

GENERAL POLICIES

Your Behaviour

AAG believes that the way we behave in the course of employment, directly influences the way our company is perceived by others.

As such, staff, suppliers, members of the public and clients should be treated in a fair, impartial and unbiased manner.

Accordingly, below are some basic behaviour guidelines that staff are required and expected to follow and staff should always remember that often the way you intend to say and mean something, will be interpreted differently by others.

A failure to adhere to these guidelines is not permitted and will not be tolerated.

Certain acts of misconduct are considered by AAG so serious in nature that a breach **will** lead to termination of employment. Some of those categories are listed in this policy.

These acts are done wilfully by the employee, with a wrong intention. The consequences that flow from the act is secondary.

For example, if an employee walks into a colleague by accident and that colleague falls over and breaks their leg, this would not generally lead to dismissal as there was no intention to cause that person harm.

However if the employee intended to walk into their colleague causing some harm, it would lead to instant dismissal.

Categories of where an act will lead to termination include (but not limited to):

- Theft of company or staff property
- Assault where physical contact is made (i.e. battery)
- Engaging in an act that is unsafe and can easily cause physical or other harm to another person
- Engaging in an act that has the likely potential to bring the company into disrepute
- Fraud and corrupt conduct as defined under the Corporations Act in Australia.

ALWAYS

- ✓ Acknowledge others promptly and with courtesy
- ✓ Treat everyone with respect
- ✓ Ascertain the person's name and use it wherever possible
- ✓ Be friendly, but not familiar
- ✓ Always remain calm and do not lose one's temper
- ✓ Only make promises, quotes and undertakings you can keep
- ✓ Be positive and let the customer know what you can do
- ✓ Report any damage to equipment
- ✓ Report any breach of this code to management

NEVER

- ✗ Use obscene language
- ✗ Commence work under the influence of drugs and/or alcohol
- ✗ Engage in horseplay, fighting
- ✗ Bring weapons or dangerous substances into the workplace
- ✗ Disregard safe work procedures
- ✗ Intentionally waste or destroy company property or equipment
- ✗ Engage in conduct that would intimidate staff, customers or suppliers
- ✗ Misrepresent AAG's products and services
- ✗ Take Human Resource and management matters into your own hands



GENERAL POLICIES

Travel Expenses

Payment of Expenses

AAG recognise that some staff will be required to travel away from their regular workplace in the course of their employment. We also recognise and appreciate the time spent away from their family and friends, as well as the long hours incurred as a result of being away from home. As such AAG does not impose stringent policies regarding travel expenses and all reasonable travel expenses will be reimbursed.

Effectively, this means staff who are required to travel to locations at least 200km away from their normal ordinary place of work are entitled to be reimbursed for all reasonable accommodation, travel and dining expenses subject to the following.

- A tax receipt accompanied with the relevant cash reimbursement form must be produced.
- Your manager has approved the expenses by way of the cash reimbursement form
- The expense is reasonable in the circumstances.

REMEMBER: Without an approved cash reimbursement form, you will not be reimbursed even if the expense was reasonable.

Airlines and Hotels

The Australian Automotive Group have preferred carriers and hotels that we use as a matter of preference. All bookings should be referred to head office so we can source the correct hotel and flight using the company account. Bookings made without AAG approval will only be reimbursed once approved by the Director of Finance and, subject to review by Human Resources. You may only be reimbursed for a partial payment even if the expense is deemed to be reasonable in the circumstances.

Except when entertaining clients at official events, AAG does not encourage the consumption of alcohol and will only provide limited reimbursement for staff for this while away on official duties for the business.

David Berlusconi
Human Resources Manager



REASONABLE

- ✓ **Dinner:** A combined Food and Beverage amount of up-to \$80.00 if you are required to stay overnight at a location at least 200 km from your ordinary place of work. No more than \$20 from this amount may be spent on alcohol.
- ✓ **Lunch:** A Food and Beverage amount of up to \$40.00 when required to stay overnight at a location due to work. Alcohol is not permitted.
- ✓ **Breakfast:** A Food and Beverage amount of up to \$30.00 when required to stay overnight at a location due to work. Alcohol is not permitted.
- ✓ Economy when flying domestically using AAG's preferred carrier where possible.
- ✓ 4 star accommodation using AAG's preferred hotel group.

UNREASONABLE

- ✗ Taking alcohol from the hotel mini bar.
- ✗ Claiming for tobacco.
- ✗ Utilising paid in-house movies from the hotel.
- ✗ Utilising hotel dry cleaning services.
- ✗ Any consumption of alcohol during the morning or business hours unless entertaining clients on official business that is reported prior, to your manager.
- ✗ First and Business class when flying domestically
- ✗ Using an airline carrier that has not been organised through the AAG preferred carrier account.
- ✗ Paying a TIP greater than 5% of the total bill.
- ✗ Claiming reimbursement for something other than reasonable accommodation, dining and travel.

GENERAL POLICIES

Personal Relationships

AAG acknowledges that some staff may be related to one another, its clients, suppliers or develop a personal and/or sexual relationships.

Staff are often in a position of trust and influence and as such, have a responsibility to ensure the workplace is not adversely affected by any personal relationships that they may have.

AAG does not wish to intrude on the reasonable privacy expectations of any staff member, however the potential for conflict or perceived conflict between personal/family relationships and work responsibilities may arise. For example, the following situations are where a conflict of interest may arise:

- Discussing confidential matters with your partner outside of work who is managing a staff member, contractor or supplier more favourably.
- Selecting, recruiting or appointing a person with whom the recruiter has a personal relationship.
- Transferring or promoting staff who are in some way, related to their partner.
- Adjusting someone's working days, hours of work, or using managerial discretion more favourably towards a person they are in some way, related to.

Where staff are in a situation where there is a conflict of interest or perceived conflict of interest, AAG will work with the staff member(s) in question to limit any adverse exposure or potential for a conflict to occur.

This could include:

- Making no changes at all - just being aware of the issue and potentials for conflict is often enough
- Moving offices to another location or worksite
- Changing the person's hours or work
- Re-organising duties and responsibilities
- Relocation.

"We work with other staff on a daily basis often, for many years. In fact it is not uncommon for staff to know their colleagues better than their cousins and often form personal relationships with staff, outside the workplace.

However as a courtesy and a matter of policy, staff are expected to disclose this information to AAG's Human Resources Department so to avoid any conflicts of interests or, perceived conflicts of interest. Unless deemed necessary by senior management, this information will be kept confidential".

Human Resources Department



GENERAL POLICIES

Drugs, Alcohol and Testing

Many of AAG's staff operate in environments where simple oversights and poor workmanship, can result in loss of profits, injuries and fatalities.

As such, AAG does not allow any staff member to be undertaking work on behalf of AAG, if they are under the influence of alcohol or non-prescribed drugs. This is the case regardless of whether staff are on business premises, in a company vehicle or at another location working on behalf of AAG.

Any staff who are taking legally prescribed drugs, are required to inform their manager so both their manager and human resources can ensure the working environment is a safe one.

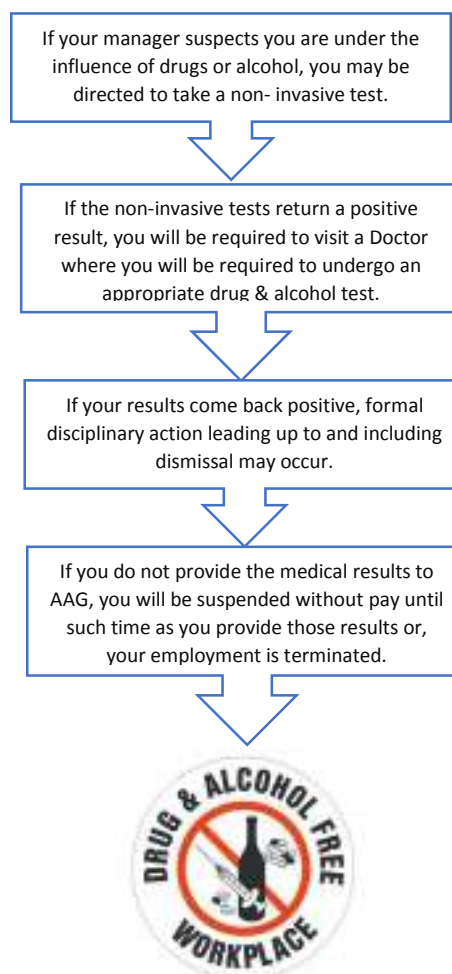
A person who is suspected of being under the influence of alcohol and/or drugs whilst working, will not be allowed to perform their duties and will be required to undergo a drug and alcohol test. The results of this test must be provided to AAG immediately.

Employees will be tested following any incident or accident where the involvement of alcohol or other drugs are suspected.

Employees who breach this policy or who refuse to agree to undergo testing and/or provide results to AAG will be stood down immediately without pay, subject to counselling and/or disciplinary action, leading up to and including possible dismissal.

Management will assist any person who may require time off for counselling and treatment for alcohol and/or drug-related problems. Such requests should be directed to the HR Department and any request for such reason/s will remain private.

NOTE: AAG will suspend an employee without pay from the time they are directed to visit a doctor or medical centre, until such time an outcome decision is made. However in the event the matter does not justify serious and wilful misconduct by the business, monies will be reimbursed to the employee.



- ✓ Remember that simple oversights and mistakes in our industry can cost people their lives.
- ✓ Report any use of legally prescribed drugs to your supervisor immediately
- ✓ Never turn a blind eye if you see another staff member in breach of this policy

DONT's

- ✗ Perform work, or come to work under the influence of drugs and/or alcohol
- ✗ Drink alcohol on your meal break
- ✗ Take or supply drugs or alcohol whilst at work
- ✗ Forget or refuse to undergo a medical test or provide AAG the result as this will result in disciplinary action leading up to and including dismissal.

GENERAL POLICIES

Dress Codes

Clients and co-workers make decisions about the quality of our services based on their interactions with you.

Because of this, proper business attire is essential and employees are expected to demonstrate good judgment and professional taste.

These guidelines are designed to assist staff in understanding what we deem reasonable.

Courtesy to co-workers and your professional image to clients and our stakeholders should always be factors that are used to assess whether you are dressing in business attire that is appropriate.

Office Staff:

AAG expects all office based employees to dress appropriately in business casual attire.

Consequently, business casual attire includes suits, pants, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis, rather than subjecting all employees to a stringent dress code for appropriate business attire.

Trades Staff

Staff working in repair and service areas are required to present themselves in black boots and black pants. T-shirts, shorts and shirts without collars are not considered appropriate.

Tattoos

AAG recognise and encourage self-expression and individualism. For this reason AAG does not prohibit staff from having tattoos in the workplace however public perception (for those in contact with customers) and common courtesy to other work colleagues dictate that we adopt the following guidelines.

- Tattoos that are deemed offensive and/or that do not reflect our corporate image will need to be covered.

Body Piercing

Body piercings (except for some earrings) can pose a work health and safety issue depending on the type of piercing, the location on your body and your working environment.

It is for these reasons that AAG does not generally permit staff to have visible body piercings whilst undertaking work for AAG.

Because every situation is unique, your manager can discuss exceptions to this rule and all exceptions must be approved by the Human Resources Department.

Religious Body Art and Piercing

Any special requests (e.g. on religious grounds) will be assessed by, and are not authorised unless formal approval is granted by AAG's Human Resources Department.



REMEMBER

- ✓ Body piercing is often treated as a WHS issue
- ✓ Every role and site location has additional policies which supplement this one.
- ✓ If in doubt, err on the side of caution.

NEVER

- ✗ Display any tattoos that a reasonable person would consider offensive in nature
- ✗ Assume your tattoo or body piercing will be approved. You should always discuss with your manager first.

GENERAL POLICIES

Mobile Telephones

Unless stipulated in a person's employment contract, staff are not permitted to use their personal mobile telephones during work hours.

Some staff however, are issued with mobile telephones for work related purposes or, elect to use their own phone for work related purposes. In this event, the person's manager will need to give prior approval in writing.

Any mobile telephone, SIM card or accessory that is issued to a staff member, remains the property of AAG at all times and usage is subject to monitoring.

In most cases, staff are required to complete an authority to deduct form before they are issued with a phone.

Additionally, mobile phones issued by the company often contain confidential information and staff with mobile phones are not permitted to let anyone else use or borrow their phone. AAG also requires you to make all reasonable efforts to protect the data on your phone with the inbuilt lock features.

Staff are permitted to utilise the 3G/4G network that has been issued to them on their SIM card subject to the policies contained within this guide including AAG's behaviour, conduct outside of work, bullying harassment and discrimination and internet and email policies.

Staff are permitted to use up-to a maximum of 2.5 gigabytes of data per month.

Call Costs: Calls between company to company SIM cards within NSW are not to exceed 10 minute durations unless the call is deemed to be reasonably "urgent" This is because these types of calls are free of charge to AAG for the first 10 minutes and then standard charges apply. Any national and international calls are billed to AAG at standard call charges.

Lost, Stolen, Faulty and Breakage: Phones that are lost, stolen, faulty and/or broken must be reported to AAG IT Department within 24 hours by emailing it@agg.com.au.



DO's

- ✓ Always assume your mobile phone usage can be monitored by AAG at any time
- ✓ Always report loss or damage to your phone as soon as possible
- ✓ Only use your mobile data for work purposes
- ✓ Always use authorised applications to protect any confidential data

DON'T's

- ✗ Never let another person use your phone
- ✗ Never loan your phone to another person
- ✗ Never misuse your phone
- ✗ Never install applications on a company phone unless your manager authorises it
- ✗ Never use your phone for non-work related purposes unless authorised by your manager

GENERAL POLICIES

Smoking

Smoking in the workplace is both an insurance and work health and safety issue. There is never an appropriate time where smoking in the workplace is permissible.

The retail motor industry is such, were it is not uncommon for combustibles, airborne particulars, and equipment to explode (or implode).

AAG is committed to a smoke-free workplace.

State and Federal laws impose significant restrictions and bans on smoking in all “professional trade, commercial and other business premises”.

For example, Laws^{xv} in NSW, make it illegal to smoke in outdoor areas that are within four metres of an entrance or exit, from a building used by pedestrians.

All enclosed areas of AAG are declared smoke-free areas, 24 hours a day, 7 days per week. This includes:

- All offices
- Workshops and storerooms
- Bathrooms
- Locker rooms
- Toilets
- The garage
- All meeting rooms

With exception of morning tea or lunch breaks, staff are not permitted to smoke during work hours.

Those who choose to smoke during their designated breaks are only permitted to do so in pre-determined locations in the workplace.

There is no such thing as a “smoke-o” break. Traditionally people have used their unpaid morning tea break for this and referred to it as such. The reality is smoking is a work health and safety issue for not only the smoker, but for those who inhale passive smoke.

Human Resources Dept.



DO's

- ✓ Ensure you do not “blow smoke” in the direction of other people
- ✓ Only smoke on your designated breaks and in designated areas
- ✓ Consider others around you when smoking

DONT's

- ✗ Smoke in any unauthorised areas
- ✗ Smoke during paid work time
- ✗ Throw your cigarette butts or matches on the floor. Only use dedicated bins.

GENERAL POLICIES

Conduct Outside of Work

In Australia, there are laws^{xvi} that require employers to be vigilant regarding their employees' outside of work conduct. While all employees of AAG have a right to privacy, criminal or otherwise inappropriate conduct occurring outside the workplace and negatively impacting on AAG, may result in disciplinary action or a requirement that the particular private conduct cease.

Particularly, where the conduct of the employee outside the workplace:

- Brings AAG into disrepute.
- Damages the interests of AAG.
- Is incompatible with the employee's duty of good faith with AAG.
- Damages the relationship between AAG and the employee, or other employees.
- Breaches a law that AAG is responsible for.

This action could occur through a variety of means such as:

- Using social media.
- Criminal activity such as stealing.
- Dishonesty relating to cash or goods.
- Harassing employees outside of work.
- Engaging in violence.

In serious cases, these actions can lead to dismissal.

This policy should also be read in conjunction with all other policies contained in this employment guide including the policy labelled "Your Behaviour" and "Bullying, Harassment and Discrimination". As a rule of thumb, any policy contained within this manual that outlines the type of values AAG instil in our people and brand image are generally, applicable outside the workplace and working hours.

Examples of situations where out-of-hours conduct has the potential to damage AAG's commercial interests and/or, the conduct is incompatible with the employee's duty as an employee include:

- Harassment or discrimination towards other employees such as sending text messages or photos via SMS outside of working hours, that have unwelcome and sexual inferences.
- An employee making demeaning and derogatory Facebook comments about their work colleagues.
- Criminal offences regarding dishonesty such as a mechanic being convicted of rebirthing vehicles outside of the workplace.
- A salesperson being convicted of defaming the business and/or work colleagues.
- An employee fighting with another employee at a New Year's Eve or Christmas party.

Ultimately, conduct that gives rise to a risk of damage to an employer's interests, even if there is no actual damage, may be considered conduct that attracts the legitimate concern of the employer and constitute termination of employment.



*Remember your conduct outside of work
can affect how our business
is perceived by others.*

DO's

- ✓ Remember that many of AAG's clients and customers feel an attachment to the brands we sell. Staff must avoid displaying negative publicity about our products and brands.
- ✓ Remember that if in doubt, err on the side of caution

DONT's

- ✗ Forget that if staff are aware of any breaches of this policy, they are required to report the breach to AAG's HR Department ASAP.
- ✗ Forget that many of AAG's policies can interact with this one for example, discrimination

GENERAL POLICIES

Rosters, Timesheets and Payroll

The payroll content and format of what businesses must keep and issue to staff, is generally governed by the Fair Work Act 2009 and Regulations.

AAG utilises leading payroll software in Australia and as such, our systems are heavily regulated. As a guide, it should be noted that Payroll:

- Is from Wednesday to Tuesday's (Pay-week)
- Is processed on Wednesdays
- Is processed fortnightly for award-based staff
- Is processed monthly for award-free staff
- Will automatically generate and email staff their payslips, from the payroll system, when the pay-run is executed

New Staff Commencing Employment

Managers are required to ensure the following documentation is in full, accurate and with Payroll in order for payments to be processed on payday:

- Tax File Declaration
- Personal Data Sheets
- Superannuation Choice of Fund File
- Contract of Employment

Otherwise the new employee will be paid the following pay cycle.

If you have any questions regarding your pay, your manager is the first point of contact. Should the matter remain unresolved, employees are welcome to email payroll@aag.com.au. Typically a response is given within 48 working hours.

Some staff are required to fill in timesheets. These timesheets are legal documents that record the working hours of staff members. Because these are legal documents, it is every important that the information provided on timesheets is a true and accurate record of your hours. Timesheets should be:

- Filled in, in "24 hour format"
- Filled in daily and signed

It is the responsibly of staff to ensure what they have entered is correct, If incorrect details are on the timesheet, the accounts department will still enter those details into our payroll system and our payroll system will pay you accordingly.

Any errors due to incorrect information being placed on the timesheet will be adjusted and processed in the following fortnightly pay-run.



DO's

- ✓ Ensure you fill in your timesheet in legible English
- ✓ Ensure your timesheet is submitted by 10am on Tuesday to avoid non-payment in that pay week.
- ✓ Tell your staff to ensure their timesheets are clearly legible. Inaccurate data can lead to delays in their pay
- ✓ Remember to use "24 hour" format

DON'T FORGET

- ✗ To fill in a timesheet
- ✗ Any errors in your timesheet will result in your salary and wages being delayed by a fortnight
- ✗ AAG's payroll departments will only pay staff based on the information you give them

GENERAL POLICIES

Company Vehicles

As a sales-orientated organisation within the retail motor industry, much of our business is conducted abroad. Because of this, some staff at AAG are provided with company vehicles to conduct their day to day duties. This can be negotiated in to their contract of employment or can simply be a perk of the job.

No AAG staff member (whether they are paid a vehicle allowance or not) are permitted to use their own vehicle when performing work-related activities on behalf of AAG, unless prior written authorisation is obtained.

Furthermore, vehicles are only permitted to be used within the state of New South Wales. Any staff member wishing to drive the vehicle interstate must have prior written permission.

Unless otherwise permitted in writing (such as an employment contract) the following company policies apply to the use of AAG motor vehicles.

- **Fuel Cards** are only to be used by the person the card was assigned to and, for the AAG vehicle assigned to that person. Other uses for example personal use of the fuel card where it is not authorised in writing will be considered as theft and treated as such.
- **Ethanol blended fuel** is not permitted in company vehicles. For non-diesel vehicles (i.e. petrol based), a minimum of unleaded 95 is required.
- **Unauthorised Drivers** (including family members, friends and other work colleagues) are not permitted to drive the company vehicle unless prior written permission is obtained.
- **Reasonable Security** of the company vehicle is to be maintained at all times. This includes ensuring windows are closed and car locked when not in use.
- **During a Breakdown**, staff are to use only the roadside service listed under the manufacturer warranty. Please speak to your manager for more information on this prior to using the vehicle.
- **Insurance Excess** will be payable by the employee where it's shown the accident was due to negligence, carelessness or recklessness. This includes damage to the interior or exterior of the vehicle.
- **Fringe Benefit Tax (FBT)** will be payable by staff when the vehicle is used for personal use. In this event, staff can elect to return the vehicle for resale during extended periods of leave. This will waive the FBT for that period.
- **The Cleanliness** of the vehicle is the responsibility of the driver. The company has a reasonable expectation that the vehicle is kept clean and tidy at all times for the purposes of presenting the vehicle to prospective buyers.
- **Smoking** of any kind is not permitted in company vehicles. If travelling with passengers, you are responsible to advise passengers of this.
- **NSW Laws** must be adhered to at all times. This includes the applicable NSW Road Rules 2014 as at 02 November 2017.
- **Fines** incurred due to the staff member's breach of State or Federal Laws must be paid for by the staff member in question the following payday.
- **Damage** to the interior or exterior of the vehicle (even minor) must be reported to your manager as soon as practicable (e.g. spilt liquid, scratches etc.).
- **E-TAG's** are only permitted to be used on the company vehicle that is allocated to the employee. Reasonable charges for personal use will be paid for by the Company if the employee is paying FBT. Otherwise, the E-TAG may only be used for business use.



DO's

- ✓ Follow all road rules and traffic laws applicable to the State or Territory you are driving in.
- ✓ Ensure you advise AAG immediately of any changes to your driver's licence.
- ✓ Report any damage to, or traffic incidents involving the vehicle as soon as practicable.

DONT's

- ✗ Use your own vehicle for work related purposes unless authorised.
- ✗ Smoke or allow others to smoke in the vehicle.
- ✗ Allow others to drive the vehicle.
- ✗ Drive a vehicle you believe is unsafe. Report it.

GENERAL POLICIES

Deduction Authority

Some AAG staff are issued with company property solely, for work purposes. This includes:

- Mobile telephones
- Laptops and/or tablets
- Keys and security cards
- Wi-Fi dongle for portable internet
- Motor Vehicle Excess

These items and devices remain the property of AAG at all times and staff are required to take the utmost care with these devices.

Any damage or loss of company property will be charged back to the employee and deducted from the employee's salary and wages including, any monies owed to the employee upon termination.

Fair wear and tear will not be charged back, however if the device or item is in a poor state, you must advise AAG as soon as possible.

The amount of monies deducted in these circumstances will depend upon your wage and/or salary and the item in question.

As with many matters in this policy, managerial discretion will always prevail over the terms of this policy. For more information, please speak to your manager

Termination of Employment: Notwithstanding any other provision in this policy, upon termination of employment, the company will withhold from any monies due to an employee, any amounts payable to the company by that employee. This includes monies for any accrued annual leave, salary, wages and/or commissions payable to you.



Any monies payable by an employee to the company will have the following amounts deducted until the debt is paid in full.

Those who earn commissions: 100% of an employee's commissions will be deducted until the debt is paid in full.

Award-based employees who receive an over-award payment: Any over-award payment (calculated weekly) will be deducted on the following basis until the debt is paid in full.

How much money is owed to AAG because this deduction policy has being triggered?	Any over-award payment (for award based employees) - Excluding the Award rate
\$0 - \$99	100% of the debt
\$100 - \$500	95% of the debt
\$500 - \$999	90% of the debt
\$1000 - \$1499	85% of the debt
\$1500 - \$1999	80% of the debt
\$2000 - \$2499	75% of the debt
\$2500 or above	70% of the debt

EXAMPLE: Dazza has an employment contract that provides for a company vehicle. In the event the vehicle is damaged, Dazza is required to pay an excess of up to \$3000.

Dazza earns \$1000 (net) per week in salary and \$1500 in commissions per week. The Award rate for Dazza is currently \$809.10 per week (which is an overaward payment (of \$190.90 per week).

Dazza damages the vehicle and is required to pay an excess of \$2571. The following will be automatically deducted from Dazza's earnings.

- 1) 100% of Dazza's weekly commission will be withheld. This equates to **\$1500** that week.
- 2) 70% of Dazza's weekly over award payment will be withheld. This equates to **\$163.63**.

The remaining amount is **\$907.37**.

- 3) The following week, Dazza will only receive \$592.63 in commissions as the remainder will be deducted. He will receive his full wage.

GENERAL POLICIES

Working from home

Work Health and Safety Laws obligate businesses to provide safe working environments to all staff, visitors and contractors.

This obligation is non-delegable and those working from home are required to ensure their premises meet AAG's standard of care policy.

As a general rule, AAG does not permit staff to work their ***ordinary hours** of work from home on a temporary or permanent basis unless written approval has been granted by AAG's Human Resources department.

However AAG recognises that in some situations, it may be necessary for staff to perform their ordinary hours of work from their residence.

Approval is only considered and/or granted on a case by case basis by the senior management and the Human Resources Manager

Staff wishing to work their ordinary hours of employment from home must apply in writing to hr@aag.com.au stating their reasons and duration. Any approval must be in writing before any work can commence.

- ✓ Any agreement to work from home will require a HR Form 47 (Working from Home Checklist) to be completed in full.
- ✓ Any request to work from home must be approved by not only the HR Manager, but also your site manager.
- ✓ All applications will need to include a cost benefit analysis prior to any decision being made.

** **Ordinary hours** of work are essentially a person's regular rostered hours of work. This does not include voluntary work the employee elects to do at their place of residence.*

Human Resources Department



DO's

- ✓ Remember your work area at home has the same formalities as AAG's office and the same levels of security, care and safety needs to be adhered to at all time
- ✓ Remember to keep your internet messaging program activated during work hours
- ✓ Remember to take your breaks in accordance with your department's policy and procedures

DON'T's

- ✗ Ignore AAG's Work, Health and Safety Policies and procedures
- ✗ Fail to abide by any agreed practice or policy your manager sets for your arrangement
- ✗ Forget to advise AAG Human Resources Manager of any changes to security or safety issues which may be relevant to your work space