



EMPLOYEE INFORMATION PACK

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Trading as

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& associated companies

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Congratulations and Welcome to the Team

We at Advance Metal Industries, (AMIA), hope your position here will be fulfilling and enjoyable and add value to the customer's experience.

This employee information pack contains a variety of basic information to assist you. We recognise that through the contribution of our people, we will achieve our goal of being a high performance Company. As we are constantly endeavouring to keep procedures updated, we welcome any suggestions to help assist in retaining becoming Australia's Best!

Although this information pack only forms a part of your employment, you should always refer to The Australian Fair Pay and Conditions Standard. Your awards are **Federal – Manufacturing & Associated Industries & Occupation 2010 all factory employees, Clerical and Administrative Employees for office, Building & Construction On Site for site employees. Also abbreviated as MA000010 & MA000002.** AMI policies will always override the award and are made within the guideline of such award. The award is referred to only when its not covered by policy.

These awards contain a full and comprehensive outline of the conditions of your employment. These awards are available in the office for viewing, outside your own working hours.

Contents

- General information relating to AMIA
 - Emergency procedures
 - Policies & Procedures
 - Tax File Declaration form
 - Bank details form – to EFT wages
 - Confidentiality Agreement
 - Superannuation Choice Form
- Before the first pay is processed ensure you have returned the following; Signed employment Tax form – Signed letter of offer – General Induction

GENERAL POLICIES AND PROCEDURES

Respect and behave with respect, courtesy between colleges, customers, suppliers & logistics & management is required at all times.

Probation unless otherwise stated

- All full time/casual employees commencing with AMIA are subject to a twelve month probationary period of employment. The Probationary Period does not guarantee employment nor shall it affect the right of the employer to dismiss an employee.
- Please see your supervisor in the office to set a time at three and six month periods to discuss your progress during your probationary period.
- Probationary periods can be extended to eighteen months at the supervisor's discretion and will be in writing.

Performance reviews

- AMIA is committed to providing equal opportunity in all aspects of employment.
- AMIA will undertake a formal review of performance, as soon as practical, at the expiration of the probationary period. There after a performance review will take place during either September or March of each year of service thereafter. This gives employees and employers the chance to discuss employment performance, incentives and conditions.
- It is expected that all AMIA team members will continually learn and improve skills relevant to all areas within their position to ensure industry knowledge is of a very high standard and maintained.
- If at any time you have concerns with performance, OHS breaches or alike, don't hesitate to raise them with your supervisor or the OM.

Disciplinary Policy

- **Minor Incidents** will be **noted in an Infringement Book/Diary** located in the OM's office. The employee will be requested to sign at the time the incident is noted. Examples of minor incidents include, but are not limited to – stopping work to talk, not wearing personal protection items, lateness, rudeness, etc. Multiple incidents will be treated as misconduct and will incur a counselling session and a written warning issued.
- **Counselling sessions and written warnings will be issued for misconduct.** Examples of misconduct include, but are not limited to – wilful failure to follow directions or procedure, wilful misuse of tools or equipment, defacing time cards or anything alike, reporting for work in such condition as to be unable to perform duties properly and safely, leaving assigned place of work during working hours without supervisor permission, failure to observe safe work practices, failure to report when unable to commence work at usual time, poor performance or work of a low standard, non-adherence to company policies, etc. The notation of multiple minor incidents will be treated as serious misconduct. Failing to sign out and in at lunch when leaving the premises at the Bundy time clock on any occasion.
- **The third instance of misconduct will be treated as serious misconduct and will result in dismissal and the wages paid up to the time of dismissal only.** Other examples of **serious misconduct** include but are not limited to - dishonesty, fraud and theft, serious breach of company policy or procedures, assault, bullying or harassment or any deliberate action which results in injury to yourself or another person, serious inefficiency or neglect of duty, refusal to perform work assigned or walking off the job, any wilful or deliberate act that affects quality, use, distribution or possession of illicit drugs or alcohol, inciting or gambling on site, disregard for Occupational Health and Safety, being absent from work for five consecutive working days without reporting, clocking on or off

another persons time card, misuse of the internet and pornography, wilful damage to property or graffiti.

Termination of employment

- Employment may be terminated by either party with a minimum 1 week's notice or by payment of 1 weeks pay or forfeiture of 1 week's pay, in lieu of notice. This is in accordance with the Award and will vary depending on the number of years worked.
- For the first year of service – 1 weeks notice – More than 1 year and less than 3 years – 2 weeks notice, More than 3 years but no more than 5 years – 3 weeks notice and more than 5 years 4 weeks accordingly. After 5 years service – 4 weeks notice is the maximum required.
- If over 45 years of age increase the notice period by 1 week if employed continuously for more than two years.
- Notwithstanding this requirement, AMI shall have the right to dismiss without notice for conduct that justifies instant dismissal.
- Upon termination, you will be required to return all Company property prior to your final pay, ie: tools, vehicles, equipment, uniforms, etc. These must all be in proper working condition and signed back in by your supervisor. Failure to complete this task may involve Police to enforce.

Employee Records

- AMI is required to keep relevant and accurate records on all employees. Changes in your personal tax status, bank account details, marital status, address changes, next of kin etc, must be reported to the office as and when it occurs.

Personal Presentation & Uniforms

- General appearance is an important part of Company image and employees will be assessed in this area as part of the appraisal process.
- Hair should be kept short or tied back for safety reasons, long hair when operation plant and equipment needs to be tied back or in a hair net.
- The Company will share the cost of AMI logo shorts and shirts, equally in half. To organise the purchase of uniforms please see your supervisor. We would suggest that after 3 months it would be appropriate to request before issued with uniforms. Shirt and shorts.
- All employees, for safety reasons, require fully enclosed leather shoes.
- Welders are required to wear long sleeved shirts and long trousers with low flammability.
- Jewellery is to be minimal and safe in accordance with OH&S policies.
- All PPE is supplied by the employer and must be retained in good condition. Before supplying replacements you must supply the old PPE to your supervisor as proof of wear and tear and not neglect. Work boots (footwear) will be provided along the same basis and not before 18 months intervals given fair wear and tear is acceptable. Should the opposite occur the employee will be asked to replace the footwear at their expense. I.E. if 9 months wear proves that the footwear is deemed no longer acceptable as neglect, then the company will pay 75% of a new pair and the balance will be at the employee's expense. Should the employee be unsuccessful after the probationary period in retaining full time or casual work based on performance, the company reserves the right to have the footwear returned or the employee accepts that a deduction will be made from any final pays for new PPE footwear.
- For casual employees, the employee may elect to use their own workplace shoes for safety for the probationary period or agree the company will supply a pair of used boots for the same period on a casual basis. After this probationary period should the employee remain with the company, upon receipt of a new purchase, the company will reimburse the employee? The company has a designated supplier and will only reimburse to that nominated supplier to a limited budget on any one occasion up to (\$49.50each pair) for all

dollars spent over this, it will be at the employee's expense and discretion. See the purchasing officer under the directions of the OM for appropriate footwear if required.

- Factory workers are required to wear steel cap footwear with leather uppers if using machinery at all times and in accordance with the specific SOP. This is deemed to include all site work accordingly. Definition of a safety boot in all other areas of the business is as follows – Footwear that encloses the foot.
- All visitors to the factory must wear correct footwear, eyewear and High visibility vests. Inclusive they must wear a badge identifying them as either contractor or visitor to the employees.

Hours and Pay

- All late starts will be recorded and 15 minutes will be deducted from pays on an each basis, the expectation is that you are at your work station with tools in hand at the start time and not at the time clock.
- All factory staff is required to clock in and out, each and every time they enter or leave the premises during meal breaks. Or any reason other than work duties.
- All office staff is to use the white board in the front office when leaving the office for any reason with in office hours.
- All overtime must have prior approval from your supervisor. A reasonable amount of overtime is expected to be worked if work demands require it.
- A minimum 10-hour break must be taken between shifts: eg. If you finish work at 11.00pm you cannot commence work prior to 9.00am the next day. It is your responsibility to notify your supervisor if this situation arises and of your required commencement time the next day. Failure to do so will result in you being paid at normal pay rates. Should your supervisor require you to work inside this stand-down period, over award payments will apply should no agreement be made between the parties?
- If hours have not been recorded on your time card, we can only assume you were absent and it will be treated accordingly. In the event that you forget to use the clock a warning will be issued, please seek your supervisor's initials as verification of work.
- For permanent employees, payment of your wage will be made on a weekly basis with the week commencing on Thursday and concluding at normal finish time on Wednesday. Should overtime occur on Wednesday, this will be taken into account the following week.
- For casual employees payment of your wage will be made on a weekly basis with the week commencing on Wednesday and concluding on Tuesday. Should overtime occur on Tuesday, this will be taken into account within the same week.
- Pay slips are to be collected from the office on Thursdays from 4 pm at the end of your shift.
- Payment will be credited via the CBA on-line banking facility each Thursday. If you have an account at CBA, your money will be available that Thursday. If you bank with other banks please be aware of your individual banks procedures.
- If you have any discrepancies in your pay please come in and pleasantly speak with the pay clerk.

Superannuation

- The standard provisions of the federal legislation will govern your entitlement to superannuation, currently 9%.
- Company Super preferred supplier is Colonial First State and will become the default if no fund is supplied. Complete the attached super choice form and return it promptly to the pay clerk.
- This fund is managed by Jade Zaicew of the BCA financial Services and phone number is 0458 495 688 or 0265828536.
- Please note no superannuation is payable in the event that earnings are less than \$450.00 per month.
- The fund has an automatic life cover and income protection stream included in the package.

Annual Leave

- The Australian Fair Pay and Conditions Standard governs your annual leave entitlements
- Casual employees do not have an entitlement to annual leave. Loading of 25% is applied.
- A permanent employee is entitled to 152 hours annual annually and leave accrued on a monthly basis.
- 76 hours of the entitlement to annual leave shall be taken during the forced AMI Christmas shutdown period, or may change as workload demands change.
- The remaining entitlements may be taken subject to giving one months notice, the completion of an AMI leave application form and obtaining the correct authorisations on that form is compulsory. Failure to submit this will result in non payment or unauthorised leave being rejected.
- Leave application forms are also available from the office. Employees must seek their supervisors comment and authorisation before submitting it to the pay clerk who will seek the OP/MD approval. The pay clerk will then notify the staff member of the outcome.
- It is recommended that employees do not make firm plans or bookings for leave until approval is confirmed.
- Unauthorised leave will not be paid for or subject to any loading and will not count as time worked in calculating leave entitlement.
- Annual leave loading is the same as the applicable award entitlement, currently 17.5%.

Personal Leave

- The Australian Fair Pay and Conditions Standard governs your Personal Leave entitlement.
- Casual employees do not have an entitlement to personal leave.
- Permanent employees are entitled to 10 days personal leave per year accrued on a monthly basis.
- Employees are asked to notify their supervisor by telephoning on 6652 6955 at reception, of absence due to illness and expected return date at 7.30am on the first day of absence. Employees are **NOT** to text or call any personnel mobiles for this purpose. The Operations Manager is the first contact and supervisor is the secondary.
- Personal leave that occurs on a Monday or Friday or the day before or after a Public Holiday, will only be paid if a doctor's certificate is submitted. Any personal leave that occurs midweek requires a doctor's certificate to be submitted after any two single leave days have been recorded in a Calender year. A certificate is required if the absence is longer than 1 day.
- Where a certificate is required, no payment will be made for personal leave until the required certificate is provided.

Bereavement Leave

- Each permanent employee is entitled to a maximum of two days paid leave on each occasion and on production of satisfactory evidence of the death notice of the employees husband, wife, father, mother, brother, sister, child, stepchild or parents in law.
- With regard to bereavement leave it is requested that all employees complete a leave application form and give as much notice as they are possibly able in the circumstances.

Extra Day

- Coffs Harbour Cup half day is now a gazetted a holiday under the Federal award from midday or 4 hours maximum. No award picnic day applies under the fair work awards.

Car Parking

- In view of the necessity to park the AMIA truck, AMIA vehicles and to allow car park space for customers, we cannot provide any onsite parking for staff at 183 Orlando Street other than the directors. 4 Spaces are made available for the Balustrades staff at 187 Orlando Street.
- Some management team members are excepted and have allocated car spaces from time to time.
- Management will not be responsible for any damage or theft incurred to private vehicles.
- Parking is available up Orlando Street on the Northern line nearest to the railways.

Company Vehicles

- Any staff member driving a company vehicle must have a current Driver's licence and complete the log book left at the reception prior to driving. No under 25 year old employees may drive without written approval from MD.
- Any traffic or parking infringements incurred by an employee will be the responsibility of that employee.
- All vehicles are to be driven and treated with consideration by all staff members.
- Under 25 year old drivers must seek the permission of Management for any vehicle use.
- If you are involved in an accident which is your fault, if, found to be negligent, you may be asked to pay the excess.
- In some circumstances, our vehicles may be made available for use, as part of your employment contract. In this case, it is your responsibility to have regular cleaning and maintenance done and maintain the vehicle first aid kit, sunscreen, OH&S requirements, etc ie: servicing, rego checks, oil, water, tyres etc. Whilst vehicle is made available for commuting to and from work, it is to remain on the premises of A.M.I whilst the employee is either on holiday or absent for any other reason. Normal servicing, maintenance and registration of the vehicle will be paid by A.M.I. Please organise a purchase order.
- No smoking is permitted in any AMI vehicle at any time.

Telephones and Computers

- You are expected to answer telephones within 3 rings – you should identify yourself and your department clearly in a courteous and professional manner as it may be a customer.
- For a full copy of the Telephone and Message Policy please see the Admin Supervisor.
- Employees are not permitted to make or receive personal phone calls in work time without prior approval of a manager.
- Messages will be taken on your behalf and attached to your time card. Taking messages is time consuming and personal calls must be kept to a minimum.
- Personal mobile telephones are not to be switched on during working hours nor carried on your person, supervisors excluded. Telephone calls and text messaging can be distracting to both the user and the people around and this increases the risk of accidents and injury, as well as personal factory downtime.
- Internet connection can only be obtained with permission from Management. Internet facilities for personal use are strictly forbidden, personnel banking is the exception to the rule. Discovery of any non-work related web sites, may incur reason for dismissal.
- Internet pornography will not be tolerated and instant dismissal will be enforced.
- All software program disks are to be stored in the office and copies are not to be made. Permission must be sort from management before loading any software, on any computer. No unauthorised private software is to be loaded onto company computers as they may pose a virus risk.
- AMIA have a systematic method of "saving" files on the computer; please see the Admin Supervisor for instruction if you are required to use the computer.
- Voip is the key to calls made going out on lines 1-4 and all inwards are via the landlines. If the voip is down, then line 9 becomes the line out temporarily.

Non-Smoking Policy

- AMI has a non-smoking policy.
- Smoking is not permitted in any area of the factory, showroom, lunchroom or front street area.
- Smoking is not permitted at any time other than your lunch break or morning tea in a designated area if one is made available. See OM.
- Smoking is permitted only in the designated area between the powder coat and balustrade factories, only at the applicable times.
- Smoking is not permitted in any work vehicle at any time.

Drug and Alcohol Policy

- Remember everyone agrees to work safely in the workplace and is important. Employees must take reasonable care for the safety of others and cooperate with employers. Assist in determining any risks, IE driving, working from heights, working with sharp and dangerous tools, Plant & equipment and eliminate the risk or employee from the hazard. Report the employee to a supervisor and the OM/MD. We take this seriously! The supervisor is to stand down the employee to remove them of risking themselves and others in the workplace and investigate the situation with the MD/OM and Supervisor.
- Should it be confirmed that the employee has impairment, refer to the official Policy.
- The possession or use of illegal drugs or medically unauthorised use of prescription medications is not permitted on company premises. Any substance that is capable of causing dependency, alteration of mood, impairment of judgement, concentration or coordination falls into this category.
- The sale, distribution, possession or consumption of alcohol is prohibited without prior management authorisation.
- No employee shall attend work if affected by the use of alcohol, controlled drugs or prohibited drugs and no wages would be paid if absent for this reason. The employee will be sent home if suspected that impairment has become obvious.
- You have accepted that the employer has full authority to instruct random testing for illegal drugs and alcohol when and if so required. Loss of pay will be determined if a positive result occurs. Counselling will be offered and refusal will be determined by instant dismissal. Failure to comply with counselling and after 2 warnings, on the third occasion instant dismissal will result.
- Upon confirmation of the results being positive, all pay will be withdrawn until clearance is achieved. The testing costs will be deducted from the employees pay.
- Employees, who are undergoing medical treatment with a controlled drug which may alter their physical or mental ability, are required to advise their supervisor, to allow him to assess whether it may be necessary to change the employee's job assignment during treatment. Your safety and that of your workmates is a serious matter.

Lunch Room

- The lunchroom is provided for the purpose of lunch, for all staff.
- Please be considerate at all times with the cleanliness and the way in which this area is left. It is not management's responsibility to keep this area clean.
- All employees are welcome to purchase soft drink from the social club vending machine located at the Window supervisors work bench.

Tool Box Meetings

- Staff meetings are held at 1.30pm on the first Thursday of each month. During these meetings employees are encouraged to have their say on OH&S and general matters. Individual matters should be directed to your supervisor at a more appropriate time.
- Actual safety hazards/incidents must be reported immediately, do not wait for a staff meeting.

Deliveries

- Deliveries must be brought to the attention of the Storeman or the Logistics Supervisor.
- In the event of their absence and for all on-site deliveries, delivery documents must be dated, quantity checked off and signed and printed with your name. Documents are then to be either promptly faxed to the office or placed in the box on the front exit door. (Marked with a red arrow – Goods Inwards)
- Any staff member signing for goods received without following the correct procedure will be held responsible for any discrepancies.

Tools

- AMI plant and equipment must be maintained in good and serviceable repair and it is the request of management that all staff take personal responsibility for storing, collecting and caring for tools and equipment. Please treat our equipment as if it is your own – having reliable and safe tools makes everyone's job easier.
- Factory tools that leave the factory to go outside the local area must be signed in and out of the "Tool Register". Any factory tools that leave the factory overnight, locally or otherwise, must be signed in and out of the "Tool Register". See OM.

Safety & Security Issues

- Management is committed to providing a safe workplace.
- Your OH&S employee representative and first aid officers are listed on the first aid boxes designated in all 3 workshops.
- All employees are required to utilise the correct safety equipment and to adopt safe work practices at all times.
- Safety is the responsibility of every member of staff and we encourage you to report to your supervisor anything that affects the safety of yourself or your work mates.
- Friends and family of employees are not permitted in the factory area at any time.
- Everyone is responsible for maintaining their immediate work area in a tidy and safe condition and for ensuring plant equipment and machinery which they operate is safe to use.
- Waste products and scrap metal to be sorted into appropriate waste containers.
- Absolutely no one is allowed to operate the workshop cranes or forklifts without management permission and being assessed and signed off on the safe operating procedure. The Logistics Team are the designated operators. Employees under 21 must never use the forklift or crane.
- Juniors under 17 are not permitted under the award to use the guillotine, the brake press, the 2 power presses for channel punching or the drop saws. On occasion management may give permission and senior supervision will be arranged.
- You must alert your supervisor if you are requested to operate/use a tool or any equipment that you have not been trained in. Your supervisor will then arrange training and sign off on safe operating procedures.
- Any safe work procedures or machinery/tool use that you are unsure about, at any time, please inform your supervisor so that they may further induct/train you in these matters.
- Never use a tool for any purpose other than that for which it is designed.

- Do not use any electrical tool/equipment that does not have a current inspection tag in place. Please bring the untagged tool/equipment to the attention of your supervisor.
- Please ensure all tools/machinery are turned off when not in use.
- Unsafe behaviour will not be tolerated. Do not fool around. Throwing things in the factory is not permitted. Breaches are considered a safety incident. As less serious misconduct it will be noted on your employment record and incur a warning letter. The third incident would mean instant dismissal. Serious misconduct incurs instant dismissal without warning. Distractions, practical jokes and unsafe work practices cause accidents.
- Machinery guards are in place to protect you from moving parts and blades. Never remove a guard except for maintenance and only after proper isolation procedures are affected. All guards must be replaced before start up.
- All safety eye/ear/breathing wear is provided and maintained by AMI and remains the responsibility of the employee to utilise at all times.
- Please be very aware of the need to treat dangerous chemicals and gas with respect and comply with the requirements of the Council of Safety of Dangerous Chemicals. Protective gear must be worn and material safety data sheets (MSDS) consulted. Report immediately any leakage or spillage.
- Have respect for electricity – do not overload any outlet and never have any electrical wires rolled up as they may create heat and cause fire danger.
- Be aware of hot water, it can burn.
- Use steps to reach high places not a chair, stool or desk.
- Think about how you are sitting and adjust your chair and workstation if necessary and do not forget to stretch and move about from time to time.
- No person is required to perform any duty or undertake any task, which they reasonably believe places their health and safety or that of their fellow workers at risk.
- Never run whilst on the premises.
- It is necessary for all staff to be aware of the security system, in order to avoid alarm violations. Advanced Coast Security is responsible for our security and will charge us a fee when an alarm response occurs. If any employee enters the premises after hours (7pm – 7am, Mon – Fri & all weekend), they must phone the monitoring security company on 1300 130 618 and advise them that they will be on, or are on, the premises and for approximately how long they will be there. If the Security Company is not advised, they will be held accountable and charged the call out fee.
- The company will not be liable for any loss or damage to personal property. Loss of any personal property should be reported.

Serious Injury Procedure

- Do not panic
- Ensure injured person is in no further danger
- Send for first aid assistance
- Do not move injured person unless they are in life threatening situation
- Ensure airway is clear and check for pulse if possible.
- Phone for help and state where the emergency is, what has happened, what is being done, who is calling. Do not hang up without being told what to do, follow instructions.
- Advise the OM /MD

First Aid

- Please report all accidents to your supervisor and record them on an incident report form, including 'near misses'. We have staff that has been trained with minimal first aid. Should you require any treatment of a minor nature, our staff can administer or advise. These people are listed on the first aid boxes.
- The first aid boxes are under the responsibility of the trained first aiders, please do not help yourself, and request their assistance.

- If any injury is sustained in the work place and requires a Doctor or time off, this is to be treated as a Workers compensation claim and reported immediately to the office. The necessary paper work is to be filled out to allow payment to flow on. A workcover doctors certificate is essential and must be requested from the attending Doctor. A non-workcover Doctors certificate is unacceptable and the appointment cost cannot be reimbursed.
- The company return to work coordinator is Rick Hall.

Fire

- We have fire extinguishers in both factories and office, please make yourself aware of these. We have these serviced at regular intervals and they are marked on the attached plan.
 - Fire hoses are not to be used for any other purpose other than for fire or chemical spillage.
- New Fire alarms have been installed at 183 Orlando Street and fire drills are undertaken from time to time.**

Personal Jobs

- All personal projects must have the written consent of management in the form of a job docket. Refer to credit policy for further details. Sales MUST be produced on every occasion.

Hold-up

- In the event of hold-up no action should be taken to jeopardise the safety of you, staff or customers. Avoid any actions that may incite the offender to violence. Obey the offender but do not offer to do anything for the offender. Repeat back to the offender any instructions given to prevent misunderstandings. Call the police as soon as safely possible and alert management. Without conferring with anyone else, please write down all details regarding the incident, the offender and what was said, as soon as possible. No amount of money is worth a human life.

Harassment and Bullying

- Harassment of any kind is illegal. This includes any form of harassment including harassment based on sex, race, religion, disability, age.
- Harassment is unacceptable and can be –
 - Demanding sexual favours or persistent unwanted attention
 - Crude jokes, name calling, offensive gestures
 - Yelling and screaming
 - Deliberately ignoring or excluding people
 - Pornographic magazines, graffiti, lewd screensavers, posters, calenders
 - Unwanted touching, pinching or massaging
 - Bullying, swearing, physical threats
 - Not supporting injured workers
 - Making fun of peoples differences
 - Leering and staring

This is a bullying and violence free workplace. Bullying is unreasonable behaviour that is repeated over time, directed towards a worker that creates a risk to health and safety. It includes behaviour such as screaming at someone, initiation practises, interfering with repair-work processes and putting down someone's opinion.

Bullying is not an acceptable part of this companies work culture. Single incidents of unreasonable behaviour can also create a risk to the health and is also not acceptable as part of the companies work culture.

If you are being bullied, or see others being bullied at work, you must report it as soon as possible. Report to your supervisor, or if this is not possible, contact the Operations Manager.

No one who reports bullying will be victimised and reports will be investigated quickly and fairly. Violence between workers is not tolerated under any circumstances. Supervisors are responsible for ensuring that no person in their work group is bullied, threatened or physically hurt by others.

Due to additional hours being worked without the authorisation of management and the expectation of employees that they will receive additional remuneration for working these hours, management is seeking to clarify the existing overtime policy.

- All overtime must be pre approved with the operations manager prior to working any hours outside the gazetted normal working hours.
- Failure to comply with the above may result in disciplinary warning.
- Agreement between employees and employer prior to the commencement of overtime it will be determined and documented whether the time worked will be paid at the relevant overtime rates or be counted to accrual of time off bank.
- Time in lieu will be accrued on a one for one basis for hours performed outside the ordinary working hours.
- Time in lieu will be recorded in the payroll system and is displayed on the payslips for ease of sighting any entitlement accrued. These hours can be applied for as you would normally on an AMIA leave form and assessed for by the companies representative (I.e. Supervisor, Operations manager MD) as per any other leave requests.
- Upon any such termination, any unused accrued time in lieu will be paid out at the agreed accrued rates.

Management believes the above provisions will allow employees to continue to enjoy a flexible workplace in having accrued hours for such occasions where an employee would take time off when it suits their personnel situation.

Please sign your acceptance and understanding of this document.

Employees Name

Company Representative
Witness

Signature

Signature