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**Organisational Chart**

Your position is shown on the [*Organisational Chart*](file:///C:\Users\Tomlamont\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Procedures\Human%20Resources\Organisational%20Chart.doc) in the Operations Manual.

**Position Descriptions**

You will be provided with a Position Description. Also refer to your individual Offer of Appointment and the Operations Manual.

**Letter of Appointment**

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You will be given an Offer of Appointment, outlining your conditions of employment containing:

* bd06937_your position
* your salary / wage
* name of your Supervisor
* probation period
* attendance requirements
* hours of work
* meal and break times.

**Induction**

All new staff receive an induction which includes:

* Introduction to the business
* Awareness of resources, facilities, systems and general safety and environmental issues
* Information on entitlements and obligations.

**Training**

* Training provides employees with skills, competencies and formal qualifications to work efficiently, safely and in compliance with legal and workplace requirements.
* Training can be provided internally and externally.
* Detailed knowledge and understanding can be attained through attending seminars and conferences, although a formal certificate of competency may not be achieved.
* Routine or low risk competencies need not always be recorded (e.g. opening mail, keeping records). A supervisor will ensure employees are competent through monitoring and observation.
* Essential and high risk competencies are recorded. A formal qualification, ticket or licence may be required for specific duties involving health and safety, financial control and plant operation.

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**Performance Appraisal**

BS02002_Performance reviews are held half yearly, usually in July and December. Both parties have an opportunity to assess work performance, the job environment and set goals for future development.

**Your Rights**

* To be paid the appropriate rate for the work that you do.
* To be advised of your rate of pay – you must receive a pay slip every time you are paid.
* bd06629_To work in a safe environment.
* To receive training in your duties.
* To work in a discrimination-free workplace.
* To join a union or association of your choice.

**Your Responsibilities**

* Follow reasonable and lawful instructions given by your employer. A reasonable instruction is one that:
* an employee is competent and capable of doing;
* is not an illegal act; and
* is not a threat to health and safety.
* Arrive on time and be punctual.
* Advise your supervisor of any intended absences as soon as possible.
* Work to the best of your ability during the hours of work in your employment contract.
* Obey safety rules – see *Safety for Everyone* section regarding your obligations.

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* Follow work instructions and procedures.
* Maintain a clean, well groomed appearance.
* Dress appropriately for the job. Use personal protective equipment where required.
* Show respect to your supervisors, colleagues and company clients.
* Keep personal problems at home.
* Treat company property with care.
* Respect the privacy of clients and employees.
* Respect company and client confidentiality.
* Vehicles, plant and protective equipment to be clean, tidy and routinely serviced.
* Keep your work area clean, tidy and safe at all times.
* No swearing or offensive behaviour.
* No smoking in any buildings, unsafe outdoor areas, during meetings, or in designated non-smoking areas.

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* No consumption of alcohol on client or company property, or during work hours unless authorised by the Managing Director. The Managing Director shall advise a consumption limit and expect employees to consume and behave responsibly. It is the responsibility of each employee to drive legally (limit consumption of alcohol).
* Report customer complaints immediately.

**Resignation or Termination of Employment**

We hope your employment with us will be long and mutually rewarding. We recognise, however, that you are free to resign at any time just as you must recognise that your employer is free, should the need arise, to terminate employment.

Other than for disciplinary action, your employment may be terminated by being given the required notice outlined in outlined in the Drake Trailers Pty Ltd Employee Collective Agreement 2007. When resigning, you are required to give the same notice. If this is not given, you may forfeit some payment.

Prior to termination of your employment, you must return all items issued to you by your employer, such as name tags, uniforms, identification cards, keys, handbooks, and the like.

For further information please refer to Section 3.8 of the Drake Trailers Pty Ltd Employee Collective Agreement 2007.

**Disciplinary Action**

Disciplinary action will be carried out in cases of:

* Poor work performance

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* Not maintaining satisfactory output, once trained
* Not producing work to the required quality and accuracy
* Not working in accordance with the task description
* Not following supervisors/management instructions
* Not following safe work practices.

**Disciplinary Procedure**

In order to maintain a fair, consistent and logical work discipline, all employees regardless of position are subject to disciplinary procedures detailed below.

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***Stage 1 – Verbal Warning:***

The normal action in the first instance of a failure to meet company standards will be a verbal warning by a supervisor or manager. In more serious cases, Stage 1 will be omitted and a first or second written warning will be issued.

***Stage 2 – First Written Warning:***

Continued failure to reach company standards or a more serious breach of discipline will justify a First Written Warning.

***Stage 3 – Second (Final) Written Warning:***

Continued failure to reach standards or a more serious breach of discipline will justify a second (final) written warning.

***Stage 4 – Dismissal:***

An employee may be dismissed with or without notice according to the circumstances if, in spite of verbal and written warnings, he/she fails to reach the company’s required standards.

**Instant Dismissal**

Regardless of the above, instant dismissal without notice, can occur where an employee is involved in:

* Breaking the law
* Theft
* Damage to property
* Immoral or indecent behaviour

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* Gross insubordination
* Falsifying work records
* Malicious or slanderous acts, which may cause the company damage or disrepute
* Gross breach of security, confidentiality or privacy
* Using company computers to:
* download, store or transmit illegal, pornographic or distasteful material
* send offensive, hurtful or insulting material.

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