



# CAFE SYDNEY



**ABN:** 17 082 054 019

**Level 5, Customs House**

31 Alfred St, Sydney NSW 2000, Australia

Plus Code: 46Q6+59 Sydney, New South Wales, Australia

Phone: +61 2 9251 8683

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## **Subject: Job Offer**

**Date:** 02 July 2025

**To:** Mr MD MONJURUL ISLAM

**Passport Number:** A08534402

**Nationality:** Bangladeshi

**Date of Birth:** 02/05/1982

Dear Sir,

We are pleased to inform you that our organisation, **CAFE SYDNEY**, located at Level 5, Customs House, 31 Alfred Street, Sydney NSW 2000, Australia, has decided to appoint you to the position of **Waiter**.

Your previous experience and accomplishments have impressed us. Based on your application, we are happy to offer you this position. Your responsibilities will be defined by the company and may be modified from time to time at the discretion of your supervisors.

We expect that you will treat your colleagues with respect, show eagerness to learn from experienced team members, and carry out your duties responsibly. Punctuality and adherence to all company rules and regulations are essential.

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## **The company will provide the following benefits:**

- Mobile phone bill reimbursement
  - Private health insurance
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You are requested to **sign and return** this offer letter to the above address **within 30 working days**.

If we do not receive a response within this timeframe, we will assume you are not interested in the position, and your candidacy will be cancelled without prior notice.

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Please retain a copy of this letter for your records.

If you have any questions, feel free to contact us via phone or email.

If you agree to all the terms and conditions, please sign and return the letter.

Thank you for your valuable time.

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**Candidate's Signature**

**Date:** \_\_\_\_\_

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## **Code of Conduct**

Our Code of Conduct outlines the expected standards of behaviour towards colleagues, managers, and the company.

We believe in freedom of expression and open communication, but we expect employees to follow these core principles:

### **Key Policies:**

- Refrain from offensive, argumentative, or disruptive behaviour.
- Promote mutual respect and a cooperative work environment.

### **Applicability:**

This code applies to all employees regardless of position or type of contract.

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### **Core Areas of Conduct:**

#### **Respect for the Law:**

- Comply with all applicable laws related to environment, safety, and ethical business practices.

#### **Maintaining Respect in the Workplace:**

- No discriminatory behaviour under any circumstances.
- Harassment, retaliation, or discriminatory actions will not be tolerated.
- Equal opportunity policies must be followed.

**Protection of Company Assets:**

- Use company equipment and resources responsibly.
- Personal use of company property is strictly prohibited.
- Both physical and digital assets must be safeguarded.

**Professionalism:**

- Maintain honesty and integrity.
- Follow the prescribed dress code and ensure personal hygiene.
- Acceptance of bribes or gifts is strictly prohibited.

**Work Responsibilities:**

- Managers must not misuse their authority.
- Employees must follow instructions and perform their tasks efficiently.

**Attendance and Punctuality:**

- Adherence to scheduled work hours is mandatory.
- Exceptions may apply under special circumstances.

**Conflict of Interest:**

- Avoid personal or financial involvement that could affect your duties.

**Cooperation:**

- Foster good relationships with colleagues.
- Avoid disruptive behaviour.

**Communication:**

- Maintain open and honest communication with colleagues and managers.
- Do not misuse company privileges.

**Policy Compliance:**

- All employees must be aware of and adhere to company policies.
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## Disciplinary Actions:

Violation of the Code may result in one or more of the following actions:

- Demotion
  - Warning
  - Suspension or Termination
  - Revocation of benefits
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## Key Details:

- **Position:** Waiter
  - **Working Hours:** 9:00 AM to 5:00 PM
  - **Working Days:** Monday to Friday
  - **Salary:** \$3,050 AUD
  - **Overtime:** Paid at 1.5x regular rate
  - **Additional Benefits:**
    - Transport allowance
    - Medical, dental, and health insurance
  - **Meals:** Provided by the company
  - **Accommodation:** Provided by the company
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For any further queries regarding this job offer, please do not hesitate to contact us.