

WELCOME TO OUR TEMPORARY TEAM!

As your employer, we are responsible for payment of your salary, Workers' Compensation, Superannuation and tax deductions. We require you to complete and sign a tax declaration form prior to commencement of an assignment (otherwise a higher tax rate will apply).

We will try to offer you the best possible available assignments to match your qualifications and your chosen areas of temporary work. We aim to thoroughly explain each assignment to you, as to the length of the assignment, the commencing and finishing times, rates of pay, to whom to report and the standard of dress expected by the client.

If you have any queries, issues or difficulties regarding the assignment, please direct them (confidentially) to your Temporary Consultant. If your Consultant is not available and the matter is urgent, please ask to speak to the Team Leader of that division, or leave a detailed message including a required response time.

Please read carefully through the following information:

Timesheets

It is your responsibility to provide us with a completed and duly authorised (ie. by the Manager or Supervisor) timesheet for the hours worked.

Timesheets must be received in our office by 6.00pm on Fridays (faxed, posted or delivered). Timesheets received after this time will not be processed until the following week. Our fax number is 07 3394 8218.

Remember – it's okay to use our client's fax to forward your timesheet to us. Don't forget to leave a copy with the client.

Our timesheet is available for download from our website: <http://www.australianrecruiting.com> goto downloads.

Banking

We transfer your pay directly into your bank account on the Wednesday following the week you have worked. These funds should be available for withdrawal as clear funds on Thursday, although some Banks and Building Society accounts can experience a delay – please check with your Consultant. We do our best to get you paid as efficiently as we can.

Please ensure we have your correct banking details to safeguard against pay delays, and if your details change at any time, notify us immediately.

Workers' Compensation

Should you sustain an injury whilst on an assignment or while traveling directly to or from an assignment, you are covered by our Workers' Compensation Insurance policy. Action to be undertaken (whether or not you consider the injury to be serious) is as follows:

On site: Notify the appointed first aid officer immediately, who should record all relevant details and advise us. Seek medical attention if necessary. Should you wish to make a claim, complete a Pink Form 4 Workers' Compensation form and forward to Australian Recruiting, along with a Form 5 Workers' Compensation Medical Certificate (available from your Doctor).

Accurately mark timesheet to show that time taken off will be subject to a Workers' Compensation claim.

In transit: Seek medical attention immediately. Notify Australian Recruiting as soon as practicable. Complete a Pink Form 4 Workers' Compensation Medical Certificate and a Form 5 Workers' Compensation Medical Certificate (available from your Doctor) and forward to Australian Recruiting.

Please note: Workers' Compensation claims must be received by the Workers' Compensation Board within six months of the accident occurring. It is recommended by the Workers' Compensation Board that should an accident occur that may result in a future claim, that the relevant forms be submitted and marked 'For Record Purposes Only'.

Superannuation

We are required by law to pay superannuation contributions at the current rate of 9%, whenever your gross total earnings from us equals or exceeds \$450 in a calendar month. This is automatically transferred and completion of a superannuation application form is not necessary as details are remitted from our computerised payroll. An annual statement will be forwarded to you.

Our superannuation fund is managed by Guardian Financial Planning.

Please contact our adviser Mr Graham Hutton for a full explanation of the benefits of the fund on 07 3821 4900 or mobile 0428 778 700.

Your Responsibilities

As an Employee of Australian Recruiting your responsibilities are:

On acceptance of the assignment, we anticipate that you will perform all duties requested of you in a friendly and efficient manner. If there are any tasks/jobs you do not wish to do, PLEASE LET US KNOW IN ADVANCE.

Forward bookings are common. We ask that you keep us informed of your whereabouts so we can contact you for assignments quickly and easily.

Stay in touch - calling with your availability will let us know you are still keen to work, and will put you in front of mind with our Consultants.

Remember that as a temporary employee of Australian Recruiting, you are our representative, so cooperation, enthusiasm and reliability in each assignment will bring credit to us both.

Thanks for joining our team and we look forward to an association that will be long and mutually rewarding.

Code of Ethics

Your commitment to Australian Recruiting

I undertake:

On arrival at all assignments to immediately familiarise myself with safety procedures, evacuation procedures, name of safety officer and first aid facilities.

To respect the confidentiality of information gained as a temporary employee during the course of my duties and will not disclose any information so gained. (As a temporary, you will in the course of your work, acquire a great deal of knowledge about the companies to which you are assigned. You are asked to respect the confidentiality of such information.) I agree not to disclose the names of any clients or terms of my employment with Australian Recruiting (eg. hourly rate of pay) to any client or other source.

If I am sick or unable to arrive by the agreed start time any day, I will contact my Temporary Consultant (not the client in the first instance) immediately (either at work or on the alternative after hours numbers provided to me).

To immediately notify Australian Recruiting, in confidence, of any unsafe practices or physical environmental factors that may endanger my well-being.

To conform to the required dress standards as relayed to me by the Australian Recruiting Temporary Consultant.

To record my hours on a daily basis.

I will not perform any unauthorised overtime including working through designated breaks, eg. under the clerical award, taking breaks that result in working in excess of 8 hours in any one day or 38 hours in a week.

I will be paid in accordance with the relevant casual award of the company that I am assigned to (or as otherwise negotiated with Australian Recruiting prior to commencement of the assignment). Should the dates I perform change, I will advise Australian Recruiting if necessary so that rates can be adjusted.

To notify Australian Recruiting if a client requests an assignment be extended/ shortened, or to undergo further assignments.

I will not accept a direct offer of further temporary/contract work or a permanent position from a client company for whom I have worked without the notification/ authorisation of Australian Recruiting.

Should I be subjected to sexual harassment on an assignment, I have the right to withdraw my service and will contact Australian Recruiting immediately.

I will not engage in personal phone calls without seeking prior permission from a supervisor and then only when absolutely necessary.

That if seeking a permanent position whilst temping, I will try to arrange interview times during my lunch break or after hours. If I am successful in obtaining a permanent position whilst on an assignment, I will endeavour to give Australian Recruiting one week's notice if at all possible.

If you have any queries, our Temporary Consultant will be only too pleased to assist you.