



Sydney Food & Packaging Wholesalers Pty Ltd

Address:

Building H2/1 Delec La, Strathfield South NSW 2136, Australia

Location Code: 434C+MP Strathfield South, New South Wales, Australia

Phone Number: +306944870209

Subject: Job Invitation

Reference: 4OGT5

Date: 20/06/2025



AUS8GB4

Dear Mr MD ABDUL ALIM,

Father's Name: FALU MONDAL

Passport Number: A17406935

Nationality: Bangladeshi

Date of Birth: 05/03/1978

We are pleased to inform you that our company, **Sydney Food & Packaging Wholesalers Pty Ltd**, located at Building H2/1 Delec La, Strathfield South NSW 2136, Australia, has decided to appoint you for the position of **Packaging Assistant**.

Your prior experience and skills have impressed us, and for this reason, we are making you this offer.

Your Responsibilities:

Your responsibilities will be assigned by the company and may be updated from time to time by your supervisors. You are expected to show respect to your colleagues, express a willingness to learn from experienced staff, and perform your duties responsibly. Timely attendance and compliance with company policies are essential.

Company Benefits:

- Mobile phone bill coverage
 - Personal health insurance
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Request:

You are kindly requested to sign and return this letter to the address mentioned within ten (10) days. Failure to respond within the given period will be considered as a refusal of this offer, and your application will be cancelled without further notice.

Note:

Please keep a copy of this letter for your personal records. For any queries, feel free to contact us via phone or email. If you agree with all the terms and conditions, kindly sign and return this letter.

Thank you for your valuable time.

Candidate Signature: _____

Date: _____

Code of Conduct

This code outlines the expected behaviour towards colleagues, supervisors, and the company. We encourage free expression and open communication, but we expect employees to adhere to the following principles:

General Guidelines:

- Avoid aggressive, confrontational or disruptive behaviour
 - Maintain a respectful and cooperative work environment
 - Applies to all employees regardless of position or contract type
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Key Code of Conduct Principles:

- **Respect for the Law:** Adherence to all applicable laws regarding the environment, safety, and fair trade
- **Respect in the Workplace:**
 - o Non-discriminatory behaviour
 - o Zero tolerance for harassment, retaliation, or discrimination
 - o Adherence to equal opportunity policies
- **Protection of Company Property:**
 - o Proper use of tools and equipment
 - o No personal use of company resources
 - o Ensure the security of digital and physical assets

- **Professionalism:**

- o Act with honesty and respect
- o Maintain appropriate attire and personal hygiene
- o Strictly prohibited to accept gifts or bribes from clients/partners

- **Work Duties:**

- o Supervisors are forbidden from misusing authority
- o Employees must follow instructions and work efficiently

- **Tardiness and Absence:**

- o Adherence to the predefined schedule
- o Exceptions only permitted under special circumstances

- **Conflict of Interest:**

- o Avoid personal or financial interests that may affect your duties

- **Teamwork & Communication:**

- o Maintain good relations with coworkers
- o Abuse of company benefits is strictly prohibited

- **Policy Compliance:**

- o All employees must be familiar with and adhere to company policies
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Disciplinary Actions for Violations:

- Blocking of promotions
 - Verbal or written warnings
 - Temporary suspension or dismissal
 - Revocation of benefits
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Job Summary:

- **Position:** Packaging Assistant
- **Working Hours:** 9:00 AM – 5:00 PM
- **Working Days:** Monday – Friday
- **Salary:** \$2800 AUD
- **Overtime Pay:** 1.5× standard rate