

WELCOME TO ASPHAR RECRUITMENT

*Asphar Recruitment would like to welcome and congratulate you on working with us.
You have just opened your doors to a new, exciting, and challenging career!*

Asphar Recruitment is a privately owned West Australian professional organisation. We are dedicated to providing our Clients with the best professional complete recruitment & HR consultancy service available. We are just as committed to providing you the same friendly service and the best opportunities to work in a variety of industries and the hours that compliment your lifestyle. By correctly identifying your experience together with your needs, we ensure you are placed in positions that most suit you, offering you the chance to improve your existing abilities, all whilst you are meeting new people and being rewarded for your efforts.

Asphar Recruitment pledge to provide you with the best quality service available, your dedication to represent Asphar Recruitment by maintaining the highest standards of performance, professionalism, attitude, and personal presentation, will ensure our ability to continue to provide you with exciting, rewarding and challenging workplace opportunities.

Please find enclosed all the information you need to begin working as a Temporary Employee for Asphar Recruitment. Should you have any questions relating to the contents of this pack, please contact your Consultant who will go through the pack with you.

The Asphar Team

Pip Asphar	Managing Director Executive Search, Management, and Construction & Surveying & General Recruitment & Consulting.
Joy Loneragan	Business Development Consultant Administration & Office Support, Tertiary Education, NFP, Medical & General recruitment.
Jacqueline Herbert	Business Development Coordinator Advertising, Design, Media, Print recruitment, and General Recruitment.
Alasdair Speedie	Business Development Coordinator Engineering, FMCG, Sales & Marketing & General Recruitment.
Bill Wellings	Business Development Coordinator Sales & Marketing, Mining, Oil & Gas, Construction & General Recruitment.
Stephanie Fensom	Administration & Accounts

The following conditions will apply to your terms of employment with us. Should you have any difficulty with any of these conditions, please contact your Consultant who will discuss the matter with you.

- You will only be paid for the authorised hours which you work at the client's premises or while under their direction.
- You will be covered by Asphar Recruitment's Workers Compensation Insurance only whilst at the client's premises for the duration of this assignment.
- Your hourly pay rate includes a component above the Award wage, which will compensate you for Public Holidays, Adoption, Annual, Compassionate, Maternity, Sick Leave and Jury Service. Accordingly, you will not be paid for any of the above.
- Your wages will be paid within three working days from the end of the working week (Friday), and are subject to Asphar Recruitment receiving your fully authorised and signed timesheet before midday on the following Monday. This may be subject to fortnightly periods with some Contractors.
- Asphar Recruitment will contribute Superannuation at a rate of 9% on your behalf should you earn in excess of \$450 of ordinary hours worked in any single calendar month. Unless you advise us of your preferred authorised provider before the first payment is due, we will pay into AMP Superleader, which is an industry type plan with no entry or exit fees.
- Adjustments may be made to a week's pay if errors or omissions are discovered in any previous pay calculation or timesheet.
- You must agree to keep confidential any information about the client and their business, which you obtain during the course of this assignment.
- **You must notify Asphar Recruitment as soon as possible if you are unable to attend the client's premises for any reason, preferably before 8:30 in the morning if applicable.**
- If the client makes an offer of permanent or temporary employment, or any offer of assignment or contract, you must discuss the offer with your Asphar Recruitment Consultant. The client is also bound by their agreement with Asphar Recruitment not to make such an offer on the penalty of payment of a full recruitment fee.
- If your employer wishes you to work in excess (overtime) of ordinary working hours (38 hours) you must notify Asphar Recruitment, so as to clarify the terms of remuneration associated with the extra time. Likewise, with fixed term contracts a flat rate can apply for up to 10 hours per day.
- Where it is not specified in this agreement, the general terms and conditions of employment as contained in the appropriate award for the industry occupation will apply.
- Your ability to work on Asphar Recruitment's behalf depends on your availability, and you may accept or reject this offer of employment without prejudice.
- As a casual employee please note that your assignment may be cancelled at short notice. Sometimes due to changing client needs we receive very short notice. However, where possible, we shall notify you well in advance.

PAYMENT PROCEDURES

- Enclosed are copies of our time sheet. Please use one each week to record your hours worked for each client, and to obtain the signature of their supervisor to approve those hours up until the close of business on the Friday of each working week. Please note that work done on Saturdays and Sundays will start a new week's timesheet. It is important that your name, current postal and email addresses, are contained on the timesheet.
- Please arrange to fax or email your timesheet to us by Friday evening, or by 5pm Monday at the latest. If you are unable to do this, please post the timesheet to us on Friday evening so we will have it in the following Monday's post. Timesheets not received by 5pm Monday may not be included in the week's payroll, which means a delay of one week in the receipt of your pay.
- Enclosed is an Employment Declaration Form from the Australian Tax Office. Please complete this form and return it to us as soon as possible. If you are waiting for a Tax File Number, please advise us so we can make the necessary arrangements regarding tax.
- Please ensure you provide us with your bank account details. Your pay will be directly forwarded into your account by Wednesday evening, via online banking. For your records a payment advice slip will also be emailed or posted to the address stated on your registration forms. Should you change your email or postal address, please notify our payroll department as soon as possible.
- Approved overtime will be paid to employees, and billed to employers, under the conditions and rates as discussed and advised.

Name _____ Signature _____ Date _____

A LITTLE ASPHAR ADVICE

As a Temp and representative for Asphar Recruitment, you are committed to provide the best possible service and maintain the highest standards of work, attitude and personal presentation.

At Asphar Recruitment we ensure that our temporary staff are most suitably qualified for their assignments.

When accepting an assignment your consultant will inform you of the relevant details, such as hours, rate of pay, location, parking and who your 'on the job supervisor' will be.

On arrival of your assignment

- Make sure you are punctual and polite and report to your supervisory authority immediately.
- Present yourself professionally and create a favorable impression.
- Follow the established work patterns of dress code and exercise your skills to the best of your ability.

Do not be afraid to ask questions

- Find out exactly what your duties entail
- Where the relevant equipment is positioned
- Where the tea room, emergency exits and toilet facilities are located
- Gather any other information that will help equip you to successfully carry out your assignment
- It may also be advantageous to ask for a company brochure, as to inform yourself on the organisation's services.

If your job description includes the administering of phones

- Ascertain how the client would like you to answer incoming calls and maintain a pleasant and friendly manner at all times
- Introduce yourself clearly and never leave a caller on hold for longer than 30 seconds
- Be as helpful as possible or apologetic when necessary
- Conclude the call in a courteous fashion
- Do not make a habit of personal calls.

SOME GENERAL RULES OF THUMB WHILE WORKING IN AN OFFICE OR FACTORY...

ASPHAR Arrange your work area so your equipment is easily reachable to avoid any unnecessary turning or stretching.

CONTRACTORS Continuous work should be broken up by small breaks, or by performing non-repetitive tasks. Take allocated breaks regularly rather than accumulating them. This will vary workloads and keep you interested and refreshed.

ARE Alternating tasks regularly helps prevent strain and reduce fatigue. You must also concentrate on correct stance and posture.

BEST By maintaining a clean and comfortable working environment and adjusting temperature, lighting and wearing suitable clothing, you will be able to achieve maximum efficiency and productivity.

SEXUAL HARASSMENT

A contractor frequently works in new locations, with people of all walks of life. It is crucial that you understand your rights in regards to working in a safe and hassle free environment. Everyone is entitled to a 'fair go'. It does not matter what sex, race or age. We all deserve to be treated equally and fairly.

Sexual Harassment is defined as either unwelcome comments or innuendo, any unwelcome physical contact, such as stroking or kissing, or unwelcome requests for sexual behaviours, verbal or written.

It is unlawful to be discriminated against, on particular grounds and areas of public life. If you believe you have been sexually harassed while on an assignment, it is an avenue you can pursue for assistance, and your Asphar Consultant is here to support you.

If at any stage of your assignment you feel uneasy, please contact your on the job supervisor or your Asphar Consultant and let them know the situation. If possible, ask the offender to stop their actions, but if it is not suitable to approach the harasser, inform your consultant, so the necessary steps can be taken.

SAFETY IN THE WORKPLACE

Asphar Recruitment take pride in making every effort possible in providing a safe and healthy work environment. The Occupational Health and Safety Act 1984, enables everyone to work in safe and injury free conditions. This responsibility is shared by all.

Your client must take all reasonable measures to ensure contractors are not exposed to hazards in their place of work. However, it is your responsibility to take all reasonable measures to protect your own safety, as well as that of others. It is also your responsibility to conduct all duties in a safe and professional manner.

If, while on assignment, you are asked to carry out a task which is not part of your job description, or you feel it is unsafe to complete, you have the right to refuse, with practical reason. If you are unsure, contact your consultant for advice.

In the event that you do suffer injury, you must immediately advise your client, as well as your consultant. Your consultant will guide you in the right direction, so the correct procedures are followed out, to ensure that you can be appropriately compensated and treated.

WORKING WITH COMPUTERS

- Position the monitor and keyboard directly in front of you. The screen should be at either eye level or slightly below.
- Shoulders are to be relaxed, with head and neck held upright.
- Leave a generous amount of room for your legs and use a footstool when possible to raise the knees, so they are just below your hips.
- Use a chair with a backrest, to support the lower back.
- Document holders are also recommended and are to be placed adjacent to the screen, at the same visual distance as the monitor.
- Exercise your eyes and neck regularly by looking away from the screen. Stand up occasionally and stretch your legs, arms, and hands.

LIFTING

Many places of work require some degree of moving and lifting objects and it is vital that it is executed properly in order to prevent injury.

- Bend your knees, this allows you to lift with your legs, keeping strain off your back.
- Make certain that you have a strong grasp on the object and hold it close to your torso.
- Before transporting the object, check for obstructions that may hinder you, and use your feet to turn, stopping any aggravation to the back.

If an object is too heavy for you to lift alone, use your common sense. It only takes two seconds to ask someone to assist you.

EMERGENCIES

It is extremely wise to know your fire exits and fire extinguishers. In the occurrence of an emergency, such as a fire, please stay calm, restrain from panic, and abide to the following guidelines.

- If possible, keep all windows and doors closed to prevent draughts from increasing the fire.
- Keep exits free from obstruction.
- Follow all instructions in a calm fashion and assist others when possible.
- Use emergency exits, as indicated, generally this excludes the use of elevators.
- Do not re-enter the building until an authorised person has told you it is safe to do so.

**Once again, welcome and thank you for your association with Asphar Recruitment.
We look forward to building a strong and friendly relationship and hope that you enjoy working with us.**