



**ABN: 14 097 224 587**

**Address: Units 1+2, 54-62 David Rd, Emu Plains NSW 2750, Australia**

**Location Code: 7M36+78 Emu Plains, New South Wales, Australia**

**Phone: +61247358555**



**E85L**

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## **Subject: Job Offer**

**Reference: LFL65**

**Date: 01/08/2025**

**To: SIMA AKTER BEAUTY**

**Nationality: Bangladeshi**

**Passport No: A12981558**

**Date of Birth: 05/02/1997**

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**Dear SIMA AKTER BEAUTY ,**

We are pleased to inform you that our organization, ExpressPackaging, located at Unit 1+2, 54-62 David Road, Emu Plains NSW 2750, Australia, has decided to offer you a job for the position of Packaging Assistant.

Your prior experience and demonstrated capabilities have impressed us, and as such, we are extending this offer.

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## **Your Responsibilities:**

Your duties will be assigned by the company and may be adjusted over time by your supervisors. You are expected to demonstrate respect towards colleagues, show eagerness to learn from experienced staff, and perform your tasks responsibly. Punctuality and adherence to company policies are mandatory.

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## Company Benefits:

- Mobile phone expenses will be covered
  - Personal health insurance
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## Next Steps:

You are requested to sign and return this letter to the address above within 30 days. If we do not hear from you within this timeframe, we will assume you have declined the offer, and your application will be considered withdrawn.

### Please Note:

Keep a copy of this letter for your records. Should you have any questions, feel free to contact us via phone or email. If you agree to all terms and conditions, please sign and return the letter.

Thank you for your time.

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**Candidate Signature:** \_\_\_\_\_

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

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## Code of Conduct

This Code of Conduct outlines the expected behaviour of employees towards colleagues, supervisors, and the organisation. We encourage open communication and independent thought, but expect compliance with the following principles: Of course, you will be interviewed in this process.

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### General Guidelines:

- Avoid aggressive, confrontational or disruptive behaviour
  - Maintain mutual respect and a cooperative environment
  - Applies to all employees, regardless of position or contract type
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### Core Principles:

- **Respect for the Law:** Comply with all laws relating to environment, safety, and fair trading
- **Workplace Respect:**
  - No discrimination

- Zero tolerance for harassment, retaliation, or unfair treatment
    - Equal opportunity principles will be followed
  - **Protection of Company Assets:**
    - Proper use of equipment and materials
    - No use of company resources for personal matters
    - Ensure security of both digital and physical assets
  - **Professionalism:**
    - Act with honesty and integrity
    - Maintain proper dress and personal hygiene
    - Gifts or bribes from clients or partners are strictly prohibited
  - **Work Responsibility:**
    - No misuse of supervisory power
    - Follow instructions and carry out duties diligently
  - **Attendance and Punctuality:**
    - Adhere to agreed schedules
    - Exceptions require prior approval
  - **Conflict of Interest:**
    - Personal or financial interests must not interfere with job responsibilities
  - **Teamwork and Communication:**
    - Maintain goodwill with colleagues
    - Misuse of company privileges is not allowed
  - **Policy Compliance:**
    - All employees must be aware of and comply with company policies
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### **Disciplinary Actions for Misconduct:**

- Impact on promotion opportunities
  - Verbal or written warning
  - Suspension or termination
  - Cancellation of benefits
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### **Job Summary:**

- **Position Title:** Packaging Assistant,
- **Working Hours:** 9:00 AM – 5:00 PM
- **Working Days:** Monday – Friday
- **Salary:** \$3,600 AUD
- **Overtime Pay:** 1.5x standard rate
- The company will bear the cost of accommodation and meals.