

12th October 2017

Policies & Procedures

1. Introduction

- a. The purpose of this document is to communicate selected requirements to each employee, so as to have an understanding of the employee's and employer's responsibilities and obligations.

2. Taking Leave

- a. Annual Leave – A minimum of 2 week's notice must be given
- b. RDO's – A minimum of 1 week's notice must be given
- c. Sick Leave – must advise by **telephone** as early as practical on the day of the sickness. No contact via SMS

3. Payroll

- a. Timesheets – to reach the Office by 11am each Monday
- b. Timesheets – to contain all relevant details by job etc
- c. Timesheets – signed by the individual **and** Foreman where practical

4. Tools

- a. Refer to the list from the EBA (attached) – each employee is expected to have these tools in their possession
- b. Company supplied tools are to be secured & stored away at the end of each working day

5. Timekeeping

- a. A standard working day commences ready to work at 7am and finish at 3.15pm, with a wash-up period from 3pm
- b. Employees should allow sufficient time to travel to the site on time

6. Performance of Duties - Should a need arise where counselling or disciplinary action is required, the following process will occur:

- a. A verbal warning will be issued, and noted in the personnel records
- b. This would be followed up by a written warning if no improvement
- c. A Final written Warning is issued
- d. Termination of employment
- e. Foremen have the responsibility & authority to manage the above

7. General

- a. Uniform – A company uniform is issued to all employees, and is expected to be worn at all times when on site
- b. Telephone/Facebook – personal usage should only be accessed during meal breaks

I.....have read and understand these policies & procedures

Signature of Employee..... Date.....

Signature of Foreman..... Date.....

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