

*Address: Hillebrand, Coghlan Rd,  
Outer Harbor SA 5018, Australia Adelaide*  
*Website: [www.hillebrand-au.com](http://www.hillebrand-au.com) OR [www.hillebrand.com](http://www.hillebrand.com)*  
ABN 58 079 446 905 Tel: +61731029749

## **TERMS & CONDITIONS OF CONTRACT**

The management of Hillebrand Logistics Australia hereby agrees to offer employment with newly employees that consents to all that is written below in this Memorandum of Contract.

### **1. JOB ASSIGNMENT AND WAGES:**

The Employer hereby engages with Employee, if employee agrees to work for the Employer in the capacity of Business development Manager at the rate of AUD \$10,730 Australian Dollars (No tax deductions) amount mention will be given as monthly salary.

### **2. CONTRACT DURATION:**

The duration of the contract is Four years starting from the day of official report into Australia, the extension of the

contract shall be mutually agreed upon between the Employer and the Employee.

3. CONTRACT PERIOD:

The Employee shall work on probation for a period of 3 months (according to Local Labor laws) starting from the first working day, the three months' probation period doesn't affect your salary. If the Employer should find during the probation period that the Employee is not qualified for the job assigned, the Employer may either offer the Employee other appropriate job or position with the consent of the Employee

4. WORKING HOURS & LOCATION:

The working hours shall not exceed six (6) to eight (8) hours a day and five (5) days per week. Monday to Friday.

You work location will be at Address: Hillebrand, Coghlan Rd, Outer Harbor SA 5018, Australia

Adelaide, Australia

5. HOLIDAYS AND ANNUAL LEAVE:

Annual Leave of thirty (30) days shall be granted the Employee having completed one year in office. His/her leave allowance shall be his/her basic monthly salary which is sum of 10,730 AUD

**YEARLY SALARY TABLE FROM 2021 to**  
**2024**

***Salary for YEAR 2021 SALARY***

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SALARY	15,022 AUD
40% SALARY INCREMENT	6008.8 AUD
TOTAL SALARY	21,030.8 AUD

**Salary For YEAR 2022 SALARY**

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SALARY	21,030.8 AUD
40% SALARY INCREMENT	8,412.32 AUD
TOTAL	29,443.12 AUD

**Salary For YEAR 2023 SALARY**

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SALARY	29,443.12
40% SALARY INCREMENT	11,777.248 AUD
TOTAL	41,220.368 AUD

**Salary for YEAR 2024 SALARY**

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SALARY	41,220.368 AUD
40% SALARY INCREMENT	16,488.1472 AUD
TOTAL	57,708.5152 AUD

**6. OVERTIME:**

If the Employee works more than the eight (8) normal working hours, the Employee shall be paid extra for overtime by the Employer at the rate of C\$70 (Seventy Australian Dollars) per hour (not less than the minimum rate set by the local Labor Law) which will be added to his/her

monthly salary. If the Employee works on weekends or holidays, the Employee shall be paid overtime by the Employer at the rate of C\$85 (Eighty- five Australian Dollars) per hour (not less than the minimum rate set by the local Labor Law) and this shall be paid on a weekly basis.

7. ACCOMMODATION:

A. the Employer shall provide the Employee with a safe and hygienic accommodation free of charge during the term of contract.

B. After three (3) months of probation, a car will be provided by the Employer to the Employee.

8. MEDICAL TREATMENT:

In the event of the Employee's illness or accident caused by work during the period of the contract, the Employer shall both provide all necessary medical treatment free of charge to the Employee.

9. TRAVEL AND TRANSPORTATION:

A. The Employee shall pay for the cost of visa for employment from his/her home country to prove his or her seriousness and commitment of working with our reputable organization, as soon as he/she resumes work in Australia,

the Employer shall refund the expenses as he/she submits the expenses report to the management. The Employer will be responsible for Employee Air Ticket from his/her location to Australia after the company receives evidence of visa registration.

Our management has lost huge amount of money for many un serious candidate, after visa and air ticket get ready they refused to come, some due to family reasons etc for that purpose management required any serious candidate to take up visa processing the amount incur will be reimburse during payment of first salary, please take note of this agreement can't be reversed.

B. The Employer shall also pay for the cost of the return travel to Employee whenever he/she intends to travel to his/her home country in all cases, except that the Employee is at fault or terminates the contract.

#### 10. FAMILY WELFARE & HEALTH ARRANGEMENT:

A. The Employer shall be responsible for the total welfare of the employee's family members and shall be responsible for the educational advancement of two members of the employee's family.

B. In the event of any health-related issues, the Employee's family members shall be provided with basic health facilities at the company's clinic/hospital.



## 11. OBLIGATIONS:

- A. The Employee shall abide by the rules and regulations of the Employer in conformity with the local Labor Law and shall respect the local traditions and customs.
- B. The Employee shall work only for the Employer's office based on where he or she is allocated to work.
- C. The Employee shall not engage in any unlawful activities such as protest or demonstration or election.

## 12. TERMINATION OF THE CONTRACT:

- A. Where the Employer intends to terminate the contract, the Employer shall give one-month notice to the Employee, or pay one-month salary in lieu of giving notice, or otherwise act in conformity with the local Labor Law. The Employer shall pay for the cost of the travel of the Employee back to his/her home country.
- B. Where the Employee intends to terminate the contract, the Employee shall give one-month notice to the Employer and shall pay for his/her own expenses in the return travel back to his/her country.

## 13. OTHERS:

- A. In the event of natural disaster, riot, fighting or war the Employer shall evacuate the Employee to a safe area, and if the situation is no longer conducive for the continuity of

work, the Employer shall repatriate the Employee and shall pay for all the expenses of the repatriation.

B. Other conditions not mentioned in the contract shall be in accordance with the stipulations of the local Labor Law.

C. Where the Employer fails to implement any of the conditions agreed in this contract, in full or in part, the Employer shall be responsible for all the losses incurred to the Employee.

#### 14. CONFIDENTIALITY:

A. The Employee shall not disclose to any third party any confidential information obtained during his/her course of employment or during his/her recruiting process unless expressly authorized by the Company.

B. Confidential information for the purposes of this employment includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.

C. The Employee's obligation to maintain confidentiality and secrecy shall apply after his/her employment until such time that the information is no longer confidential or has been made public by the Company.

D. The Employee shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Company's confidential information.



#### 15. GOVERNING LAW:

This Memorandum of Contract shall be governed by and construed in accordance with the laws of Australian government .

Please confirm your acceptance of the above terms and conditions in this Memorandum of Contract by printing out, signing on the lower right-hand side and scan and submit to us as an attached file within three (3) days from the date of receipt of this Memorandum of Contract.

#### 16. TAX

Amount mention in the agreement will be given to candidate at end of every month, the employment will be tax free

#### 17. ACOMPANY RELATIONS

If employee has any relation who wants to accompany him or her, we don't have any objection to it, employee can come along with any of his family members, company will pay for cost of their air ticket

#### 18. EMERGENCY TRAVELLING

When employee required to travel on emergency during his work with us, he will be permitted not more than two times a year, emergency travelling don't have effect on yearly vacation as management will grant you vacation when the time matured



## EMPLOYEE ACCEPTANCE ACKNOWLEDGEMENT

I, ..... have read and understood the

(Name)

Above terms & conditions of the Memorandum of Contract and hereby affix my signature in acceptance of same.

Signature & Date.....

## EMPLOYMENT BOND

I, Mr./Mrs./Ms.....of

(NATIONALITY/PASSPORT NUMBER)

TEL:..... ADDRESS:..... SEX:...

Hereby covenant/undertake/agree that throughout the duration of my employment I shall not divert any contract/business of the company to myself or any other person or company.

I shall not engage while under the employment of the company in any business that conflicts company/business



or any other rival or conflicting business with the company either alone or in collaboration with others person while I am still under the employment of the company.

That during the continuance of my employment with the company and for the period of my appointment I will not engage in any employment or divulge any information which came to my knowledge in the course of carrying out my duty or reveal any trade secret(s) to another company or person(s) who engage in rendering same services or production within the same locality with the company except with the written consent/permission of the compan

Sex: ..... Country:..... DOB:..... Passport NO:...

Employee Signature & Date ..... Tel:.....

Appointment endorsed

File No 2020/00

Serial no: 200/220

Govt Approval Reg No: NZ030030-UI

THE APPOINTMENT ATTESTED

Employer  
Signature

Company Lawyer Signature

