

T2[™] Rewards & Recognition Booklet



Curious about a career with T2?

This booklet will introduce you to our business and the joys of working with us.



A message from Derek Muirhead

Our Managing Director

It's my pleasure to introduce you to T2, a world of Tea done differently.

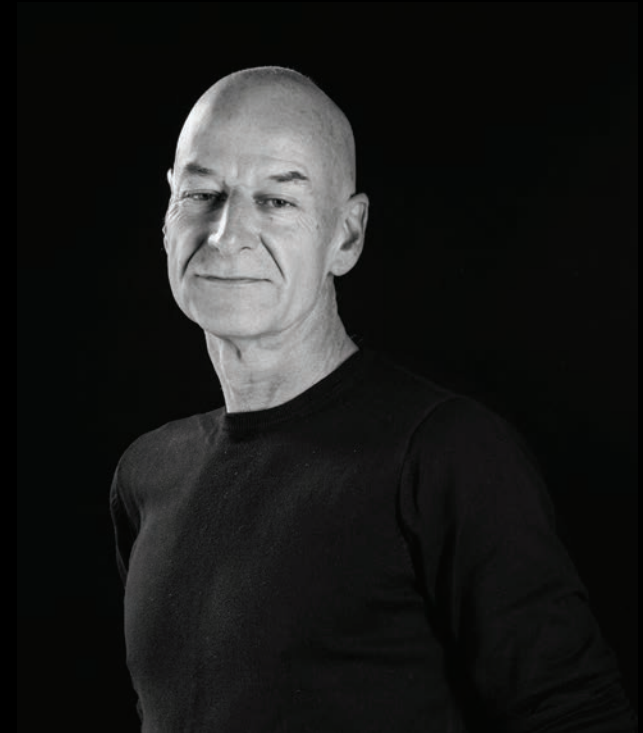
T2 was founded over 26 years ago out of the desire to create tea unlike anything else. Now we have over 120 blends and everything you need to fill your life with unique tea moments.

There's no better time to join T2 than the present. Right now, we're in an exciting phase of growth with 75 stores globally, online stores and marketplaces in five countries. Our goal is to share the joy of T2 with tea lovers wherever they are in the world.

Another proud achievement is our B Corporation certification. We are now proudly part of a global community of over 4,000 companies doing business that puts people and place first – by reducing inequality, lowering levels of poverty, creating healthier environments, building stronger communities and imbuing jobs with dignity and purpose.

We hope you'll join our community, a place we prove that a simple cup of tea brewed beautifully can make everyone's day better.

A warm welcome,



Let's get started!



About T2

Tea Done Differently

It's in our DNA to do things differently. To be different. Think different. Drink different. T2 was born out of a desire to be unlike anything else, to break the mould and challenge the way things are done.

We are a magnet for individuality because there's no tea brand out there like us. No one looks like us, sounds like us or acts like us. So, who better to celebrate standing out than a tea brand that has always stood out.

Sip by sip, cup by cup, at T2, we're making out our mission to use the humble brew to fuel conversations around diversity, equity and inclusion.

A cup for me, a cup for you - T2



Our Manifesto

Imagine how the world could be, if we united over our differences while we shared a cup of tea.

If we took the time to stop, sip, slurp, let go, daring to go beyond the familiar places we know.

We'd create a world that celebrates all flavours and tastes, where what makes us unique is always embraced.

Where we are free to express ideas, both old and new, and we all have a seat at the table, to share our point of view.

From leaf to cup, tea makes space for all to be understood, and celebrating difference makes a difference, in a world united for good.

A cup for me, a cup for you. T2.



Our Purpose

We are Tea done differently. Celebrating difference to make a difference. Creating a generation of tea lovers to unite the world for good.



People

Like our teas, our people are a unique blend. We come together to embrace our differences, celebrate our diversity and create a brewing force for good in every T2 community.



Product

Our take on tea serves up a modern twist on an ancient ritual. From single origin pure teas and unique flavours to bespoke teawares and innovative brew tools, there's something to suit every tea lover.



Planet

Conscious of everything we do. From first leaf, to last sip. Continuously striving to reduce our footprint and give back to the very ground that gives us so much.

Our Values



We Empower

Be brave and take the lead.



We Share

Be kind and inclusive.



We Inspire

Love what you do and have fun.



We Dream

Think big and make a difference.



We Explore

Be open, learn and discover the unknown.



We Deliver

Commit, collaborate and achieve.

Our values are what guide us. They help us to have meaningful and impactful conversations with our team members, peers, and leaders. The decisions we make every day are a reflection of our values.

Definitions



Benefit

Team member benefits can be non-financial or financial compensation provided to a team member as part of the employment contract. Benefits may be required by law or provided voluntarily by the employer. In some instances, team members swap a proportion of their pre-tax salary for a benefit, known as salary sacrifice. Benefits can be taxable or non-taxable.



Incentive

A team member incentive is any program or reward introduced in the workplace to encourage team member performance and stimulate productivity. Although incentives can be physical objects of value or material goods, there are also many instances in which the incentives being offered are actions or intangible rewards.



Perk

A perk is generally a non-contractual fringe benefit that is unlikely to be taxable and can be amended, changed, paused, or stopped at any time and without notice by the organisation.

Rewards and recognition

4 key elements to our program.



Inclusivity

Benefits that focus on underpinning T2's DEI agenda. These include enhancement to statutory rights, support, or commitments to ensure equity for our team members.



Development

Benefits that focus on professional and personal growth and development.



Incentive

Benefits that focus on monetary or monetary equivalent rewards.



Wellbeing

Benefits that focus on enhancing and supporting your physical and mental health and wellbeing.

At a glance

Inclusivity	Development	Incentive	Wellbeing
Diversity Badges	Belong2 Learning Library	Hero Awards	Unlimited Tea
LGBTQIA+ Discussion Group	Career initiatives	Product Discount	EAP
Anti-racism Discussion Group	T2 Coachmaker	Random gifts of kindness	Volunteer Day
Women in Leadership Discussion Group	T2 Mentormaster	Remuneration Review	Vaccination Leave
Gender Pay Equity	Volunteer Working Groups	Years of Service Award	Seasonal Flu Shots
Gender-based Violence Support	Book Club	Incentive/Bonus	Wellbeing Day
Gender Affirmation Leave	Study Assistance	Monster Sales Incentive/Bonus	T2 Support Facilities
Menopause and Menstrual Leave	Thought Leaders Access	Refer a Friend	Summer Hours
Public Holiday Swap		Salary packaging	Free-up Friday
Paid Family Leave		50/52 Employment Cycle	Welcome Gift
Flexible Working		Carry Over/Cash Out Annual Leave	Culture Club
Visa Sponsorship		External Product Discounts	Personal/Company Sick Leave
			Hardship Loan

Participation

This is for guidance purposes only.

All these benefits are supported by policies or are detailed in your contracts of employment. Please refer to these to confirm your eligibility, and updated details of what this includes.

Participation in our rewards and recognition programs is at the specific invitation of the Managing Director, T2 and maintains absolute discretion with regards to the operation, application and terms of all reward and recognition programs and any payments made under these.

To understand how to access our reward and recognition program, please refer to the policy.

Inclusivity benefits

Diversity Badges: To enhance our diverse customers experience in-store and to embrace and celebrate the diversity of our team members, we provide diversity and inclusion badges and language badges. The collection includes country flags, Sign Language, LGBTQIA+ Progress Flag, Pronouns, Black Lives Matter, Aboriginal, Torres Strait Islander and Māori badges.

Refer to your People team

LGBTQIA+ Discussion Group: T2 holds open discussion groups to allow our team members to share their thoughts, challenges, ideas, and experiences. The LGBTQIA+ discussion group focuses on topics that affect the LGBTQIA+ community and that therefore also affect T2. The outcome of these discussion groups influences T2 policies and focus.

Refer to the Diversi-TEA Stories Yammer page

Anti-Racism Discussion Group: T2 holds open discussion groups to allow our team members to share their thoughts, challenges, ideas, and experiences. The Anti-racism discussion group focuses on topics that affect community and that therefore also affect T2. The outcome of these discussion groups influences T2 policies and focus.

Refer to the Diversi-TEA Stories Yammer page

Women in Leadership Discussion Group: T2 holds open discussion groups to allow our team members to share their thoughts, challenges, ideas, and experiences. The Women in Leadership discussion group focuses on topics that affect women in society and that therefore also affect T2. The outcome of these discussion groups influences T2 policies and focus.

Refer to the Diversi-TEA Stories Yammer page

Gender Pay Equity: T2 recognises the importance of Gender Equity and has formed a working group whose focus is to enable gender equity across the business. There is a Gender Equity Policy, and we review impacted policies, conduct bi-annual Gender Pay Reviews, include demographic data on reporting and rolling out Gender Equity training.

Refer to the Global Gender Equity Policy

Inclusivity benefits

Gender-Based Violence Support: T2 are committed to supporting and protecting our most vulnerable team members. Our support manifests through management sensitivity training, paid leave, flexibility, financial support, and utmost discretion and confidentiality.

Refer to the Global Gender-based Violence Policy

Gender Affirmation Leave: T2 are committed to working with transgender and gender diverse people to ensure everyone has an opportunity to contribute and thrive. T2 have set out guidelines to support team members who wish to affirm their gender in the workplace. It provides the steps various people within the Company can take to support trans and gender diverse team members and outlines the process available to them, including planned leave, pronouns, facilities, and communication to name a few.

Refer to the Global Gender Affirmation Guidelines

Menstrual and Menopause Leave: Menstruation and Menopause are a natural part of life and all people who experience it. Whilst many people can positively manage during these times through lifestyle adjustments, for some, experiences of menstruation and menopause can be debilitating. Through this policy, T2 provide additional paid leave, education, guidance, and support.

Refer to the Global Menstrual and Menopause Policy

Public Holiday Swap: T2 as a standard follow the public holidays that is set out in their various countries. Many of these public holidays revolve around the predominant religion and culture in that country. To support our team members to embrace their differences and celebrate their own religious or cultural holidays, you can swap one of the documented public holidays for a day that means more to you.

Refer to your country specific Leave Management Policy

Paid Family Leave: T2 are committed to supporting our team members as much as possible when it comes to welcoming a new child to their family. T2 support their eligible team members by providing the primary caregiver 14 weeks paid leave and the secondary caregiver 4 weeks paid leave.

Refer to your country specific Family Leave Policy

Inclusivity benefits

Flexible Working: T2 recognises the ever-increasing benefits that flexible working arrangements can provide to both our team members and to the organisation. T2 are committed to responding to the demands of work-life choices by responding with agility and compassion. To live up to our purpose and values, be an employer of choice and to ensure we take the right steps in these changing times, T2 will ensure that all requests are reasonably considered.

Refer to the Global Flexible Work Arrangement Policy

Visa Sponsorship: T2 recognises that there are times the business would consider sponsorship of a team member.

Refer to Visa Sponsorship Policy



Development benefits

Belong2 Learning Library: Belong2 is a place where you can explore a multitude of topics that can relate to your current role, a role you would like to move to in the future and subjects that are for your self development and growth. Team members have access to hundreds of e-learning resources that can expand skills, all accessible in a location that can be access at work or at home.

Refer to The Tea House, Learning @ T2

Career Initiatives: T2 are always at looking at new and different way to help our team members grow within their roles and to prepare them for their future roles. T2 do this using tools such as 3+1 goals setting for team members and the Perfect Brew for leaders.

Refer to Belong2 and The Tea House

T2 Coachmaker: T2 have developed a Coaching Program that reflect the needs of our team members and draws from the wealth of knowledge and experience we have within. This program aids to train Coaches from within the company, provide access to coaches and provide training to strengthen coaching skills as well.

Refer to The Tea House

T2 Mentormaster: T2's mentoring program is designed to help you by connecting you with knowledge and experience of someone further along than yourself. It is a great way to accelerate your development.

Volunteer Working Groups: T2 are committed to seeking the input from the people most impacted by initiatives that are rolled out. For that reason, there are several working groups that cover areas of Engagement, DEI, Change Management, Wellbeing and Reconciliation Action Plan (RAP). These working groups provide team members the opportunity to be part of or lead on projects that have meaningful impact on T2 culture and operations, where they may not normally have access in the day-to-day function of their role.

Refer to the relevant Yammer pages

Development benefits

Book Club: T2 recognise that people learn in many different ways. One fun way T2 has found to help team members develop is through a Book Club. In this format, selected books are read and discussed in group settings.

Refer to T2 Book Club Yammer page

Study Assistance: T2 want to encourage team members to develop their professional knowledge and skills to fulfil the needs of the organisation more effectively and to assist them develop their potential future roles. Study assistance is available to help team members do this.

Refer to the Study Assistance Policy and Leave Policy

Thought Leaders Access: T2 encourage diversity of knowledge finding. This can often take the form of externally provided events in the form of seminars, workshops, webinars, networking forums to name a few. Where there are opportunities to grow knowledge on DEI, wellness, or professional development, T2 will look to support where it can.

Refer to your Leader



Incentive benefits

Hero Awards: T2 love to celebrate and what better way than to recognise those in our teams who embody T2 values and always go above and beyond than to recognise their amazing contributions. T2 recognise them on a quarterly basis.

Refer to T2 Hero Guidelines

Ultimate Hero Awards: T2 Hero Award winners have the opportunity to become an Ultimate T2 Hero of the year that they were awarded.

Refer to T2 Hero Guidelines

Product Discount: With such amazing product, it is only natural team members will want to use and consume them at home or gift them to their friends and family. It is for that reason that from day one, all team members have product discount on all full priced items.

Refer to Team Member Discount Policy

Random Gifts of Kindness: Sometimes T2 don't need a policy nor guidance to show gratitude or live our values. Leaders will at time show their appreciation, care, or support, whether it is for a job well done, or a personal milestone, by offering small gifts. This could be in the form of a bunch of flowers, a tin of biscuits, a gift voucher, or a little lunch.

No need to refer to anything - Just Be the Best Version of You



Incentive benefits

Remuneration Review: T2 believe that team members should be properly rewarded for the work that they perform. On an annual basis, T2 review all team member pay, ensuring they are fair, equitable and representative of the work performed.

Refer to the Global Equitable Remuneration Policy

Years of Service Award: In this day and age of great mobility and ever-changing environments, T2 know that length of service is not guaranteed. Long service in an organisation provides a wealth of knowledge, stability, and an invaluable support system. T2 want to reward that loyalty with a scaling benefits package.

Refer to Global Years of Service Policy

Incentive/Bonus: T2 fully recognise how hard team members work and how driven they are to succeed and help the Company succeed. Like all organisations, T2 have key KPIs that they believe are achievable for the level of experience within our people and the way the marketplace responds to our brand. T2 look to share that success by providing a monetary Incentive or Bonus to those who contributed on the front line towards hitting those targets.

Refer to your Incentive Invitation Letter

Monster Sales Incentive/Bonus: There is nothing T2 and the retail team love more than a sale. But when that sale exceeds the average transaction, we all get a little excited and T2 want to celebrate that great work. This will be in the form of a T2 gift voucher, so you get even more out of working at T2.

Refer to Monster Sales Retail Guidelines

Refer a Friend: T2 want to encourage team members to welcome their most talented friends to join T2 and in recognition of such successful introductions, T2 provide a monetary incentive.

Refer to Global Refer a Friend Policy

Incentive benefits

Salary Packaging: Also known as salary sacrifice, T2 want to reward team members and provide flexibility of their salary package. This policy allows team members to exchange a portion of their salary for pre-tax dollars to pay for allowable expense items.

Refer to your country specific Salary Packaging Policy

50/52 Employment Cycle: To support team members with family or other commitments during the year, T2 offer team members the opportunity to buy 2 weeks leave that can then be paid off by adopting a 50-week salary over the year.

Refer to Global 50/52 Employment Cycle Policy

Carry Over/Cash Out Annual Leave: Sometimes team members don't need to or get to use their annual leave. When faced with instances like that, T2 don't want to have team members miss out. Team members can carry over or even cash out leave to allow them to still make the most of the rest time they deserve.

Refer to your country specific Leave Management Policy

External Product Discount: Being a well-known brand has its own perks, and that is offered to our teams as collaborations with other brands to offer discounts on their beautiful products.

Refer to T2 Emails and Yammer



Wellbeing benefits

Unlimited Tea

Wouldn't it be strange if this was not available at T2! All team members have access and are encouraged to enjoy all the tea that we sell.

Refer to our stores, online and the support office

Employee Assistance Program (EAP)

Sometimes we can be faced with a situation at work or at home that has an impact on our emotional wellbeing. Whether it is a workplace incident, grief or bereavement, concerns about bills, or how to help with an addiction, T2 has engaged an external EAP program for team members who may find it useful to chat to someone confidentially and independently.

Refer to your country specific EAP Poster

Volunteer Day

T2 believe in giving back and in giving team members to chance to do the same without feeling hindered or limited to off days. For that reason, T2 offer one volunteer day a year to use on a cause close to the heart and in support of others or the community.

Refer to the Global Volunteer Leave Policy

Wellbeing benefits

Vaccination Leave

Vaccination is the most effective way to protect against COVID-19. T2 recognise this and want to play an active role in ensuring that team members who can and choose to get a vaccine are able to do so more easily using paid COVID-19 Vaccination Leave.

Refer to the country specific COVID-19 Vaccination Leave Policy

Seasonal Flu Shots

No one wants the flu. Spend a few days in bed with a stuffy head and high temp is no one's idea of a great time. T2 offer access to seasonal flu vaccines each year to help team members stay ahead of the virus and stay healthy.

Refer to Yammer Safe-tea & Wellbeing

Wellbeing Day

T2 offer an additional day's leave on the first Friday of spring. Support functions are offered this day to focus on their wellbeing and make it a priority in a world where that is not always possible.

Refer to your country Leave Management Policy



Wellbeing benefits

T2 Support Facilities

T2 support office is a modern and fresh space, with open spaces and great meeting spaces. On top of that, T2 are also always looking to ensure it meets the different team members needs and lifestyles, so it also includes showers with towel service, bike parking, prayer and reflection room, breastfeeding room, gender-neutral bathrooms, and product sample sales to name a few.

Summer Hours

T2 love summer days and want team members to enjoy them too. That is why, in the summer months, T2 will close the office doors at 4:00pm to give team members that little bit extra outside, playing with friends and family and engaging with their favourite hobbies.

Free-up Friday

T2 are committed to the team member wellbeing. Sometimes this can be as simple as giving team members the space to finalise those outstanding jobs from the week, or getting a head start on the week ahead. For that reason, T2 team members are encouraged to stop all meetings after 1:00pm.

Refer to the Free Up Friday Guidelines

T2 Support Welcome Gift

When you start your journey with T2, you will receive a small gift of some of our favs as a means of introduction and to trigger your future obsession.

Refer to your People team

Wellbeing benefits

T2 Support Culture Club

T2 love getting together in fun and quirky ways. Whether it is participating in the T2 Cookbook, joining in for Steptember or coming together for a quiz, the Culture Club are there to find ways of bringing people together.

Refer to Yammer and Tea House

Personal/Company Sick Leave

As much as we all wish it otherwise, T2 understand that sickness absence, whether it is due to physical or mental health reasons, is inevitable. T2 want to support team members through these inevitable times and ensure team members can focus on their recovery with paid leave.

Refer to your country specific Leave Management Policy

Hardship Loan

In tough situations T2 can provide loans to team members that can be repaid via payment plan.

Refer to your People team



Be the Best Version of You

Sustainability, Diversity, Equity, and Inclusion Agenda

T2 is a brand and business that aspires to make diversity and sustainability verbs. It's about what we do, not just what we say. We know that great brands are built from the inside out. T2 are transparent about the many actions their team members have taken to live up to the B Corp accreditation and manifesto to make a difference and unite the world for good.



Our actions

T2 Reconciliation Action Plan

Through our Innovate Reconciliation Action Plan, T2 show commitment to creating a culturally safe environment for Aboriginal and Torres Strait Islander people, building lasting relationships with Aboriginal and Torres Strait Islander entrepreneurs and businesses as well as building a truly inclusive working environment.

B Corp Accreditation

T2 are proudly part of a global community of over 5,000 companies doing business that puts people and planet first – by reducing inequity, lowering levels of poverty, creating healthier environments, building stronger communities, and imbuing jobs with dignity and purpose.

United Nations Development Goals

T2 acknowledges that we have a responsibility to understand our operational impact and act to actively manage it to contribute to achieving the UN Sustainable Development Goals. T2 are working to align the sustainability goals with the SDGs and prioritising SDGs where it can anticipate having the biggest impact.

Safety and Wellbeing

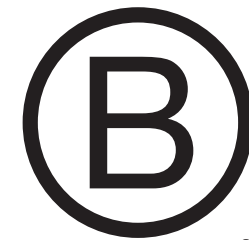
T2 holds the safety and wellbeing of its team members to the highest level of importance, with a focused and dedicated plan on continually evolving and improving. T2 do this through policies that safeguard team members to fostering a mentally safe workplace.



**RECONCILIATION
ACTION PLAN**

INNOVATE

Certified



Corporation

Our actions

Diversity, Equity and Inclusion

The diversity of our people is one of our greatest strengths. We value and recognise the benefit of individual differences in the workplace, which supports both the realisation of an individual's full potential and the achievement of our strategic priorities. Our DEI Policy helps us to support and facilitate a diverse and inclusive workplace, our DEI Steering Committee helps to deliver on a transparent action plan, and our discussion groups for team members allow for open and safe dialogue.

Sustainably Sources Ingredients and Materials

T2 works closely with suppliers to prioritise social and environmental standards when sourcing premium ingredients for our teas and tisanes. T2 only source teas, herbs, spices, and fruits that are certified under third-party standards that hold at least one of 17 accreditations that confirms it is from sustainable origins. T2 teawares are sourced from across the globe and are 100% ethically sourced. T2 suppliers are audited under SMETA or BSCI to ensure this. Year on year, T2 reduce the carbon footprint and are always looking to measure themselves against more challenging targets. T2 packaging continues to focus on 3 key areas: removing unnecessary packaging, choosing recyclable, reusable, or compostable packaging, and using recyclable content from responsibly managed forests.



**For more information about T2
check out Our Purpose section
on [T2tea.com](https://www.t2tea.com)**