

**Information for
Temporary Employees**

Welcome to the WellsGray Temping Team!

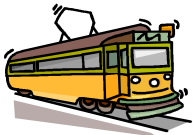
At WellsGray, we are renowned for sending “Quality Staff” to our clients. You are a **valued member** of our team and we wish to make you feel welcome and special. In return we strive for our temps to show initiative, be conscientious and above all have an enthusiastic attitude in order to represent us in a professional manner.

WellsGray Recruitment Pty Ltd
Level 10, 575 Bourke Street
Melbourne, Victoria, 3000

Tel: (03) 8614 7555
Fax: (03) 8614 7599
Email: info@wellsgray.com.au
Web: www.wellsgray.com.au

Our office is open from 8 am to 6 pm weekdays.

Should you need to contact WellsGray after hours, messages may be left on our answering service. Messages are accessed at 8am daily by our consulting team.



Melbourne Transport

For public transport information and timetables please visit www.metlinkmelbourne.com.au or www.connexmelbourne.com.au or alternatively, call Metlink on 131 638.

For taxis, call 13 22 27.

Expectations of Temporary Personnel



PUNCTUALITY

It is **imperative** that you arrive to work on time. If you are running late or are unavoidably delayed, please contact WellsGray **immediately**.

TIMESHEETS



Remember to take a timesheet to your assignment. If you have forgotten your timesheet please call our office or download one from our website at www.wellsgray.com.au

GROOMING



Please dress **appropriately** for each assignment. Your consultant will advise you of the dress code for your assignment. If in doubt dress conservatively and maintain a **professional** appearance at all times.

ATTITUDE



Be proud of your work. A **flexible** and **friendly** attitude is expected whilst temping. If you have completed your work, **ask** if there is anything you can do to assist others.

MOBILE PHONES



Switch-off your **mobile phone**. It is strongly advised to refrain from making or taking **personal calls** during time which is being billed to the client. It is important that you ask your employer if you can make a personal call in an emergency situation.

QUESTIONS



Don't be afraid to ask **questions** on the job. If you have any queries about work instructions, **don't hesitate** to ask your supervisor. You may find it useful to take a note-book to your assignment to jot things down. If you have any queries or problems on the assignment call your consultant **immediately**.

OVERTIME



Always check with your consultant before **agreeing** to work **overtime**.

EMAIL & INTERNET



Only use your employer's internet and email system for work purposes and **not** for personal use. Do not retain any documents, computer disks or physical objects on which **confidential information** is stored. Refer to our **Email and Internet policy**.

CONFIDENTIALITY



You may in your assignment have access to confidential information. Please **refrain** from discussing the specific details of your work with anyone but your immediate supervisor.

CONFIDENTIALITY AGREEMENT



Please keep in mind that the **confidentiality agreement** you have signed not only covers the information you have been privy to whilst on assignment, but also the **names** of those companies. Do not include the names of the clients for whom you have worked on your resume.

Please Contact WellsGray Immediately if:

- You **cannot attend** your assignment due to **illness** or any other reason.
- Please ensure you give as **much notice** as possible.
- The skills required for the role **do not** match the assignment description provided by your consultant.
- You are **approached** directly by the client to either extend or cut short your assignment.
- You need to advise us of any **new skills** you have acquired whilst on assignment.
- You need to advise us of your future **availability**.

Performance Evaluations

At the completion of each assignment a Performance Evaluation is completed by your supervisor. The evaluation asks the client to assess you in the following categories:

- Technical skills
- Productivity
- Ability to take Direction
- Flexibility
- Accuracy
- Quality of Work
- Work under Pressure
- Personal Appearance

These results are recorded in your file on the database and the information is available to you upon request. Based on a client's assessment of your performance, your consultant may discuss certain aspects of the evaluation with you.

Email and Internet Policy

The use of electronic mail and other network communication facilities to harass, offend or annoy other users of the network is forbidden, as are chain letters. Abuse of any computer facilities provided by WellsGray Recruitment or our clients could result in disciplinary action or termination of employment.

ACCEPTABLE USES

- Use e-mail in a manner that is appropriate to your role with WellsGray Recruitment and our clients;
- Use the service in a manner which does not interfere with or disrupt other network users, services or equipment;
- Use e-mail in a manner which does not violate any applicable laws or regulations;
- Respect the legal protection afforded by copyright, trade marks, license rights and other laws to materials accessible via e-mail or internet services;
- Respect the privacy of others;
- Refrain from acts that waste resources or prevent other users from receiving the full benefit of the network;
- Your use of e-mail should be ethical and in accordance with accepted community standards.

UNACCEPTABLE USES

- It is not acceptable to use e-mail for any purpose, which violates local State, Federal or International laws, including;
- E-mail that contains swear words, coarseness, sexual reference, racism, vulgarity or is discriminatory against any other human being or group of human beings;
- Using company e-mail address to receive 'mailing-list' information of any kind;
- Violate copyright or other intellectual property rights;
- Access to sexually explicit or violent Internet sites;
- Illegally store, use or distribute software or offensive/obscene images in any format;
- Downloading software from the Internet not sanctioned by the client's IT rep;
- Transmit threatening, obscene or offensive materials;
- Engage in electronic 'stalking' or other forms of harassment such as using abusive or aggressive language;
- Misrepresent or defame others;
- Commit fraud;
- Gain unauthorized access to any computing, information, or communications device or resources, including but not limited to any machines accessible via the Internet;
- Conduct any business or activity or solicit the performance of any activity that is prohibited by law;
- Make an authorized transmission of confidential information or material protected by trade secrets;
- Distribute messages to inappropriate or unrelated forums, new groups or mailing lists ('spamming');
- Propagate computer worms, viruses and other types of malicious programs;
- Make transmissions of any type or quality, which adversely affect the client's network, and
- Forward any attachments in the form of jokes, soundcards, games etc...externally. (i.e. to contacts outside the organizations)

You are also expected to make yourself familiar with individual client E-mail and Internet policies upon commencement of each assignment.

Equal Opportunity & Sexual Harassment

WellsGray Recruitment is committed to the principle of Equal Opportunity and encourages all applicants to enjoy fair access to employment opportunities. All employment related decisions are based on merit and not influenced by factors that are irrelevant to the person's ability to fulfill inherent job requirements. Under Victoria's Equal Opportunity Act 1995, it is unlawful to discriminate on the basis of:

- Age
 - Disability
 - Industrial activity
 - Lawful sexual activity / Sexual orientation

 - Marital, parental or career status
 - Physical features
 - Political beliefs or activity
 - Pregnancy
 - Race
 - Religious belief or activity
 - Sex
 - Personal association with a person who is identified by reference to any of the above attributes
- OR
- To sexually harass another

It is our expectation that at all times your behaviour reflects the spirit of the legislation. If you experience discrimination or sexual harassment in the workplace you should first make it clear that such behaviour is offensive to you and contact your WellsGray consultant immediately.

Health & Safety Policy

It is our aim that each temporary, contractor or successfully placed permanent applicant be provided with a Safe and Healthy place in which to work. However, safety at work is both an individual and shared responsibility and ultimately rests on the willingness of everyone to co-operate and work collectively.

OBLIGATIONS OF WELLSGRAY

- Ensure client worksites are free of health & safety risks.
- To not place temporary personnel in an environment or role that is unsafe.
- Encourage open communication between temporary personnel, our clients and our consultants in regards to health & safety.
- Hold Workers Compensation Insurance which covers temporary personnel in the event of an injury.
- Assist injured temporary personnel in returning to work.

TEMPORARY EMPLOYEE OBLIGATIONS

- Report any pre-existing illness or injury to WellsGray prior to accepting any assignments.
- Ensure your own safety and your co-workers' safety in the workplace.
- Co-operate and follow health and safety procedures.
- Attend and participate in any training sessions provided.
- Report any workplace injuries, incidents or hazards to the client and to WellsGray Recruitment.
- Participate in Rehabilitation and return to work programs after a work related injury.

HOST EMPLOYER OBLIGATIONS

- As much as is practicable, ensure the workplace is safe.
- Monitor work conditions and ensure they are safe and free from risks to health.

- Provide enough information, training and supervision to enable you to carry out work in a safe manner. Upon commencement of each assignment, your supervisor should conduct an induction specific to their workplace. If the client does not complete an induction, please advise your consultant at WellsGray

CLIENT INDUCTIONS

- Ensure the client completes a safety induction prior to commencing work and introduces you to their OHS representative. If an induction is not carried out contact WellsGray immediately.

EMERGENCY EVACUATION STEPS

- Your supervisor should ensure that you become familiar with Evacuation/Emergency Procedures during your induction.
- In case of Emergency/Fire follow the instructions of your Fire Warden.
- Assemble in the designated area and stay there until instructed otherwise.

DRUGS AND ALCOHOL

- Under no circumstances is any temporary /contractor to work under the influence of alcohol or drugs.
- Breach of this rule will result in termination of your assignment.
- If you are on prescribed medication that may impact upon you're your ability to safely perform your role, please speak to your consultant or OH&S representative.

FIRST AID

- During your on-site induction, pay attention to the names of the First Aid Officers and Occupational Health and Safety Representatives.
- If you require First Aid, report to your First Aid Officer and advise WellsGray as soon as possible.

LEAVING THE WORKPLACE

- Do not leave the Workplace without authorisation from your Supervisor or WellsGray.

INJURIES

- Seek medical assistance from your host employer.
- Tell your supervisor immediately and inform WellsGray as soon as possible.
- A Register of Injuries form must be completed by your host-employer in the event of an injury and forwarded to WellsGray.
- Request a WorkCover Claim Form from WellsGray should you require time off work or medical treatment so that you may claim WorkCover entitlements.

- If you are unable to perform your normal duties, obtain a Certificate of Capacity from your Doctor and forward to WellsGray immediately.

HAZARDS

- If you are concerned for your own safety or the safety of others at your host-employer's workplace, call WellsGray immediately.

OFFICE SAFETY

- Be sure to properly adjust your workstation before commencing work.
- Your chair should be adjusted so that your knees are at 90 degrees of the chair when seated.
- Make sure the chair supports your lower back.
- Your monitor should be directly in front of you and documents placed to minimize head movement.
- Objects you use most frequently should be located within easy reach to avoid overstretching.
- Your mouse should be to the immediate left or right of the keyboard.
- Take regular "stretch" breaks.

Payroll Information

REGISTRATION

WellsGray require the following forms to completed prior to the commencement of your first temporary assignment with us; Candidate Application, Banking Details, Tax File Number Declaration, Employment Agreement and Privacy Agreement. You will also be provided with a Super Choice Form upon registration (refer to **Superannuation** for further information).

TAX FILE NUMBERS

Tax File Numbers must be provided within 14 days of commencement of your first temporary assignment through WELLSGRAY Recruitment. If you fail to provide this within **14 days** of commencing a payer/payee relationship with WellsGray, we are bound by the Australian Taxation Office to tax you at the **highest marginal tax rate**, plus Medicare levy (Currently 48.5%).

PAYMENT OF WAGES

For each week (Saturday to Friday) a timesheet must be completed. Additional timesheets will be included with your pay advice slip. Your pay advice slip will be forwarded to you upon payment of wages into your bank account each Wednesday following the week that you work.

COMPLETING YOUR TIMESHEET

Your timesheet must be **signed** by your supervisor before submitting it to Wells Gray Recruitment. Accurately complete all of the requested information; including the date and time you commenced each day, as well as the number of minutes taken for meal breaks.

Upon completion of your assignment (or Friday of each week if the assignment is long term) please fax the signed timesheet to us. It is your responsibility to get your timesheet to us. Please note the deadline for timesheets is **5:00pm Friday. No processing of late timesheets will take place.**

If you fax your timesheet, please keep the **fax confirmation receipt**. Timesheets will only be processed outside the standard pay run if we fail to receive the timesheet and you can produce a transmission confirmation.

INDUSTRY AWARDS & RATES OF PAY

The majority of Wells Gray temporary positions are covered by the Clerical and Administrative Employees Victoria Award. Hourly pay rates will vary depending upon the skills required for the assignment.

Information regarding awards can be found at www.wagenet.gov.au and www.airc.gov.au. Alternatively, you can seek advice by calling Wageline on 1300 363 264.

SUPERANNUATION

Superannuation contributions are made according to the Superannuation Guarantee (Administration) Act. To be eligible for superannuation, you must earn a minimum of \$450 per calendar month. Should you wish to nominate your own fund, you must complete a Super Choice Form. If you do not wish to nominate your own fund, your superannuation will be paid into our industry fund, Recruitment Super (see enclosed brochure).

PAYMENT SUMMARIES

After the 30th of June each year, we will send you a payment summary for taxation purposes.

CHANGE OF PERSONAL INFORMATION

Please advise us immediately if any of your details change.

TRAVELLERS



Wells Gray Recruitment

A Service Based On One Word; Quality

Please refer to our 'Information for Traveller's available from our website www.wellsgray.com.au for further taxation and superannuation information.

PAY QUERIES

Please direct any payroll queries to:

Selina Lee (Payroll and Accounts Manager)
Ph: (03) 8614 7555 Fax: (03) 8614 7599
Email: accounts@wellsgray.com.au