

YOUR LOGO
HERE

EMPLOYMENT AGREEMENT FOR FULL TIME EMPLOYEES

DATED: THE ____ DAY OF _____ 20__

BETWEEN

Company Pty Ltd ACN 111 222 333 (“the Employer”)

AND

John Smith (“the Employee”)

EMPLOYMENT AGREEMENT FOR FULL TIME EMPLOYEES

THIS EMPLOYMENT AGREEMENT made on The ____ day of _____ 20____

BETWEEN: **Company Pty Ltd** ACN 111 222 333 having its registered office at 1
Smith Street SYDNEY NSW 2000 (“**the Employer**”);

AND: **John Smith** of 1 Perth Street Perth 5000 (“**the Employee**”).

BACKGROUND:

- A. The Employer has agreed to employ the Employee on the terms and conditions set out in this Employment Agreement and the Employee has agreed to be employed by the Employer on these terms and conditions.
- B. In this Agreement a reference to “the Act” means the *Fair Work Act 2009* (Cth).

TERMS & CONDITIONS

1. ENGAGEMENT

- 1.1. The Employee is hereby employed by the Employer. The Employee’s employment commences on 27/02/2010. The Employee must report for work on 26/02/2010 at 8:30 am at the Employer’s premises at 1 Brisbane Street Brisbane 7000 . The Employee must report to John Smith the HR Manager. In the course of employment the Employee’s place of employment may change.
- 1.2. The Employee is employed in the position of Receptionist.
- 1.3. The Employee’s duties and responsibilities (‘Duties’) in this position include all the duties and responsibilities that would normally attach to that type of position. The Employer may change these Duties during the course of the Employee’s employment after consultation with the Employee.
- 1.4. In addition to the Duties, the Employee is required to fulfil the list of duties and responsibilities set out in Attachment No 1.

1.5. The Employee is employed on a full time basis.

2. PROBATIONARY PERIOD

2.1. Unless otherwise expressly agreed in writing, the first 3 months of the Employee's employment with the Employer are probationary ("the Probationary Period"). This Probationary Period allows the Employee to evaluate the position and enables the Employee's Manager to assess the Employee's suitability for and competency for the position. The Employee will be advised if the Employee has successfully completed the Probationary Period. The Employee's ongoing employment depends upon the successful completion of the Probationary Period.

2.2. Either party may terminate the employment at any time during the Probationary Period by giving one 1 week's notice or payment in lieu of notice.

3. EMPLOYEE'S OBLIGATIONS

3.1. The Employee must at all times in the course of the Employee's employment:-

- (a) act honestly and always in the best interests of the Employer;
- (b) promptly follow all lawful and proper directions of the Employer in respect to the carrying out of the Duties;
- (c) punctually attend each work day at the designated place of work at the times stipulated by the Employer;
- (d) carry out all the Duties carefully, responsibly and competently; and
- (e) co-operate and assist management and other employees as and when required.

3.2. Except with the prior consent of the Employer, the Employee must only use computers, telephones, equipment, machinery and vehicles ("Items") belonging to the Employer for proper and legitimate purposes of carrying on the Employer's business and in fulfilling the Duties. The Employee must not use any of the Items for the Employee's personal benefit without the prior written permission of the Employer.

3.3. There may be occasions when the Employee is requested by the Employer to do work which would not usually be done by a person holding the Employee's position. Notwithstanding this, the Employee must carry out such work. Nothing in this clause obliges the Employee to take on any work that is dangerous or which requires particular training or experience which the Employee does not have.

3.4. The Employee must at all times in dealings with other employees, customers, and contractors conduct himself/herself in a manner that promotes and protects the image, reputation and goodwill of the Employer and Employer's business. In particular the Employee must always:-

- (a) be courteous and attentive to customers; and
- (b) co-operate and work well with fellow employees.

3.5. The Employee must not:-

- (a) smoke in the workplace;
- (b) consume alcohol or take prohibited drugs in the workplace;
- (c) come to work intoxicated; and/or
- (d) come to work under the influence of prohibited drugs.

4. SALARY/WAGES

4.1. The Employee will commence employment on a salary of \$60 000 which includes superannuation . This will be paid to the Employee weekly by electronic funds transfer.

4.2. The Employer will pay the superannuation guarantee levy currently nine percent (9%) to a superannuation fund. The Employee may elect to join a superannuation fund of his/her choice.

4.3. Subject to any legal requirements to the contrary, the Employee may request the Employer to sacrifice a portion of the Employee's pre-tax ordinary salary/wages into the Employee's nominated superannuation fund ("the Salary Sacrifice"). The Employer may agree to the Salary Sacrifice requested at its discretion, although such agreement shall not be unreasonably withheld. Where Salary Sacrifice occurs, the Employee's ordinary pre-tax salary/wages shall be reduced by the amount sacrificed into the nominated superannuation fund.

4.4. The Employee's salary will be reviewed half yearly.

4.5. The Employee may choose to engage in a separate Salary Sacrifice Agreement on the following terms;

- (a) The Employee may elect to sacrifice a proportion of their Salary for non-salary and superannuation benefits subject to compliance with any Australian Federal Legislation;
- (b) Administrative costs incurred as a result of The Employee entering into or amending a salary sacrifice agreement will be met by The Employee;
- (c) Salary for all purposes, including superannuation for The Employee entering into salary sacrifice agreement, will be determined as if a salary sacrifice agreement did not exist;
- (d) Any Fringe Benefit Tax or direct administrative costs incurred as a result of a salary sacrifice arrangement will be met by The Employee;
- (e) Salary sacrifice arrangements will be annual based on the Fringe Benefit Reporting Year with employees being able to renew, amend or withdraw. An employee may withdraw from a salary sacrifice arrangement at any time.

5. HOURS OF WORK

- 5.1. The Employee is required to work a maximum of 38 hours per week. The Employee may be required to work reasonable additional hours.
- 5.2. The Employee's ordinary daily hours of full time work shall be 7.6 hours per day.
- 5.3. In accordance with Division 3 of Part 2-2 of the Act, unless an Award or Collective Agreement provides otherwise, each day the Employee is entitled to take an unpaid meal break for 30 minutes after working not more than 5 hours.
- 5.4. The Employee's work hours are flexible and may be subject to change during the course of the Employee's employment with the Employer.

6. PUBLIC HOLIDAYS

- 6.1. In accordance with Division 10 of Part 2-2 of the Act, the Employee is entitled to a paid day off on a public holiday. The Employer may however request that the Employee work on a particular public holiday. The Employee may refuse that request (and take the day off) if the employee has reasonable grounds for doing so.
- 6.2. For the purposes of this clause, the following are public holidays:
 - (a) 1 January (New Years Day), 26 January (Australia Day), Good Friday, Easter Monday, 25 April (Anzac Day), Queens Birthday, 25 December (Christmas

Day), 26 December (Boxing Day), and

- (b) any other day declared by or under the law of a State or Territory as a public holiday, other than a day declared in substitution for a day in paragraph (a) above, a union picnic day or any other day excluded by the Workplace Relations Regulations 2006 (Cth) as amended from time to time.

6.3. This clause reflects section 114-116 of the Act which cannot be overridden by any Collective Agreement or Award.

7. ANNUAL LEAVE

7.1. The Employee is entitled to 4 weeks annual leave per year of service in accordance with Division 6 of Part 2-2 of the Act.

7.2. Annual leave accrues on a pro rata basis and is credited to the Employee on a monthly basis. Annual leave is cumulative.

7.3. Annual leave will be given and taken in periods agreed to between the Employee and the Employer. The Employer can direct the Employee to take an amount of annual leave (where at least the amount directed is credited to the Employee) during a period when the Employer, or any part of the company in which the Employee works, is shut down. The Employer can also direct the Employee to take up to 2 weeks annual leave during a particular period where more than 8 weeks of annual leave has been accrued.

8. LONG SERVICE LEAVE

8.1. The Employee will be entitled to long service leave in accordance with the State or Territory legislation dealing with long service leave.

9. PERSONAL (SICK) LEAVE

9.1. The Employee is entitled to Personal (Sick) Leave in accordance with Division 7 of Part 2-2 of the Act. Personal Leave includes Personal/carer's leave, unpaid carer's leave and compassionate leave.

Personal/Carer's Leave

9.2. The Employee is entitled to up to 10 days paid personal (sick)/carer's leave for each year of continuous service. Personal (sick)/carer's leave can be taken as sick leave (ie where the Employee suffers a personal illness or injury) or carer's leave (ie where the Employee needs to provide care or support to a member of his/her immediate family

or a member of his/her household, who requires care or support due to personal illness, injury or an unexpected emergency).

- 9.3. Personal (sick)/carer's leave can be taken if the Employee has an amount of such leave credited. Where an amount of such leave is not credited, the Employer may allow the Employee to take the leave in advance. Personal (sick)/carer's leave accrues every 4 weeks and accrues on a pro rata basis. The amount accrued each month must be credited to the Employee. Personal (sick)/carer's leave is cumulative.

Unpaid Carer's Leave

- 9.4. Provided the Employee cannot take an amount of paid personal (sick)/carer's leave, the Employee is entitled to up to 2 days unpaid carer's leave for each occasion when an immediate family member or a household member requires care or support due to personal illness, injury or an unexpected emergency. This clause applies regardless of whether the Employee is a casual. The Employer may provide additional unpaid carer's leave at its discretion.

Compassionate leave

- 9.5. Compassionate leave is paid leave taken by an Employee to spend time with a member of his/her immediate family or household who has a personal illness or injury which poses a serious threat to his/her life. Compassionate leave is also paid leave taken after the death of an immediate family or household member.
- 9.6. The Employee is entitled to up to 2 days compassionate leave for each occasion where an immediate family or household member dies, contracts or develops a personal illness which poses a serious threat to his/her life or sustains a personal injury which poses a serious threat to his/her life. The Employer may require the Employee to provide any evidence that the Employer reasonably requires of the illness, injury or death. The Employer may provide additional compassionate leave at its discretion.

Administration

- 9.7. Where Personal (sick)/carer's leave or unpaid carer's leave was, is being or will be taken, the Employee must, as soon as reasonably practicable, provide the Employer with notice that he/she;
- (a) in the case of sick leave, requires (or required) leave and is (or will be) absent from employment during a period because of a personal illness or injury, or

(b) in the case of carer's leave, requires (or required) leave to provide care or support to an immediate family member or member of the Employee's household, who requires care or support because of personal illness, injury or an unexpected emergency.

9.8. The Employer can also require the Employee to provide certain documentation such as a medical certificate or a statutory declaration. The documentation which may be required by the Employer is set out in the Employee Handbook. This does not apply where the Employee cannot comply due to circumstances beyond his/her control.

10. PARENTAL LEAVE

10.1. The Employee is entitled to unpaid Parental Leave in accordance Division 5 of Part 2-2 of the Act.

10.2. The Employee Handbook details the amount of Parental Leave provided by the Act as well as the notification and documentation requirements.

11. UNPAID LEAVE

11.1. Subject to the Act, the Employee may apply for other types of unpaid leave subject to the discretion of the Employer and having regard to the requirements of the business.

12. EXPENSES

12.1. The Employee will be reimbursed for all monies reasonably expended by the Employee on behalf of the Employer in accordance with the Employee's duties where approval for the expenditure has been obtained from the Employer.

12.2. The Employee may be required as a pre-condition to reimbursement, to provide the Employer with invoices or receipts for such expenses.

13. COMMUNITY SERVICE LEAVE

13.1. If the Employee is called up for jury service, he/she must immediately notify the Employer of the date upon which the Employee is required to attend for jury service. The Employee is required to forward all correspondence with respect to the Employee's attendance for jury service to the Employer.

13.2. The Employee is entitled to up to 10 days paid leave per year to perform jury service. If the employee receives payment for attending jury service from the Court, the amount that the employer is required to pay will be reduced by this amount

- 13.3. The Employee is entitled to unlimited but reasonable unpaid leave to perform emergency management activities.

14. OCCUPATIONAL HEALTH AND SAFETY

- 14.1. The Employer takes its obligations in respect to Occupational Health and Safety (“OH&S”) seriously. The Employer intends to ensure that at all times it provides a safe and healthy work environment for all its employees, contractors, customers and visitors.
- 14.2. The Employee is invited to become involved on OH&S and to raise any issues relating to risks, hazards, safety or health that come to the Employee’s attention.
- 14.3. If the Employee becomes aware of any circumstance hazard or conduct by any person that could give rise to a risk of injury or illness to any person then the Employee should immediately inform their supervisor, fill out a hazard report form and lodge it with the Employer’s safety officer.
- 14.4. The Employee must at all times observe all safety requirements as stipulated by the Employer. The Employee must not by act or omission bring about any circumstance that could cause danger or injury to any other person. The Employee must use all equipment safely and observe and follow all directions for the safe and proper use of equipment. Where under OH&S requirements the Employee must wear protective clothing helmets, goggles, masks or ear muffs then the Employee must only carry out those tasks if the Employee is wearing and using the appropriate protective clothing and gear.

15. ALCOHOL AND DRUGS

- 15.1. As part of our OH&S policy, alcohol consumption or drug use in the workplace is strictly prohibited. The Employee must not come to work intoxicated or under the influence of drugs.
- 15.2. The Employee must comply with the Alcohol and Drug Policy set out in the Employee Handbook.

16. TERMINATION OF EMPLOYMENT

- 16.1. Either the Employee or the Employer may terminate the Employee’s employment by giving to the other written notice to that effect. The periods of notice are:-

- (a) At least 1 week during the Employee's first year of employment; or
 - (b) At least 2 weeks where the Employee has been employed for more than 1 year but less than 3 years; or
 - (c) At least 3 weeks if the Employee has been employed for more than 3 years but less than 5 years; or
 - (d) At least 4 weeks if the Employee has been employed for more than 5 years.
- 16.2. The Employer may at its discretion pay the Employee for the period of notice together with other termination payment entitlements, not require the Employee to work in the notice period, and terminate this Employment Agreement forthwith. The Employer may at its discretion require the Employee to work only part of the notice period and pay the Employee for the whole notice period and terminate the Employment Agreement.
- 16.3. The Employer may terminate the Employee's employment summarily and without notice if the Employee engages in serious or wilful misconduct.
- 16.4. Misconduct by the Employee includes any of the following:
- (a) deliberate and wilful failure to follow any lawful instruction or direction by the Employer's supervisor or any person from whom he/she is required by the Employer to take directions from; or
 - (b) serious negligence or incompetence in the performance of duties; or
 - (c) any act of dishonesty or deceit by the Employee; or
 - (d) any improper or unauthorised use of confidential information owned or used by the Employer; or
 - (e) any improper or unauthorised use of the Employer's property; or
 - (f) act in a way which in the reasonable opinion of the Employer may injure or be likely to injure the business or reputation of the Employer; or
 - (g) any rude, abusive, violent, threatening or seriously inappropriate conduct including bullying towards other employees or towards customers; or
 - (h) any serious breach of the Employer's Computer Policy; or
 - (i) downloading pornography or viewing pornography on the internet; or

- (j) sending any message over the internet that is defamatory of any person, or is misleading or deceptive or likely to mislead or deceive any person; or
 - (k) being intoxicated or under the influence of illicit drugs in the workplace, or
 - (l) consuming alcohol or taking illicit drugs in the workplace; or
 - (m) improper or inappropriate use of your position; or
 - (n) any conduct that in the reasonable opinion of the Employer constitutes a serious or potentially serious conflict of interest, including working for any competitor of the Employer; or
 - (o) any reckless or deliberate damage to any of the Employer's property; or
 - (p) any wilful or continued failure to observe the policies and procedures of the Employer as set out in the Employee Handbook.
- 16.5. In order to protect the goodwill of the Employer's business the Employee must not for a period of 500 month(s) ("the Time") and within 50 kilometres of the Employer's place of business where the Employee last worked for the Employer ("the Area") work for any company that is a competitor of the Employer or himself/herself directly or indirectly carry on or be involved in any business that is competitive to the Employer's business. If the Time or the Area are unreasonable then the Time shall be reduced by half (if the Time is unreasonable) and Area shall be reduced by half using the Employer's place of business where the Employee last worked for the Employer as the centre of the Area so halved.
- 16.6. The Employee must not for 12 months after the termination of the employment solicit other employees of the Employer to resign and take up employment with the Employer.
- 16.7. The Employee must not for a period of 12 months from termination of his/her employment solicit, approach or induce any customer of the Employer or supplier to the Employer to become a customer of or supplier to any other person or company that competes with the Employer.
- 16.8. The obligations in this clause survive termination of this Employment Agreement and shall continue to bind the Employee and be fully enforceable against the Employee by the Employer.

- 16.9. Upon termination of the Employee's employment, the Employee must return all the Employer's property in its original condition, with allowances for reasonable wear and tear including Air-conditioning units Pipes Petrol Lunch on days that work is conducted for over 10 hours on site.

17. INTELLECTUAL PROPERTY

- 17.1. For the purposes of this Agreement, "Intellectual Property" includes all intellectual property of whatsoever kind or nature including without limitation all copyright, designs, trade marks, logos, domain names, business names and patents whether existing now or at any time in the future.
- 17.2. The Employee acknowledges and agrees that all Intellectual Property created or discovered by the Employee during the term of the Employee's employment, and which relates to or is capable of being used or adapted for use by the Employer in the Business belongs to the Employer and the Employee will do all things for no fee or payment including assign all the Employee's interest therein and execute all such assignments as assignor so as to ensure that the Employer is the sole legal and beneficial owner thereof.
- 17.3. The Employee acknowledges that if the Employer requests the Employee to do anything under this clause or assign any Intellectual Property, then the Employer will bear all expenses associated therewith and the Employer hereby undertakes to the Employee that it will bear all such expenses.
- 17.4. The Employee irrevocably appoints the Employer as the Employee's lawful and authorised attorney to sign a document or do any thing and generally to use the Employee's name so as to give to the Employer the full benefit of this clause. A certificate in writing, signed by a director or secretary of the Employer that a document or act has been executed by the Employer as the Employee's attorney under this clause will be conclusive evidence thereof.

18. CONFIDENTIALITY AND TRUST

- 18.1. During the term of employment the Employee must not work for a competitor of the Employer.
- 18.2. The Employee stands in a position of confidence and trust. The Employee must not provide any information about the Employer's business or its customers or suppliers

to any competitor.

- 18.3. The Employee must not make disparaging remarks about the Employer to its other employees, to customers or to any other person. The Employee must not make disparaging remarks about the Employer's business, its products or services to any customers or any person.
- 18.4. The Employer takes seriously its obligations under the *Privacy Act* 1988 (Cth). The Employee must not disclose or use any personal information the Employee has access to relating to any other employee or any customer of the Employer. The Employee is required to take all reasonable steps to protect all such personal information in the Employee's possession against wrongful disclosure or misuse by any other person.
- 18.5. For the purposes of this clause, "confidential information" means all:-
- (a) information contained in a document, or any software that is the property of our Employer and which is by its nature confidential to us and/or our Business and/or to any of our customers; and
 - (b) documents or software that is marked or contained in a package or envelope that is marked "Private", "Strictly Confidential", "Confidential", "Secret" or "Not to be disclosed" or otherwise uses words which indicate that the Employer regards the information as being of a confidential nature; or
 - (c) oral, written, recorded information and/or databases concerning us, our Business, any customer, our menus, systems and procedures.
- 18.6. The Employee must only use confidential information for the Employer's benefit and in the proper performance of the Employee's obligations as an employee.
- 18.7. The Employee must not, at any time either during his/her employment or following the Employee's resignation or termination, disclose or divulge any confidential information without the Employer's prior written consent.
- 18.8. The Employee must not use or attempt to use any information, which the Employee acquires in the course of his/her employment in any manner which may reasonably be expected to cause injury or loss or be calculated to injure or cause loss to the Employer.
- 18.9. Upon the termination of the Employee's employment with the Employer, the Employee will be required to return all confidential information to the Employer.

19. EMPLOYEE HANDBOOK

- 19.1. The Employee Handbook provides general information about the Employer and details a number of the Employer's Policies and Procedures. The Employee is expected to be aware of these Policies and Procedures and must comply with them.
- 19.2. The Employer may at its discretion add to or amend the content of the Employee Handbook.

20. TRANSMISSION OF THE EMPLOYER'S BUSINESS

- 20.1. Where during the course of the Employee's employment the Employer's business or that part of it in which the Employee is employed is sold or transferred to another company then the Employer shall use all reasonable commercial endeavours to facilitate the acquirer of the business to offer the Employee employment on the same or similar terms to this Employment Agreement.
- 20.2. If the Employee does not accept an offer of employment from the acquirer of the business or is not offered employment by the acquirer of the business then the Employer may terminate the Employee's employment. The Employer is not liable to pay any redundancy sum to the Employee on such termination unless an Award or Collective Agreement provides otherwise.

21. INDEPENDENT LEGAL ADVICE

- 21.1. The Employee has had the opportunity to obtain separate and independent legal advice before signing this Employment Agreement.

22. WHOLE AGREEMENT

- 22.1. This Employment Agreement represents the whole agreement between the Employer and the Employee. Any prior representations by the Employer or any person on its behalf are not relied on by the Employee and the Employee expressly acknowledges having read this Agreement and satisfied himself/herself as to its terms.

23. ADDITIONAL CLAUSES

- 23.1. The additional clauses (if any) set out in the schedule to this Agreement shall also apply as terms of this Agreement.

SIGNED BY THE EMPLOYEE

WITNESSED BY

The Employee
Print Full Name _____

Date: _____
Address _____

Witness
Print Full Name _____

Date: _____
Address _____

SIGNED BY THE EMPLOYER

WITNESSED BY

The Employer
Print Full Name _____

Position _____
Date: _____
Address _____

Witness
Print Full Name _____

Date: _____
Address _____

ATTACHMENT No 1

EMPLOYEE'S DUTIES AND RESPONSIBILITIES

- Installation of air-conditioning units Transport of Air-conditioning units Repairing units Callouts to client premise to test temperature Testing units Quoting of new units Adhere to OH & S procedure Attend meetings when required
- Other duties as stipulated by the directors of the business.

SAMPLE ONLY
YOUR DOCUMENT WILL VARY DEPENDING ON THE ANSWERS YOU
PROVIDE THROUGH THE BUILDING PROCESS

Initial: _____

SCHEDULE

JURY SERVICE

The Employer will reimburse the Employee (unless the Employee is a Casual) the difference between the amount paid in respect to the Employee's jury attendance and the Employee's salary subject to the Employee providing to the Employer with evidence that the Employee has been required to attend jury service, the actual dates of attendance and the amount received in respect of the Employee's jury attendance.

PUBLIC HOLIDAY LOADING

If the Employee is required to work on a public holiday the Employee will be entitled to a day in lieu or paid double time and a half for all time worked.

REDUNDANCY

In the event that the Employee is made redundant from his/her position with the Employer, the Employee shall be entitled to the following payments:

Initial: _____

SCALE OF REDUNDANCY PAYMENTS	
Length of Continuous Service	Rate for Calculation of amount of severance payment
<i>Less than 1 year</i>	Nil
<i>1 year but less than 2 years</i>	4 weeks
<i>2 years but less than 3 years</i>	6 weeks
<i>3 years but less than 4 years</i>	7 weeks
<i>4 years but less than 5 years</i>	8 weeks
<i>5 years but less than 6 years</i>	10 weeks
<i>6 years but less than 7 years</i>	11 weeks
<i>7 years but less than 8 years</i>	13 weeks
<i>8 years but less than 9 years</i>	14 weeks
<i>9 years but less than 10 years</i>	16 weeks
<i>10 years</i>	12 weeks

Note: the long service leave entitlements provide a rationale for the diminishing Redundancy entitlements for employees with 10 years or more service

The Employee is not entitled to redundancy if the Employer or another company through the intervention of the Employer is able to offer the Employee immediately suitable alternative employment at comparable pay and conditions.

Initial: _____

YOUR LOGO
HERE

OFFER OF FULL TIME EMPLOYMENT ON COMMON LAW CONTRACT

DATED: THE ____ DAY OF _____ 20__

FROM

Company Pty Ltd ACN: 111 222 333 (**“the Employer”**)

TO

John Smith (**“the Employee”**)

Company Pty Ltd

ACN: 111 222 333

___ of _____ 20___

John Smith
1 Perth Street Perth 5000

Dear John Smith,

OFFER OF FULL TIME EMPLOYMENT ("THE OFFER")

We have considered your application for employment and are pleased to offer you full time employment on the following terms:-

1. For the first 3 months of your employment, you are employed on a probationary basis. This means that at the end of 3 months either you or the Company may choose not to continue with your employment. During the 3 months, either the Company or you may terminate your employment by giving 1 week's prior written notice.
2. Your position will be Receptionist.
3. Your employment will commence on 27/02/2010.
4. Your duties are set out in Attachment No. 1 of the written contract of employment attached. You will report to John Smith on your first day. Your supervisor is Karen Smith.
5. Your salary includes superannuation and is \$60 000 per annum. This will be paid to you weekly by electronic funds transfer to your nominated bank account. You will be expected to work a 38 hour week plus any reasonable additional hours.
6. Your employment will be subject to the enclosed written contract. Please read this contract carefully and contact the writer if you have any concerns.

7. Also attached is an Employee Handbook. You must read and be thoroughly familiar with this Handbook as it is a condition of your employment that you comply with the policies and procedures contained therein.

We have relied on the information you have set out in your Application for Employment. If you accept this offer you must sign and date the below Acceptance on your copy of this Offer and on the spare copies of each of the attachments (to acknowledge you have received them) and return the copy with spare attachments to HR Manager.

We hope you will find working with us is a rewarding and happy experience.

Yours faithfully

John Smith
HR Manager
Company Pty Ltd

ACCEPTANCE OF THE OFFER

I, John Smith hereby accept this offer of employment with Company Pty Ltd on the terms and conditions set out in the Offer.

Signature

[print name]

[date]

SAMPLE ONLY
YOUR DOCUMENT WILL VARY DEPENDING ON THE ANSWERS YOU
PROVIDE THROUGH THE BUILDING PROCESS

ATTACHMENT 1

CONTRACT OF EMPLOYMENT

SAMPLE ONLY

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PROVIDE THROUGH THE BUILDING PROCESS

ATTACHMENT 2
EMPLOYEE HANDBOOK

SAMPLE ONLY
YOUR DOCUMENT WILL VARY DEPENDING ON THE ANSWERS YOU
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YOUR LOGO
HERE

COMPUTER POLICY

Company Pty Ltd

ACN 111 222 333

Company Pty Ltd ACN 111 222 333

COMPUTER POLICY

1. Computers, computer files, computer software and the email system are the property of the Company and, subject to the following exception, are intended to be used only for company business. Computers, computer files, computer software and the email system are the property of the Company and are intended to be used only for company business.
2. Whilst the occasional use of computers for personal purposes will be tolerated (provided this is not otherwise a breach of this Policy), you must not do so excessively or allow such conduct to interfere with your normal duties.
3. The computer and email system must not be used in a manner that is disruptive or offensive to others.
4. It will be a breach of this policy to access, download or send objectionable material including:
 - P pornography, including child pornography. You should be aware that accessing, downloading or sending child pornography is a criminal offence;
 - P material involving the instructions or promotion of crime, violence or hate;
 - P material involving an offensive description of violence to compel sexual conduct;
 - P material involving sexually degrading acts;
 - P material that is defamatory.
5. You must not download, view or send spam, junk mail or pop-ups because they may contain viruses, worms or “Trojan horses”.
6. If you receive any pornographic, junk email or spam, then it must be reported to a nominated Manager/Supervisor to ensure due process is followed.
7. You must do a virus check prior to opening any emails from unknown sources.
8. You are prohibited from intentionally creating or sending viruses, worms or “Trojan horses”.
9. If you see another employee breaching this Policy you must immediately inform management.
10. If you violate this policy you may be terminated. You may also face immediate dismissal (depending upon the seriousness of your breach) for serious misconduct.
11. If you use any computer for an unlawful purpose you will be reported to the Police

and any other appropriate authority and your employment with us will be terminated on the grounds of misconduct.

Dated: _____

_____ *[sign]*

_____ *[insert name]*

_____ *[insert position]*

Company Pty Ltd

SAMPLE ONLY
YOUR DOCUMENT WILL VARY DEPENDING ON THE ANSWERS YOU
PROVIDE THROUGH THE BUILDING PROCESS

Initial: _____

YOUR LOGO
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TELEPHONE POLICY

Company Pty Ltd

ACN 111 222 333

Company Pty Ltd ACN 111 222 333

TELEPHONE POLICY

1. The telephones including landlines and mobiles are the property of the Company and, subject to the following exception, should only be used for Company business.
2. Occasional use of the telephone for personal purposes will be tolerated provided it is not otherwise a breach of this Policy, however you must not do so excessively or allow such conduct to interfere with your normal duties.
3. It is Company policy that all calls be answered in a courteous manner.
4. Incoming telephone calls should be answered promptly - they should not be allowed to ring out.
5. If you are unable to assist a caller, inform the caller that you will either need to transfer their call or that you will need to ascertain who within the Company should respond; please take the caller's name and telephone number/s and forward these to the relevant person.
6. When forwarding a call internally within the Company, it is courteous to speak to the person to whom the call is being transferred and inform them who you are transferring and if possible the reason for the transfer prior to transferring the call.
7. Mobiles (Company-owned and personal mobiles) should be switched off during Company meetings except in exceptional circumstances. It is courteous to inform the meeting attendees that your mobile is on in case of emergency.
8. Voicemail should not be used to screen calls.
9. If you plan to be away from your office/desk, you should activate the Voicemail function on your telephone.
10. If activating Voicemail, where possible you should indicate in your message when you will be back to collect messages and return calls.
11. When on leave, the Company requests that you:
 - call-forward your telephone to your supervisor or other Company nominated person.
12. A Company telephone may only be call-forwarded to a personal landline number or personal mobile number with prior permission.
13. In no circumstances should the personal landline number or personal mobile number of Company personnel be given to any caller without prior permission.

14. The telephone must not be used in a manner that is disruptive or offensive to others.
15. It will be a breach of this policy to make calls to: 19 + numbers; 13 + numbers; International telephone numbers unless you have prior clearance/authority; Interstate telephone numbers unless you have prior clearance/authority.
16. The Company reserves the right to be reimbursed for the cost/charge of any interstate or international call made other than for Company purposes.
17. The Company reserves the right to be reimbursed for the cost/charges relating to any excessive personal use of the telephone by the employee.
18. If you see or hear another employee breaching this policy you must immediately inform management.
19. If you do not abide by this policy your employment may be terminated. You may also face immediate dismissal (depending upon the seriousness of your breach) for serious misconduct.
20. If you use any Company telephone including VoIP for an unlawful purpose you will be reported to the police and any other appropriate authority and your employment with us will be terminated on the grounds of misconduct

Dated: _____

_____ *[sign]*

_____ *[insert name]*

_____ *[insert position]*

Company Pty Ltd

YOUR LOGO
HERE

**CHECKLIST:
DOCUMENTATION FOR
EACH NEW EMPLOYEE**

Company Pty Ltd

ACN 111 222 333

STRICTLY PRIVATE & CONFIDENTIAL – MANAGEMENT USE ONLY

Company Pty Ltd ACN 111 222 333

CHECKLIST

**DOCUMENTATION FOR EACH NEW EMPLOYEE
(who will not be paid under an Award)**

1.	An Application for Employment has been completed by the Applicant.	☐ Yes	☐ No	☐ N/A
2.	A Consent to Obtain Information has been signed.	☐ Yes	☐ No	☐ N/A
3.	The Applicant's criminal record has been checked.	☐ Yes	☐ No	☐ N/A
4.	All referees have been checked and contacted.	☐ Yes	☐ No	☐ N/A
5.	The interview has been held and the answers to questions reviewed.	☐ Yes	☐ No	☐ N/A
6.	A written Offer of Employment has been made to the Applicant.	☐ Yes	☐ No	☐ N/A
7.	With the Offer of Employment the Applicant has been given a contract of employment and a copy of the Employee Handbook ¹ .	☐ Yes	☐ No	☐ N/A
8.	The employee has accepted the Offer of Employment by signing and returning a copy of the Offer of Employment with the acceptance endorsement on it.	☐ Yes	☐ No	☐ N/A
9.	The employee's details have been entered in the Employment Register.	☐ Yes	☐ No	☐ N/A
10.	An employee file has been created for the new employee as a new Employee Record.	☐ Yes	☐ No	☐ N/A
11.	The employee has reported for work.	☐ Yes	☐ No	☐ N/A
12.	The employee has been inducted into the Company and has been shown all relevant matters. The employee has signed the Employee's Acknowledgement of this.	☐ Yes	☐ No	☐ N/A

¹ Does the Company have an Employee Handbook or similar document setting out policies and/or procedures for the workplace? It is a good idea to have such a document. LAWLIVE's Employee Handbook includes a number of sample policies and/or procedures.

13.	If the employee is required to wear a uniform, he/she has been given the uniform he/she is required to wear and has signed for such uniform.	☐ Yes	☐ No	☐ N/A
14.	The employee has completed the Employee Bank Account Information Form	☐ Yes	☐ No	☐ N/A

O H & S Induction:

15.	The employee has been informed of general hazards in the workplace.	☐ Yes	☐ No	☐ N/A
16.	The employee has been informed of where the First Aid kit is, and who the First Aid officer is.	☐ Yes	☐ No	☐ N/A
17.	The employee has been provided with a copy of the Company's safety policy.	☐ Yes	☐ No	☐ N/A
18.	Where the employee will use or be in proximity to dangerous machinery, he/she has been informed of the risks and has been given training.	☐ Yes	☐ No	☐ N/A
19.	The employee has been informed of the Company's risk management procedures.	☐ Yes	☐ No	☐ N/A
20.	The employee has been informed of the location of all safety apparel clothing and protective equipment and when it is to be worn or used.	☐ Yes	☐ No	☐ N/A
21.	In the case of fire or emergency, the employee has been shown where the Exits are and the outside rallying points.	☐ Yes	☐ No	☐ N/A
22.	The employee has completed safety drills.	☐ Yes	☐ No	☐ N/A
23.	The employee is being supervised in respect of safety policies and procedures.	☐ Yes	☐ No	☐ N/A
24.	The employee has been informed of any noxious or hazardous chemicals used in the workplace and has been provided with training (if applicable).	☐ Yes	☐ No	☐ N/A