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Preamble

This handbook is provided for the guidance of all Clients, Host Employers, Employees, and visitors. Where an Employee (permanent or casual) is on hire to a Host Employer, the Policies and Procedures of the Host Employer may take precedence.

Abandonment of Employment

Employees are generally considered to have abandoned their employment if they are absent from their employment continuously for *three (3)* working days without notification or the Employer's consent.

In the absence of direction in an applicable award, the following guiding principles will be used by Management in determining whether Employees have abandoned their employment:

- the Manager must first establish that the Employee's absence is unauthorised by checking company records
- the Manager must then attempt to contact the absent Employee personally, by phone and/or text and/or email to determine the reason for the absence and whether or not the Employee intends to return to work.

If within 14 days from the first date of absence, the Employee gives a reasonable explanation for the absence, then the presumption of abandonment of employment may be reversed. (An example of a reasonable explanation would be if the Employee had been in hospital.)

Termination of employment must be done in person or in writing.

Alternatively, the Manager's initial letter of inquiry can state that failure to return to normal duty or to give an acceptable explanation for the absence within three (3) days, will be regarded as the Employee terminating their employment, without notice, on the date of their last day of attendance at work.

Affirmative Action

Affirmative action involves taking proactive steps to include groups based on their gender, race, sexuality, creed, or nationality in areas in which such groups may be underrepresented.

Affirmative action is about achieving the potential of all Employees. It has direct benefits throughout the organisation. These benefits include increased productivity, increased morale, reduced absenteeism, and higher retention rates of Employees. Because of this, affirmative action has been incorporated into Think Recruitment's strategic plan.

Think Recruitment is committed to the principle of affirmative action.

Responsibility for Affirmative Action

All Managers at Think Recruitment have the responsibility for supporting and implementing affirmative action.

Code of Conduct

At Think Recruitment we conduct our business according to the highest standards of honesty, integrity, respect, and fairness when dealing with all Customers and Employees.

The following Code establishes the standards of behavior that should be met by all Employees and Managers. Where these standards are not met, then appropriate disciplinary action will be taken.

The standards noted below reflect the **CODE OF CONDUCT** of Think Recruitment:

- Treat all fellow Employees and Customers/Clients with courtesy and respect.
- Do not engage in harassing behaviour towards other Employees, Customers, or Clients.
- Do not discriminate on any basis.
- Do not use drugs or alcohol on the premises or come to work while affected by either.
- Do not use email/internet to send sexually explicit, suggestive, or other harassing material.
- Avoid conduct that could bring Think Recruitment or our Host Companies into disrepute, including when using social media
- Do not leak confidential company information to competitors, Clients, Customers, or the media.
- Do not misappropriate funds or property of Think Recruitment, Customers or Clients.
- Always acknowledge other people's work and ideas.
- Always put safety first and do your utmost to comply with health and safety requirements.

By signing this Code of Conduct (as part of my Employee Registration Form) I acknowledge my commitment to abiding by these conditions and ensuring that my working environment is safe and supportive.

Company Cars

If Think Recruitment provides you with a motor car you are entitled to use it for business use and reasonable personal use.

Think Recruitment will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the car.

Maintaining your company car

Your obligations with respect to your company car are:

- to take good care of the car and ensure that it is properly and responsibly maintained and serviced
- washing and cleaning the car regularly
- notifying the Manager of all defects in the operation of the vehicle or damage to the vehicle, no matter how minor
- to ensure that the provisions of any insurance policy relating to the car are observed
- to pay all parking and traffic infringement penalties relating to use of the car
- to ensure that the car is securely locked when left unattended and that any alarm system fitted to the car is turned on.

If you are involved in any accident as a result of alcohol consumption, unlawful drug taking, negligence or recklessness you must pay any excess on the insurance and any other amount not covered by the insurance.

Company Phones – Personal Use

Think Recruitment appreciates that staff have a need to make and receive some personal telephone calls, write, and read texts and access the internet during work hours. The following guidelines should govern the making and receiving of private telephone conversations during work time:

- the Company's telephones are provided for the conduct of its business.
- all personal telephone calls, texts and internet access should be kept as short as possible in the interests of minimising disruption to work.

Company Property

As an Employee of Think Recruitment, your obligations with respect to your use of company property are:

- To take good care when using the property of Think Recruitment or the Host Employer.
- Not to fit any accessories to the property/equipment without prior written approval from the company.
- Any malicious or deliberate damage to company property must be paid for.

Company Uniform

Full-time Employees may be provided with issues of clothing from the adopted corporate supplier.

Casual Employees employed directly by Think Recruitment may also be provided with uniforms. In some cases, uniforms may be available on a loan basis, from a clothing pool.

Confidentiality

Ownership of all inventions, improvements, designs, creations, developments, and other intellectual property relating to or deriving from any of the work performed by the Employee shall be the property of the Employer and/or the relevant Client of the Employer.

The Employee will not use or attempt to use any confidential information of the Employer or Clients of the Employer in any manner and for any purpose other than the purpose of the business of the Employer and Clients of the Employer.

At all times you must strictly adhere to this Confidentiality and Ownership Clause. All matters pertaining to Think Recruitment and the Host company's business, intellectual property, products, pricing structures, services, staff, suppliers, clients, or any other matter you gain knowledge of whilst on assignment and/or employment, must remain confidential during and after the conclusion of your assignment and/or employment. Failure to comply with this clause will result in disciplinary action being taken against you and may result in legal action.

Copyright

Copyright is an important issue because you and Think Recruitment can be held vicariously liable for any unauthorised copying by Employees. For this reason, it is important that Think Recruitment have a policy providing guidelines for appropriate conduct in relation to copyright issues.

When is copyright infringed

Copyright is infringed when an employee copies protected material without the copyright owner's written permission.

Copyright and the Internet

Material found on the Internet is also subject to copyright.

Downloading, printing or emailing material on to other people from a web site may constitute an infringement of copyright if the copyright owner's permission has not been obtained.

Many documents on the web contain a statement regarding copyright. If a document or site does not contain a copyright notice, then Employees should not assume the material is copyright free. If possible, contact the general email address on the site (this may refer you to a web master) where copyright information and permission may be sought if required.

Discipline and Termination – Permanent Employees

Part 1 - Dismissal for performance or misconduct

Introduction

This policy is designed to ensure that when discipline and termination issues arise, Employees are treated fairly and equitably. It also aims to ensure that Managers involved in the disciplining and termination of Employees meet industrial law standards for termination of employment.

Lawful reasons for dismissing an Employee include:

- Performance issues
- Misconduct
- Redundancy (only applies to permanent Employees)

Performance

An employee's performance is considered inadequate if the Employee is not meeting the inherent requirements of the position.

Misconduct

Misconduct includes:

- actions involving harm (or the real possibility of harm) to any Employee
- dishonesty
- being consistently late for work
- falsifying time sheets
- falsifying start and finish time recording
- fighting, drinking on the job
- verbally abusing a person at the workplace
- not complying with the Think Recruitment's **Code of Conduct**
- bullying, harassing or discriminating against an Employee
- sexual harassment
- inefficiency, neglect of duty, malingering.

Verbal warnings

Where a Manager has concerns about an Employee's performance or conduct, the Manager will outline the reasons.

The Employee will be given an opportunity to respond to the Employer's concerns and will be given an opportunity to rectify their performance or conduct.

Official warnings

If the Employee fails to rectify their conduct or performance within the required period, the Manager will then require the Employee to attend a meeting at which an official warning may be given. The Employee can have a "support person" of their choice accompany them to the meeting.

The Fair Work Ombudsman defines a support person as follows:

A "support person" may be a co-worker, family member, friend, or union representative. Their role is to support the employee during the meeting, not to speak or advocate for them.

The Manager should then monitor the Employee's performance or conduct to determine whether he or she is making the required improvement.

The Employer can issue written warnings as required.

Steps leading to dismissal

If the Employee fails to remedy the fault within the allotted time, the Manager may initiate dismissal proceedings.

This process may involve warnings (verbal and/or in writing) and meetings (the Employee will have been offered the opportunity to involve a “support person”).

Part 2 - Dismissal for serious misconduct

A Manager is entitled to instantly dismiss an Employee in circumstances where that Employee has committed an act of serious misconduct.

Serious Misconduct can include:

- stealing
- harassment (sexual, physical and verbal)
- violence
- criminal offences
- neglect of duties
- breach of trust
- breach of safety and OH&S procedures
- being under the influence of alcohol or illegal substances
- refusal to carry out the lawful instructions of a Manager.

An Employee dismissed for serious misconduct is not entitled to payment in lieu of notice and other benefits may be in jeopardy.

Part 3 - Dismissal on the grounds of redundancy (only applies to permanent Employees)

Think Recruitment recognises that from time-to-time positions at Think Recruitment may become redundant. It is the policy of Think Recruitment wherever possible to find alternative employment within the company (or elsewhere) for permanent Employees whose positions become redundant.

Drugs and Alcohol

Think Recruitment aims to ensure the safety of everyone on the worksite. We recognise that drugs and alcohol can affect an individual's fitness for work and can be a contributing factor in workplace injury and incidents. At Think Recruitment we expect all our Employees, during work hours, to have a Blood Alcohol Content (BAC) of 0.000.

This policy makes no pre-determined judgement upon any person and our aim is to keep everyone safe.

This policy is designed to:

- Foster an attitude among all personnel that it is not acceptable to come to, or be at work under, the influence of drugs and/or alcohol. The consumption of alcohol and illicit drugs while at work is therefore unacceptable.
- Ensure that Think Recruitment meets all its legal obligations with respect to providing a safe working environment in accordance with Occupational Health & Safety guidelines.
- Ensure that Employees who are found to be unfit for work are managed in fair and effective manner.

To adequately ensure the provision of a workplace that is free from the influences of drugs and/or alcohol, Think Recruitment may conduct personal drug and alcohol testing under this policy.

Should Drug and Alcohol screening be necessary, procedures and equipment used are to the appropriate Australian Standards.

An independent and accredited Third Party or Laboratory will provide confidential retesting for validation if screening results are disputed.

Prescription drugs and other medication

Employees are expected to notify their supervisor/team leader if they are taking over the counter or a controlled (prescription) drug that could interfere with the safe practices of their duties. This could include Benzodiazepines and Oxycontin.

No disciplinary action will be taken against an individual who self-reports over the counter or prescription drugs. However, if it is judged that this medication is presenting behavioral, performance or misconduct problems, action may be taken to relieve him/her of duty and, if necessary, transportation will be organised to take them home.

Results and consequential action

- If prior to employment, an applicant refuses to sign a consent form or to submit to a screening test the applicant shall not be hired.
- If an existing Employee refuses to sign consent form prior to testing, he/she will be sent home. It is essential that a Drug and Alcohol screening is performed within 3 days of this refusal. If the result of this test is proven negative, the Employee will be allowed to return to work and all usual privileges and bonuses will resume. A second refusal will result in termination of employment.
- If at any stage a non-negative drug result is returned, the Employee is asked to cease work immediately, transport will be arranged to take the Employee home and all privileges and bonuses will cease.

Employee Records

Think Recruitment respects the individual rights of its Employees and consequently manages records it keeps in relation to Employees in a careful and responsible manner.

Access by an Employee to their own personnel/HR file is generally permitted.

Disclosure of personal information

Personal information concerning Employees is confidential and will only be used for purposes for which the information is relevant.

Exceptions

Personal information may be used for purposes other than for which it was collected:

- with the consent of the person concerned
- to prevent a serious threat to a person's health or life
- as required or authorised by law.

Requests by third parties

When a third party, eg a bank, requests information about an Employee, that Employee will be contacted and their permission will be required before that information is released.

Inspection of Employee time and wages records

As an Employer, Think Recruitment is required to keep time and wages records for each Employee. According to relevant legislation, these records must contain certain details.

Types of records Employees may access

An Employee may have access to their personal records.

Also, an Employee may have access to:

- their time and wages records, including overtime (if applicable) and remuneration
- their records of leave, including leave taken and available entitlement
- their records of superannuation contributions; and
- workers compensation records if an Employee has had an accident.

Maintenance of records

Think Recruitment is required to keep personal records for seven years from the date on which an entry is changed or from termination of an employee's employment, depending on what happens first.

Environmental Policy

Think Recruitment is committed to minimising the impact of its activities on the environment.

Think Recruitment aims to minimise our environmental footprint by:

- Reducing waste
- Actively promote recycling
- Use energy efficient IT equipment and electrical appliances e.g. lighting
- Use environmentally responsible products.

Equal Employment Opportunity

Introduction

Think Recruitment is committed to ensuring that all Employees enjoy equal employment opportunity (EEO). This means that Employees are treated fairly and equally when employment decisions are made and that unlawful discrimination does not take place.

What is unlawful discrimination?

Under State and Federal Equal Opportunity laws, discrimination based on the following attributes is unlawful:

- sex
- race
- disability
- age
- pregnancy

These attributes are in most cases irrelevant to employment decisions, and it is Think Recruitment's policy to ensure that they are not considered when employment decisions are made.

What happens if you have been discriminated against or harassed?

If you feel that you have been discriminated against, or harassed, you should:

- talk to your Manager or Think Recruitment's Operation Manager
- use the company's grievance handling policy to make a formal complaint.

Grievance Handling

Introduction

At Think Recruitment we aim to foster good relations amongst Employees and between Employees and Management.

Please let us know in a timely manner if you have any concerns or grievances.

What is a grievance?

A grievance can be about anything done, or not done, by Management or another Employee or Employees, which you feel affects you unfairly or unjustly.

How will your grievance be handled?

If you come forward with a grievance it will be treated with the utmost confidentiality. It is important that you also maintain confidentiality.

If you decide to make a formal complaint, it will be taken seriously and investigated in an impartial manner. This may mean that you, the person complained about, and any witnesses will be interviewed.

If a complaint is made against you, be assured that you will not be prejudged. You will have an opportunity to tell your side of the story. You may bring someone with you at the time to give you some support.

What are your options if you do have a grievance?

- Speak to the person causing the problem. While this may not be appropriate in many cases, it may be the easiest way of resolving the issue if you do feel comfortable with speaking to the person.
- Speak to your Manager about your grievance. Your manager will tell you what your options are.
- Make a formal complaint. If you do decide to make a formal complaint, this can be done by putting the complaint in writing and reporting it to your Manager at your Host Employer or the Think Recruitment Operations Manager. You may have a “support person” attend the meeting with you when you report the complaint.

The investigation

Once a formal complaint is made, the matter will be investigated by the Host Employer or Think Recruitment.

Your Manager will then interview you, any witnesses, the person against whom the complaint is made, and that person’s supervisor. You and the person against whom the complaint is made may have a “support person” with you when the interview is being conducted.

If the complaint is substantiated, the appropriate action will be taken (see below).

If the complaint is unsubstantiated, you will be given an explanation as to why that finding was made.

What are the outcomes?

If the investigation reveals that your complaint is a valid one, several actions may be taken, depending on the nature of the complaint. The person against whom the complaint is made may be required to give you a written apology; he/she may be given a written warning, counselling, transfer, demotion, or be dismissed.

If the investigation is inconclusive, ie: the complaint cannot be proved due to lack of evidence, the company may nevertheless take several actions including training of all staff, and monitoring behaviour of all staff.

If the complaint is found to have been fabricated, appropriate action may be taken against you, including counselling, a written apology to the person complained about, an official warning, transfer, demotion, or dismissal, depending on the seriousness of the allegations.

Harassment and Bullying

Introduction

This policy is aimed at ensuring that neither Employees nor Managers are subjected to any unwanted workplace harassment or bullying. Harassment and Bullying applies to both within work hours and outside of work hours. Harassment and bullying in the workplace is against the law. For these reasons, harassment and bullying will not be tolerated at Think Recruitment.

Examples of behaviour that could be harassment or bullying include:

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- excluding someone from workplace activities
- giving someone the majority of unpleasant tasks
- sexual harassment
- verbal abuse
- humiliating someone through sarcasm or insults (verbal, electronic, physical gestures)
- intimidation (verbal, electronic, physical gestures)

What is workplace harassment and bullying?

The most common form of workplace harassment is sexual harassment. Sexual harassment is behaviour of a sexual nature that is unwelcome and has the effect of offending, intimidating or humiliating the person being harassed. Sexual harassment most often happens against women, but men can also be subjected to sexual harassment.

Workplace harassment can also be based on other grounds including race, disability, age, pregnancy, marital status, homosexuality, transgender, or HIV/AIDS status.

For the purpose of this policy, 'harassment' includes bullying.

Harassment or bullying in the workplace can create an unpleasant or even hostile work environment. Harassment or bullying makes work difficult for everyone - the person being harassed or bullied, as well as any Employees witnessing the harassment or bullying.

Workplace harassment usually consists of a pattern of unwelcome behaviour, however, it can consist of just one act where this is of a serious nature. Also, there is no requirement that the harasser intend to offend or harm for it to be unlawful. All that is required under the law is that a reasonable person would consider that the person being harassed would be offended, humiliated, or intimidated by the behaviour in question.

If you have experienced harassment or bullying, please speak to your Manager.

Induction

Think Recruitment realises the importance of induction in helping a new Employee settle into a workplace, but also as an appropriate forum for informing new Employees of the company's policies.

Phase 1 - Paperwork

The induction procedure basically occurs in two phases. The first part covers the paperwork, usually conducted at the premises of Think Recruitment, so that the new Employee can be established on Think Recruitment's payroll.

The paperwork will include:

- Completing an employment contract
- Details of banking information; and
- A superannuation membership nomination form.

The paperwork may also include:

- Reading the Policy and Operations Manual for Think Recruitment
- Reading the Code of Conduct for Think Recruitment

Phase 2 - Induction session

The second phase of the procedure involves an induction session, usually conducted by the Host Employer at the Host Employer workplace.

Internet and Email

Some Employees of Think Recruitment may be provided with Internet access and email for legitimate business purposes. Reasonable personal use may be permitted in non-work time, subject to some the limitations:

-
- Do not use the internet or email to send defamatory messages to other Employees or to anyone outside the company.
- Do not use the internet or email to send racially and or sexually harassing messages to other Employees or to anyone outside the company.
- Do not download, retrieve, or send sexually explicit, pornographic, racist or otherwise discriminatory material from the Internet or from email at any time while you are on work premises, or while using company computers outside of work premises.
- When you send mail on the Internet, do not include confidential information.
- Do not open emails and attachments from unknown sources as they may contain malware etc.
- Email signatures, footers and logos must be in the form prescribed by Management.

Remember that Internet and email access and the programs and files used in these functions are the property of the Think Recruitment and should be treated accordingly.

Think Recruitment reserves the right to monitor email and internet use to maintain the standards set out above.

Pre-Employment Health Assessment

An employment medical assessment is a medical examination to assess whether an applicant can fulfill the physical requirements of a position. Such an assessment should only examine physical attributes essential to fulfill the requirements of the position.

Storing medical information

Medical information, as with all personnel records, will be treated as strictly confidential, and will remain in the Employee's personnel records or with the applicant's employment application records.

Planned and Unplanned Absences (Leave)

Purpose:

- To maximise the reliability of the Think Recruitment and Host Employer work force.
- To ensure that Think Recruitment and Host Employer Management, administration and supervisory staff are informed of the absence of Think Recruitment team members in a consistent and timely manner.

Notification for Unexpected Absences:

You must telephone and speak personally to the Host Employer and to Think Recruitment Operations Manager (0418 467 884) at the earliest practical time; and no later than 30 minutes before your scheduled starting time.

You must advise:

- The nature of your illness or the reason for your absence.
- Whether you expect to be OK for work later that day.
- The time or day you believe you will return to work.

If you require an extended period of leave, you will need to keep in contact with The Operations Manager daily. In this case, however, you can ring the Operations Manager at a time convenient to you during the day. There is no requirement to wake up in time to contact the Operations Manager half an hour before your normal starting time.

- It is only acceptable for another person to call on your behalf if you are unable to make the call due to the severity of the illness.
- Text messaging is generally unacceptable.

If the Operations Manager does not answer the phone, please leave a message with a return phone number.

You must submit a Leave Application form to Think Recruitment as soon as you return to work.

Notification for Planned Absences:

Sometimes you will know in advance that you will need to be absent from work for reasons such as specialist appointments, dental appointments, operations etc. In this case you must advise The Operations Manager as soon as you are aware of the requirement to be away from work.

You must submit a Leave Application form to Think Recruitment as soon as you become aware of a planned absence.

Please be aware that medical appointments scheduled during work hours, when it was possible to schedule the appointment out of work hours, will lead to non-payment for the hours concerned. Having a medical appointment does not necessarily mean the whole day needs to be taken off. This may be subject to operational needs.

Substantiation

Medical (Doctor's) Certificates are required in the following circumstances:

- We do allow 2 "single" days of sick leave per calendar year without a medical certificate.
- All sick leave of duration of 2 days or longer or when the Employee has already taken 2 "single" days of sick leave per annum.
- All Carer's Leave
- All absences on days immediately preceding or following public holidays, annual leave, long service leave or any other type of absence.
- All absences during a notice period following resignation or termination

It is preferable that Medical (Doctor's) Certificates state the nature of the illness.

For permanent staff failure to provide substantiation will lead to non-payment for the period of absence.

Personal Leave

This policy applies to Permanent Employees only.

For details of this policy as it relates to Permanent Employees please refer to <https://www.fairwork.gov.au/employment-conditions>.

Personal Property

Definition

This policy prescribes the circumstances under which Think Recruitment (or a Host Employer) will compensate for the loss, theft, or damage of an Employee's personal property.

Principles

- Employees are responsible for the care and safekeeping of their personal property during the course of employment.
- Employees are expected to make their own insurance arrangements for their personal property.
- Employees must keep personal property brought onto Think Recruitment (or a Host Employer) premises in a safe and secure place.
- Think Recruitment (or a Host Employer) accepts no responsibility for loss of or damage to cars, motorcycles, scooters or bicycles (or their contents) brought onto Think Recruitment (or a Host Employer) premises, whether they are left in car parks, cycle racks or otherwise.
- An Employee is not entitled to compensation under this policy where a claim is dealt with under a personal insurance policy.

Photography

Introduction

Think Recruitment Pty Ltd is committed to ensuring that its intellectual property is protected, the privacy of all Employees is safeguarded whilst they are in the workplace and that the confidentiality and safety of the organisation is not compromised through the misuse of any form of camera in the workplace.

The use of cameras by an Employee of Think Recruitment Pty Ltd to photograph an Employee, Client, Host Employer or Customer without that individual's knowledge and specific consent, is strictly prohibited. The use of cameras by an Employee of Think Recruitment Pty Ltd, without the necessary authorisation, permission or consent to photograph organisational property, documentation and/or confidential images or information is strictly prohibited.

Any Employee who is found to have compromised the privacy of any individual through the inappropriate use of a camera, or who is found to have compromised the confidentiality or safety of Think Recruitment Pty Ltd through the inappropriate use of a camera, will have the images confiscated and they will be disciplined. In serious cases, an Employee's employment will be terminated and where appropriate, the matter will be reported to the Police.

This Policy applies to all Employees and visitors to the premises.

Privacy Policy

Overview

This policy applies to all personal information collected and/or used by the Think Recruitment. We are committed to protecting the privacy of personal information we collect.

Each person who accesses personal information has a duty to maintain the privacy of that information. We at Think Recruitment collect personal information about our Employees and job applicants. Think Recruitment is subject to the Federal Privacy Act, including the National Privacy Principles.

Purpose

Think Recruitment and all persons must take every reasonably practicable step to ensure the personal information collected, held and used by Think Recruitment regarding its Employees and job applicants is handled lawfully and appropriately.

Key elements

Collection of personal information

Personal information must only be collected as necessary for Think Recruitment's business functions and activities or to comply with legal or regulatory obligations.

Background checks on Employees

Before you become an Employee, we may conduct relevant background checks or arrange for a third party to conduct background checks on our behalf. These may include education, employment, references, credit checks and relevant publicly available records including financial regulatory checks.

Use and disclosure of personal information of persons

We may use your personal information for the purposes of our business needs or to comply with any applicable laws.

We will only keep your personal information on file for as long as necessary to fulfil our business needs or legal requirements.

Other than in an emergency, your sensitive information will only be used and accessed by Think Recruitment staff when necessary.

Security

Products and equipment

The policy of Think Recruitment is that no company property may be removed from company premises (Think Recruitment or a Host Employer) without the permission of a supervisor or Manager.

Intellectual property and intelligence

The theft of intellectual property (designs, copyrighted material, Client lists etc) is a serious breach of company policy and the law. Any misuse or theft will be regarded as a serious breach will be fully investigated and may lead to dismissal.

Security measures - protection of company property

General statement of intent

It is in everyone's best interest to ensure that security measures are in place which ensure that theft can be detected and dealt with if it should occur.

- Bag and coat searches
- Staff are expected to cooperate in bag inspections and coat searches which may be carried out at any time during a work-shift and at the end of a work shift.
- Under no circumstances shall an Employee be subject to physical or body contact or body search by Management or security personnel.

Locker searches

- Locker searches may be carried out at any time.

Smoke Free Work Environment

Employers have a legal obligation to ensure that the workplace is safe, healthy and free of contaminants which are proven to affect the health of its staff.

Think Recruitment Pty Ltd prohibits smoking anywhere on private property, including outdoor areas and company vehicles. Where staff are not complying with this Policy Think Recruitment Pty Ltd's obligations under the Occupational Health & Safety legislation are jeopardised.

Social Functions

At Christmas and at certain other times in the year (eg Melbourne Cup Day) there may be social functions organised by our Host Employers for the enjoyment of staff. These functions may be held either on the premises or at another venue. Clients and business colleagues may sometimes attend these functions.

Our Employees attend such functions in their own private time. They are not attending as an Employee of Think Recruitment nor are they representing Think Recruitment. Our Employees are not being paid to attend such functions.

Staff are reminded that these functions require a degree of responsibility from them that is consistent with the high standards of behaviour that Think Recruitment and our Host Companies pride themselves on. A Host Employer may ask Think Recruitment to approve an Employee's attendance at a social function.

Think Recruitment may approve the attendance, subject to the condition that such attendance is recreational, optional, and outside of working hours. The Employee would not be paid for attending this event. Such an event would not be authorised or endorsed by Think Recruitment.

In these circumstances, the Employee would be sent a text stating:

Dear ...

You have been invited to a social function at ... on ... date. Think Recruitment has approved this attendance. The attendance at this function is recreational, optional, and outside of working hours. You will not be paid for attending this event. Such an event is not authorised or endorsed by Think Recruitment.

Video and Other Surveillance

Purpose

Think Recruitment complies with the requirements of the Workplace Surveillance Legislation (the Legislation). This policy is in accordance with the Legislation, and existing and new Employees consent to all such surveillance taking place within some of our workplaces.

Types of Surveillance

Camera Surveillance:

- Cameras used for surveillance will be clearly visible in the place where the surveillance is taking place, and

Tracking Surveillance:

- Surveillance of an Employee that involves the tracking of a vehicle will not be carried out unless the Employee is made aware of tracking

Computer Surveillance:

- Think Recruitment may carry out intermittent surveillance of the use of Think Recruitment computer systems, including emails and files stored on the work computers.

Prohibited Surveillance:

Think Recruitment will comply with the legal requirements of the Act where surveillance is prohibited.

Work Health and Safety (WHS) – Policy Statement:

Commitment

The Management and Employees of Think Recruitment Pty Ltd recognises its obligation to take all reasonable precautions to provide and maintain an environment that is safe and without risk, in compliance with Australian Standards.

Management Responsibility

- Establish and maintain a structured approach to WHS.
- Keep up to date with relevant health and safety legislative obligations.
- Proactively identify and manage health and safety risk via a documented risk assessment and monitoring process.
- Any incidents and hazards are to be promptly reported and investigated.

Employee's Responsibility

All Employees are to comply with this WHS policy and:

- adhere to safe work practices, instructions and rules
- immediately report any unsafe work condition or equipment to Management
- perform all work duties in a manner which ensures individual health and safety and that of all other Employees.

Work Health and Safety (WHS) – Rehabilitation Policy

Think Recruitment Pty Ltd is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- distributing forms for completion to the Employee when an injury occurs. Completion of these forms will ensure the Employee can be paid correctly during the rehabilitation process;
- ensuring that a return to work as soon as possible is expected, normal practice;
- ensuring early access to rehabilitation services, eg accredited rehabilitation providers for all who need them;
- providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- informing workers of their rights in relation to a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider;
- providing access to interpreter services;
- ensuring an opportunity to seek a second opinion from an alternate Medical Practitioner
- ensuring that participation in a rehabilitation program will not of itself prejudice an injured worker;
- advising Employees that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits

Confidentiality

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a “need to know” basis.

Resolving disputes

Rehabilitation disputes which cannot be resolved by mediation in the workplace may be referred to a rehabilitation officer at ICARE/EML.

Working from home

A working from home arrangement is a voluntary and cooperative agreement between Think Recruitment and the Employee.

Eligibility criteria

Not all Employees and not all positions are suited to working from home. Employees may be offered the option to work from home on occasions.

You will need to have the skills and knowledge to work autonomously, and it is essential that you have an appropriate workspace at home or at a nearby office.

You must be able to demonstrate that efficiency will be maintained whilst working from home. You should be contactable within reason during the agreed hours of duty.

Think Recruitment will provide any equipment required by the worker, to work from home. The worker must maintain the home workspace to a safe standard which complies with the relevant Occupational Health and Safety legislation Act

Workers' compensation liability will be limited to injury sustained while the worker is carrying out Think Recruitment duties only.

Confidentiality and security

Employees who work from home are required to take all reasonable precautions necessary to secure Think Recruitment information and equipment

Workplace Jewellery

Purpose

This document describes the work site jewellery policy for Think Recruitment Employees. This is to ensure that all Employees and visitors are protected from injuries which may arise from wearing jewellery at the work site.

The restrictions on wearing of jewellery mandated by this policy apply any time our personnel are required to wear any form of PPE (Personal Protective Equipment).

Acceptable Jewellery

The following jewellery may be permitted to be worn:

- Small ear studs
- Wrist watches with breakable bands, when covered by PPE
- Medic-Alert necklaces that do not fall over the chin when bending
- Medic-Alert wrist bracelets (must be taped or removed if working with machinery)

Not Acceptable Jewellery

The following jewellery may not be permitted:

- All open earrings including ornamental earrings
- Metal band watches
- Any body-piercing jewellery that is exposed and not protected by clothing
- Bracelets
- Rings
- Long chains and necklaces
- Medic-Alert necklaces that fall over the chin when bending
- Any jewellery that could become entangled in machinery or moving objects or come in contact with electrical circuits

Where ring(s) cannot physically be removed, individuals shall tape the ring(s) for the duration of their time on site.