



OKA Holdings Pty Ltd

Level 1

135 High Street

Fremantle

WA 6160

10th November 2025

Zachary Stedman
284 Preston Point Road
Bicton
WA 6157

Dear Zachary,

RE: PRIVATE & CONFIDENTIAL - CASUAL EMPLOYMENT CONTRACT

OKA Holdings Pty Ltd (Company or Employer), trading as OKA Australia, is pleased to offer employment to Zachary Stedman (Employee) in the position described in Schedule A, Item 1, on the terms and conditions set out in this letter and the attached schedules.

Your direct supervisor or manager is detailed in Schedule A, Item 2.

This offer is conditional upon:

- I. You holding valid rights to live and work in Australia,
- II. All pre-employment information you have supplied being accurate, and
- III. The additional conditions (if any) listed in Schedule A, Item 3.

1. EMPLOYMENT TYPE AND DURATION

Your employment will commence on the date stated in Schedule A, Item 4, and is offered on a casual basis as specified in Item 6.

As a casual employee, you will be engaged on an as-needed basis, and there is no guarantee of ongoing or regular work. Each period of engagement constitutes a separate engagement, and you may accept, or decline offers of work at your discretion.

You will perform duties at the location(s) listed in Schedule A, Item 7, or at any other site reasonably directed by the Employer to meet operational requirements.

Flexible or remote work arrangements may be considered at the Employer's discretion, subject to business needs.

This employment is subject to the Fair Work Act 2009 and National Employment Standards (NES). The applicable award is listed in Schedule A, Item 9.

2. POSITION AND DUTIES

You are employed in the position described in Schedule A, Item 1. You agree to perform all duties reasonably directed by the Employer or your manager, consistent with your skills and experience.

The Employer may vary your duties, reporting lines, or work location from time to time to meet operational requirements, provided such changes are reasonable and within your competence.

During each period of engagement, you must:

- a) perform to the best of your abilities and knowledge the duties assigned to you from time to time including duties for the benefit of the Company;
- b) maintain high standards of professionalism, ethics and integrity in your work;
- c) always act in the best interests of the Company;
- d) uphold and advance the core values of the Company brand;
- e) comply with all directions given to you by the Company or its agents;
- f) comply with all laws (including without limitation all work health and safety legislation) and the rules and regulations of external agencies applying to your position and the duties assigned to you;
- g) disclose any matter that conflicts with, has the potential to conflict with, or has the potential to adversely affect the Company's interests or the interests of the Group; and
- h) have the right to work in Australia.

You must not, without the Employer's prior written consent:

- i) undertake any other employment or business activity that may conflict with your duties while performing work for the Company;
- j) in performing your duties, accept any financial or other benefit except from the Company;
- k) bind or make representations on behalf of the Company except as the Company expressly authorises you to do;
- l) make any promises, representations, warranties or guarantees in relation to products unless those promises, representations, warranties or guarantees are consistent with those conditions that may be expressly authorised in writing by the manufacturer of the product; or
- m) otherwise act in conflict with the Company's best interests, the interests of the Group, or the interests of the Company's suppliers, Customers or any other person or entity seeking to do business with the Company.

If, at any time, you are unclear about what you need to do to fulfil your duties and obligations to the Company, you should ask your manager or a Director of the Company for clarification.

3. HOURS OF WORK

As a casual employee, your hours of work will vary according to the operational needs of the business. You will be paid only for the hours actually worked.

The minimum engagement period will be four (4) hours per shift, and the maximum ordinary hours you may work are eight (8) hours per day, unless otherwise approved in writing by the Employer.

The ordinary span of hours for casual clerical employees is:

Monday to Friday: between 7:00am and 6:00pm; and

You may be offered work within these hours and may accept or decline such offers at your discretion. The Employer does not guarantee any minimum or regular number of hours of work.

Overtime or work outside the above limits must be expressly approved in advance by your manager. Unapproved overtime may not be paid.

Meal and rest breaks will be provided in accordance with the applicable Award and as specified in Schedule A, Item 13.

4. PUBLIC HOLIDAYS

As a casual employee, you are not entitled to payment for public holidays on which you are not rostered or do not work.

5. REMUNERATION AND BENEFITS

You will be paid an hourly rate as stated in Schedule A, Item 15, which includes a casual loading in lieu of paid leave and other permanent entitlements.

Your hourly rate will not be less than the minimum rate prescribed award rate listed in Schedule A, Item 9.

You will be paid only for the hours actually worked. Any applicable penalty rates or allowances (including those for overtime, weekends, and public holidays) will be applied as required by law.

Payment will be made by electronic funds transfer (EFT) at the frequency stated in Schedule A, Item 17.

Superannuation will be paid in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) and is in addition to your hourly rate.

Reimbursement for any pre-approved business expenses reasonably incurred in the performance of your duties will be provided upon submission of valid receipts, as set out in Schedule A, Item 16.

6. LEAVE ENTITLEMENTS

As a casual employee, you are not entitled to paid annual leave, paid personal/carer's leave, paid public holidays, notice of termination, or redundancy pay. Your hourly rate includes a casual loading in lieu of these entitlements.

If you wish to take time away from work, you must notify your manager as soon as possible and obtain prior approval before any planned absence.

7. LICENCES AND QUALIFICATIONS

You must hold and maintain any licences, certifications, or clearances that are reasonably required to perform your duties safely and lawfully, as outlined in Schedule A, Item 18.

8. POLICIES AND PROCEDURES

You agree to comply with all policies, procedures, and guidelines established by the Employer. These may be updated or amended from time to time as necessary to meet operational, legal, or regulatory requirements.

It is your responsibility to familiarize yourself with and follow the current version of any relevant policies and procedures while performing your duties.

9. WORKPLACE HEALTH AND SAFETY (WHS)

You must comply with all applicable workplace health and safety laws, and with all policies, procedures, and reasonable directions issued by the Employer to maintain a safe workplace.

You are required to:

- a) take reasonable care for your own health and safety;
- b) ensure that your acts or omissions do not adversely affect the health and safety of others;
- c) follow all safety instructions, procedures, and training provided by the Employer; and
- d) immediately report any workplace hazards, incidents, or injuries to your manager.

You must not attend work or perform duties if you are unfit to do so safely, including as a result of illness, injury, fatigue, or the influence of drugs or alcohol.

The Employer may direct you to attend a medical assessment if reasonably necessary to confirm your fitness for work.

10. ENDING AN ENGAGEMENT

As a casual employee, each engagement is separate, and there is no guarantee of ongoing or regular work. Either you or the Employer may end an engagement at any time without notice.

The Employer may, at its discretion, cease offering further shifts at any time.

The Employer may also end an engagement immediately without notice if you engage in serious misconduct or breach any material term of this agreement.

Upon ceasing work with the Company, you must return all company property, equipment, documents, and information in your possession before final payment is made.

11. CONFIDENTIAL INFORMATION

“Confidential Information” means all information (in any form, whether written, oral, electronic or otherwise) that relates to the business, affairs, customers, suppliers, products, services, finances, processes, plans, technology, know-how or trade secrets of the Company or any related entity, including information marked or treated as confidential, but excluding information that is or becomes public other than through a breach of this Agreement, is lawfully obtained by the Employee from a third party without restriction, or was already known to the Employee before disclosure by the Company.

You must:

- I. not, except as required in the performance of your duties:
 - a. make public or disclose to any person any Confidential Information; or
 - b. use, or allow or assist others to use, Confidential Information;
- II. do everything reasonably necessary to maintain the confidentiality of Confidential Information;
- III. if required by the Company, assist with any action the Company takes against any person in relation to Confidential Information; and
- IV. notify the Company immediately of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

You must not disclose any confidential or proprietary information belonging to the Company during or after your employment.

12. INTELLECTUAL PROPERTY RIGHTS

You acknowledge that as part of your duties, and during your employment with the Company, you are required to develop ideas, concepts, inventions, and it is intended that the Company will own all Intellectual Property Rights arising out of:

- I. your employment; and
- II. the performance of your duties;

You:

- III. irrevocably assign to the Company and its successors all such Intellectual Property Rights (whether created before or after the execution of this Contract, and in consideration of the Remuneration);
- IV. must do everything necessary to formalise that assignment; and
- V. must notify the Company in writing of any products, processes, services or techniques developed by you in connection with the employment so that the Company can take the necessary steps to protect its Intellectual Property Rights.

You consent to any act or omission by the Company which might breach any Moral Rights you have in Works created by you in connection with the employment.

All information, including trade secrets, client data, and intellectual property, remains the property of the Company.

In the event of termination, you are required to return all property (keys, cards, etc.) and information owned by Employer to your manager prior to any payment of outstanding pay being

made to you.

13. CONFLICT OF INTEREST

You must avoid any situation that creates, or could reasonably be perceived to create, a conflict between your personal interests and your duties to the Employer.

If at any time you have, or become aware of, any actual or potential conflict of interest (including secondary employment, personal relationships, or financial interests that could affect your work) you must immediately disclose it to the Employer.

You must not engage in any outside employment or business activity that conflicts with, or could interfere with, the proper performance of your duties for the Company without the Employer's prior written consent.

14. COMPETITION AND POST-ENGAGEMENT CONDUCT

During your engagement and after it ends, you must not use or disclose any information obtained through your work with the Employer for the purpose of competing with the Company or assisting any competitor.

For a period of up to six (6) months after your final engagement, you must not directly solicit or attempt to solicit any clients, suppliers, or employees of the Company with whom you had direct dealings during your work.

These obligations do not prevent you from working for another employer in a lawful and unrelated capacity, provided you continue to meet your confidentiality obligations under this agreement.

15. SET-OFF

The Employer may make lawful deductions from your pay to recover any overpayments, advances, or other amounts properly owed to the Employer.

The Employee authorises the Company to make reasonable deductions from wages or termination payments to recover any overpayments, advances, or other amounts lawfully owed by the Employee to the Company, in accordance with the Fair Work Act 2009 (Cth).

16. WARRANTIES AND GOVERNING LAW

The Employee warrants that they are not subject to any agreement or obligation that would conflict with the performance of their duties under this Agreement. This Agreement is governed by the laws of Western Australia, and the parties submit to the exclusive jurisdiction of the courts of that State.

17. ENTIRE AGREEMENT

This agreement constitutes the entire understanding between you and the Employer in relation to your engagement and supersedes all prior discussions, representations, or agreements, whether written or oral.

Any amendment or variation to this agreement must be made in writing and signed by both you and an authorised representative of the Employer.

You will be provided with the following documents:

- Fair Work Information Statement; and
- Super Choice form

ACCEPTANCE

I, **Zachary Stedman**, have read and understood the terms and conditions of my casual employment as set out in this agreement.

I confirm that all information I provided to the Employer before commencing employment is true and correct. I understand that if the Employer becomes aware that any information provided was false, misleading, or incomplete, my engagement may be ended immediately.

On this basis, I accept casual employment with the Company in accordance with the terms and conditions contained in this agreement.

Employee Signature: Zachary Stedman

Director Signature: Oliver Barnes

Employee Name: Zachary R Stedman

Director Name: Oliver Barnes

Date: 10/11/2025

Date: 10/11/2025

Schedule A: Summary of Employment Offer

Item	Description	Detail
1	Position Title	Assistant to Technical Manager
2	Reports To	Technical Manager – Kalem Milsom
3	Offer Subject To	Full Australian working rights.
4	Start Date	22 nd October 2025
5	Fixed-Term End Date	N/A
6	Employment Type	Casual Employment
7	Location	Level 1, 135 High Street, Fremantle, WA 6160 Other locations as agreed
8	Legislation	Fair Work Act 2009 and NES
9	Applicable Award & Level	Clerks – Private Sector Award (MA000002)
10	Probationary Period	N/A
11	Ordinary Hours of Work	Variable hours offered as required by the Employer, with a minimum engagement of four (4) hours per shift and a maximum of eight (8) hours per day.
12	Spread of Ordinary Hours	Monday to Friday 7:00am to 6:00pm
13	Breaks	Minimum 20-minute unpaid meal break during working hours of 5 or more, or as specified in the award.
14	Additional amounts paid in accordance with Award.	Overtime, Allowances, Penalties
15	Remuneration	\$32.18 per hour (inclusive of 25% casual loading), plus superannuation.
16	Reimbursements	The Company will reimburse you for reasonable expenses incurred in carrying out your duties, with prior approval, and on production of a receipt.
17	Pay Frequency	Monthly in arrears via Electronic Funds Transfer
18	Required Licences	None
19	Notice Period	N/A
20	Performance Review	N/A
21	Incentives	N/A