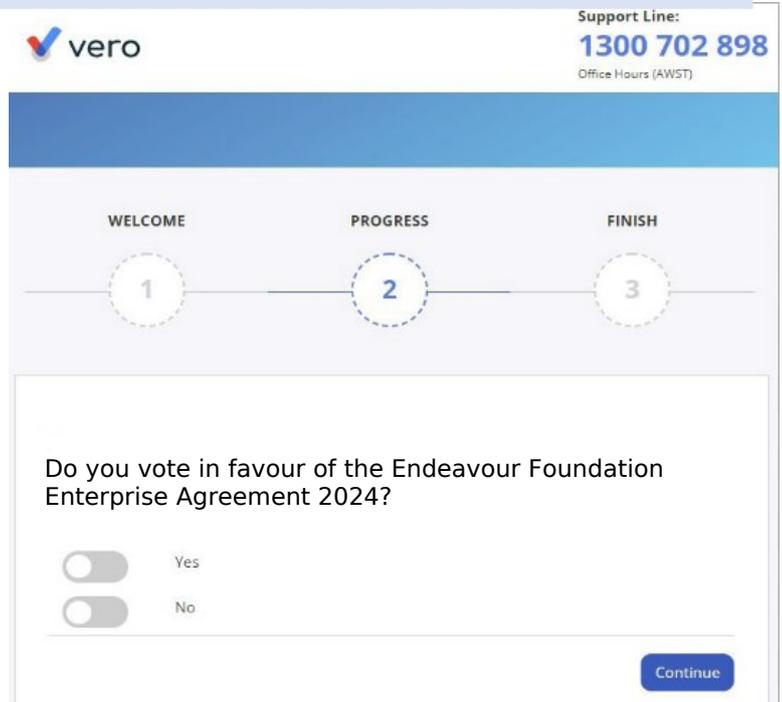
Voting Information

Vero Voting provides independent voting services.
 Votes are confidential.
 Once voted, you cannot vote again.
 The Declaration of Result is sent to your employer. This is a report with only vote Yes and No totals.

Voting via Online

Step 1 – Login to the voting portal

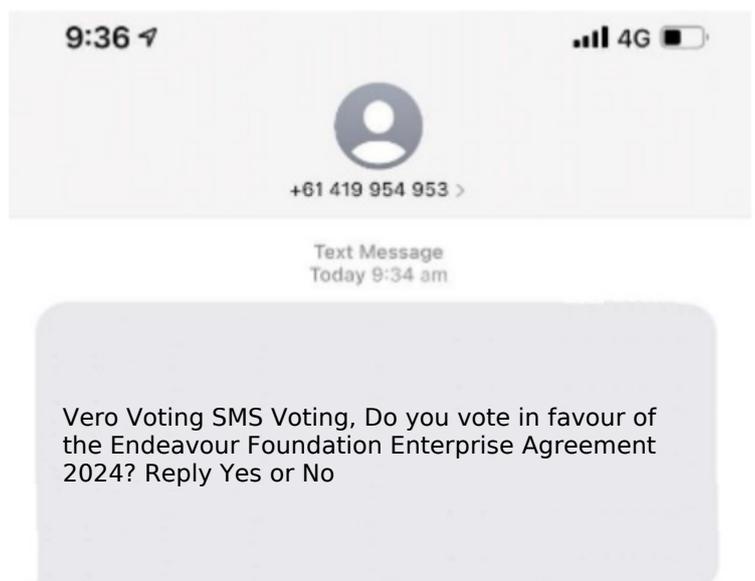
Step 2 – Follow the on-screen instructions to register your vote.



Voting via SMS

Step 1 - When the vote opens, Vero Voting will send you an SMS asking: "Do you vote in favour ...?"

Step 2 - Reply to the SMS with a Yes or No.



Frequently Asked Questions

Who is Vero Voting?

Vero Voting is an independent Australian company that specialises in planning, management and delivery of independent enterprise agreement votes, ballots, elections, and AGMs. We have worked with small and large companies such as Reserve Bank of Australia, Bendigo Bank and KPMG.

Why has Vero Voting contacted me?

If you have been contacted by Vero Voting with voting information it is because you are listed on the voters list of a ballot, election, or AGM that Vero Voting is managing.

How did Vero Voting get my details?

Vero Voting asks for a voters list from our clients for each ballot, election, or AGM. This voters list will contain details of each eligible voter. We use the voters list to manage access to our voting system, and to contact you with voting information.

Will Vero Voting contact me in the future?

Once a ballot, election, or AGM is over all personal details are deleted in line with our internal security policy. The only way you will be contacted from Vero Voting is if you are on the voters list for a ballot, election, or AGM in the future, in which case your details would be provided to us at that time.

Does anyone know how I voted?

No. We only conduct secret ballots, elections, and AGMs. Every ballot, election, or AGM vote entered into our system is anonymous. Your personal information enables authentication and is not associated with your vote preference.

I can't find my login details to access the vote.

Voting instructions and login details are sent directly by Vero Voting. If you have received an email, SMS, or Letter from Vero Voting, please check it for your login details. If you have misplaced this information, please ring the support line on 1300 702 898.

The voting webpage isn't working

Please use an alternative web browser if your current browser is not working. Google Chrome is the preferred web browser to use. If you are still having difficulty accessing the vote online, please ring the support line on 1300 702 898.

Can I vote more than once?

No.

Have I voted?

When you have conducted your vote, Vero voting will send you a receipt either via email or SMS.

When do I receive the results of the vote?

Vero Voting will send the Declaration of Results to the client once the vote has closed. It will be up to the client when and how this information will be released.

Can I vote early?

Only votes lodged during the voting period will be counted. This means that you cannot vote before or after the voting period.