

1. Information on how to nominate and the associated prize forms part of these Conditions of Entry. Entry into this promotion is deemed acceptance of these Conditions of Entry by each entrant.
2. Any costs associated with entry remain the responsibility of each nominator or prize winners.
3. Directors, management and employees of the Sponsor and the immediate family members of these people are ineligible to enter.
4. The Promotion is open to employees of the Sponsor in Australia and New Zealand.
5. In Australia and New Zealand, nominations open from 12:00pm on Wednesday 7<sup>th</sup> March 2018 AEDT and close at 5.00pm on Wednesday 4<sup>th</sup> April 2018 at AEST 5pm (Nomination Period).
6. To enter: (1) Complete the nomination form hosted at Robert Walters websites located at [www.robertwalters.com.au](http://www.robertwalters.com.au) and [www.robertwalters.co.nz](http://www.robertwalters.co.nz) during the Nomination Period; (2) Nominate the 'administrative superstar' in your office; and (3) Provide three reasons for nominating the 'administrative superstar' in your office. Nominators will be required to include their telephone number and email address, and the telephone number and email address of the person they are nominating.
7. There will be two (2) prize winners - one in each of Australia and New Zealand and the prize is a Flight Centre voucher valued at AU\$2,000/NZ\$2,000. The voucher is subject to Flight Centre's terms and conditions.
8. Nominations must be received during the Nomination Period. Nominations will be deemed to be received at the time of receipt by the Sponsor and not at the time of transmission by the nominator. No responsibility is accepted for late, lost, incomplete, incorrectly submitted, corrupted or misdirected nominations whether due to error, omission, alteration, tampering, deletion, theft, destruction, transmission interruption, communications failure or otherwise. Any nomination that contains swearing, defamatory comments, inappropriate, misleading or offensive language will, at the judges' discretion, be deemed to be ineligible. Multiple nominations are permitted.
9. By submitting written material as part of this promotion, nominators acknowledge and agree that the Sponsor and its sub licensees may, without compensation, use, reproduce and publish any nomination in any media for the purpose of: (a) advertising, promoting, marketing or publicising this promotion; or (b) any future promotional, advertising, marketing and/or publicity activities for similar promotions.
10. The Sponsor may use the name and photograph of the prize winners for promotional purposes without compensation. By entering the promotion, unless the Sponsor is otherwise advised, nominators and the prize winners consent to the Sponsor using their personal information for facilitating the promotion, awarding prizes and for future promotional, marketing and publicity purposes, and disclosing that information to its related bodies corporate and contractors for those purposes. Nominators and prize winners consent to the Sponsor updating or amending the written material submitted as part of this promotion if required by the Sponsor and prize winners consent to an article being written about their career which will be promoted on the Sponsor's website, emailed to contacts and shared in all media.
11. All valid nominations will be judged by representatives of the Sponsor based upon merit. This is a game of skill and chance plays no part in determining the winner. Judging will take place on one (1) occasion after the Nomination Period with three (3) nominations to be shortlisted in both Australia and New Zealand and two (2) prizes to be awarded. Winners will be contacted by phone after Wednesday 4th April 2018.
12. Prizes are not transferable or exchangeable and cannot be taken as cash. The Sponsor accepts no responsibility for any variation in prize value. The Sponsor's decision is final and

no correspondence will be entered into. If a prize, or element of a prize, is unavailable for any reason, the Sponsor reserves the right to substitute another prize of equal or greater value for that prize, or element of it.

13. The Sponsor accepts no responsibility for any tax implications that may arise from winning of the prizes. Independent financial advice should be sought.
14. The Sponsor is not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, computer equipment, software, technical problems or traffic congestion on the Internet or at any website, or any combination thereof, including any injury or damage to participants or any other person's computer related to or resulting from participation in or down-loading any materials in this promotion. If the promotion is not capable of being conducted due to circumstances beyond the Sponsor's control, including due to any technical or communications problems, the Sponsor reserves the right to amend, suspend or cancel the promotion.
15. The Sponsor reserves the right to disqualify all nominations from any nominator who tampers with, or benefits from tampering with, the entry process or the promotion.
16. The Sponsor reserves the right to disqualify and remove any entry that is deemed inappropriate, entries with defamatory or offensive content or incorrect contact details. The Sponsor accepts no responsibility for misdirected, lost or delayed entries and entries not received for any reason during the Nomination Period, or for any technical difficulties with entry.
17. The Sponsor and its agencies and companies associated with this promotion will not be liable for any loss (including but not limited to indirect or consequential loss), expense, damage or personal injury which is suffered or sustained (whether or not arising from any person's negligence) relating to this promotion or the awarding or taking of the prizes except for any liability which cannot be excluded by law (in which case liability is limited to the minimum amount allowable by law).
18. The information nominators provide will be used by the Sponsor for the purpose of conducting this promotion. The Sponsor may disclose personal information to its contractors and agents to assist in conducting this promotion or communicating with claimants. The Sponsor is bound by the Australian Privacy Principles in the *Privacy Act 1988 (Cth)* and the *Privacy Act 1993 (NZ)*. The Sponsor may, unless otherwise advised, use the information for future promotional, marketing and publicity purposes including sending electronic messages or telephoning the claimant. If a claimant does not wish to be contacted for these purposes or wishes to access, update or correct any personal information, they should contact the Sponsor at the address below.
19. The Sponsor is Robert Walters Pty Ltd (ABN 18 079 521 618) of Level 53, 1 Farrer Place, Sydney NSW 2000 and Robert Walters Limited (1271734) of c/o Deloitte, 80 Queen Street, Auckland 1010, New Zealand.