



Collection Statement

What your personal information is

Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. address and phone number). It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements. Personal information includes sensitive information.

What sensitive information is

Sensitive information is a special category of personal information. It is information or opinion about your:

- racial or ethnic origin;
- political opinion;
- membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- membership of a professional or trade association or membership of a trade union;
- sexual preferences or practices;
- criminal record;
- health or disability (at any time);
- expressed wishes about the future provision of health services.

It includes personal information collected to provide a health service.

Sensitive information can, in most cases, only be disclosed with your consent.

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by Jobwire for its own use and on behalf of other members of the Jobwire group who might require access to your personal and sensitive information in connection with your work placements.

The other members of the Jobwire group are:

- Peoples Consulting Pty Ltd
- The Leadership Edge

How to contact us

If you wish to contact us about your personal or sensitive information please contact our Privacy Co-ordinator during normal office hours, which are 8:30am to 5:30pm, Monday to Friday:

Rachel Philp
PRIVACY CO-ORDINATOR
TELEPHONE: (02) 6651 8824
E-MAIL: rphilp@jobwire.com.au
FAX: (02) 6651 8826

If you need to contact us about your personal or sensitive information urgently outside normal office hours you should contact your local branch managers as follows:

Adelaide: (08) 8410 5122

Devonport: (03) 6423 4674

Archerfield: (07) 3277 6244

Laverton: (03) 9369 8206

Brisbane Commercial: (07) 3852 6661

Melbourne CBD: (03) 9670 8530

Canberra: (02) 6295 7211

Silverwater: (02) 9748 7588

Sydney City: (02) 9299 1744

Perth: (08) 9221 2177

Darwin: (08) 8941 7899



How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration.

Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative);
- we receive any complaint from or about you in the workplace;
- we receive any information about a workplace accident in which you are involved;
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- you undertake PC skills testing at our premises;
- you register your personal details online at the Jobwire website;
- you provide us with any additional information about you.

How your information will be used

Your personal and sensitive information may be used in connection with:

- your actual or possible work placement;
- for payroll purposes
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- our identification of your training needs;
- any workplace rehabilitation;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Your personal and sensitive information may be disclosed to...

- potential and actual employers and clients of the Jobwire group
- referees;
- other members of the Jobwire group;
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- a Workers Compensation body;
- our contractors and suppliers – e.g. our I.T. contractors and database designers, our agents acting on our behalf overseas with regards to obtaining references from your referees;
- any person with a lawful entitlement to obtain the information;
- any government or semi government authority charged with the responsibility and permission to collect information.

If you do not give us the information we seek

If you do not give us the information we seek:

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work;



You can gain access to your information and request corrections to it if you believe it is incorrect

Subject to some exceptions which are set out in the *National Privacy Principles* (Principle 6 – Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact our PRIVACY CO-ORDINATOR, whose details are shown above.

In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

Under the Fair Trading Act, we are required also to provide you with the following information:

Your Rights As A Candidate

- that the employment placement service must not charge a job seeker a fee for the purpose of finding the job seeker employment
- an employment placement service must not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position); and
- if a job seeker believes that an employment placement service has acted inappropriately, the job seeker may contact the Department of Fair Trading for information on possible action that may be taken



Temporary Employee Agreement

jobwire P.O Box 2504, Coffs Harbour 2450

Phone: 1 300 655 292

www.jobwire.com.au

People Consulting Pty Ltd ATF People Consulting Trust Trading as **jobwire**

ACN: 124 561 904 ABN: 28 684 868 921

CODE OF CONDUCT

This Code of Conduct sets the minimum standards of work practice to be maintained by temporary staff while on assignment with **jobwire**.

Please read the following carefully and sign the attached declaration slip to confirm your understanding of the Code of Conduct which you are expected to maintain in the course of your temporary employment.

I have read and understood the Code of Conduct set out below, and agreed to:-

1. Perform to the best of my ability whilst on assignment;
2. Continue in any given assignment until the completion date, or date otherwise advised;
3. Wear appropriate attire to all assignments;
4. Not use mobile phones or pagers and not to make personal telephone calls whilst on assignment;
5. Advise **jobwire** immediately if delayed or unable to report to any assignment;
6. Advise **jobwire** of any change in contact details, change of address or telephone numbers;
7. Be flexible and to co-operate with clients directions;
8. Advise **jobwire** immediately of any problems or concerns that I may have with an assignment (in particular, I will inform **jobwire** immediately should I feel I am being harassed or discriminated against whilst on assignment);
9. Ensure that my timesheet is faxed to **jobwire** at the end of each assignment or by the end of each week, to be received by **jobwire** no later than 10.00am on the Monday following the week in which the work has been undertaken;
10. Keep a copy of timesheets and pay advices for my records;
11. Contact **jobwire** on a regular basis when not on assignment keeping **jobwire** informed of my availability for work;
12. Advise **jobwire** of any new skills that I may have gained.
13. I accept that on some types of assignments I may be required to undertake a medical examination or hearing test; a criminal background check as required by **jobwire's** clients.
14. I understand that drinking alcohol or taking drugs or being under the influence of drugs or alcohol during working hours or while in charge of a vehicle is not permissible and will result in instant dismissal. N. B. Remember the Blood Alcohol Level for drivers of heavy vehicles is .00 (Nationally) and for car drivers is either .05 or .08 depending on which state you are in;
15. I understand that there is no smoking allowed in any **jobwire** offices. I will also comply with client smoking policies when working on their premises;
16. I will present for work fit to complete my work responsibilities, and in a clean, tidy and hygienic manner;
17. I will wear a company uniform if issued with one;
18. If issued with a **jobwire** uniform, I acknowledge that a refundable uniform deposit of \$100.00 will be deducted from my pay at \$25.00 per week over 4 weeks. The deposit will be refunded within 7 days of me returning the uniform direct to the offices of **jobwire**;
19. **jobwire** is responsible for statutory Workers' Compensation Insurance and, in the event of any injury occurring during an assignment, e.g. motor vehicle or personal injury accidents, I will contact **jobwire** with details immediately. All appropriate forms



- must be filled out as soon as possible. I accept that **jobwire's** management can review my 'at fault record' while at **jobwire** and this could result in the termination of my employment;
20. I agree that I will not approach, contact, communicate with (either in writing or orally) or in any way solicit business from any of **jobwire's** customers during the period of six months after the termination of my employment with **jobwire**;
 21. I further agree not to directly or indirectly (namely through a company or other legal entity) approach, contact, communicate with (with in writing or orally), or in any way solicit business from any of **jobwire's** customers during the period of six months after the termination of my employment with **jobwire**;
 22. I understand that any information not provided by me at the time of my interview must be supplied to **jobwire** by fax or letter, e.g. banking details, Tax File Number, etc.;
 23. I understand that **jobwire** accepts no responsibility for incorrect bank account details. It is my responsibility to ensure that the details provided are correct at the time of my application and I will notify **jobwire** in writing of any changes. I understand that any bank fees charged, due to me providing incorrect bank details, will be automatically deducted from my current week's pay.

TERMS AND CONDITIONS OF EMPLOYMENT

This Temporary Employee Agreement is to be signed by all temporary staff upon registering for employment with **jobwire**.

As a temporary employee, some conditions of your employment at certain worksites may be set by a relevant award, site or enterprise agreement. The conditions as stated in such an agreement shall only apply for the duration of the assignment in question, and shall not form part of your common law contract of employment.

Please read the following carefully and sign this form to confirm your understanding of the Terms and Conditions of your temporary employment.

I have read, understood and agreed to the conditions set out below:-

1. My employment with **jobwire** is as a temporary on an assignment by assignment basis, with each assignment constituting a discreet period of employment. I may accept or reject any offer of an assignment from **jobwire** however, once accepted, the assignment must be completed. **jobwire** is under no obligation to offer me further assignments;
2. I understand that **jobwire** does not control the length of any assignment and I accept that whilst **jobwire** may indicate the potential length of an assignment with a client in good faith, the client may vary the length of an assignment period or terminate my attendance at an assignment at their absolute discretion;
3. I accept that if a client of **jobwire** varies the length of an assignment period or terminates my attendance at an assignment, as provided for in Point 2 above, **jobwire** has the right to discontinue my employment and to not offer me further assignments with other clients in the future;
4. I accept that I am under the care, control and supervision of **jobwire's** client during the period of any assignment in regard to defined working arrangements and the manner and proficiency in which my work is to be performed. I acknowledge the right of **jobwire's** client to direct my work activities;
5. If there is any alteration to a job assignment, I agree that this must be discussed with my supervisor and my **jobwire** Manager;
6. Whilst on assignment, I acknowledge that I must be courteous to the client and the client's staff at all times;
7. I agree to adhere to all Occupational Health and Safety policies of **jobwire** and **jobwire's** client, and to obey all lawful and reasonable orders of **jobwire's** client with regard to the use of safety equipment, the wearing of protective clothing and noise protection devices, and with regard to methods of performing work tasks;

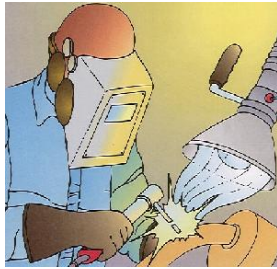


COLLECTION STATEMENT / TEMP AGREEMENT

8. Payment for my work will be made by **jobwire** on a weekly basis only on receipt of a **jobwire** time sheet, correctly completed and with appropriate authorisation by an approved client supervisor, or by some other method defined by **jobwire**;
9. Payment to me by **jobwire** may be made at **jobwire**'s discretion by Electronic Funds Transfer to the bank account nominated by me;
10. I understand that it is my responsibility to provide an authorised **jobwire** time sheet to the **jobwire** office and acknowledge that I will not be paid if the time sheet is not provided. Work time sheets are to be completed daily, showing my start/finish times. At the completion of an assignment or at the end of each week (if the assignment is not completed), it is my responsibility to have my time sheet signed by the client and faxed or sent to **jobwire** before **10.00am Monday**;
11. I understand that future payments may be adjusted if actual working hours or other details differ from information provided on authorised time sheets received by **jobwire** and I further agree to allow **jobwire** to deduct any overpayment from future payments;
12. My remuneration by **jobwire** is on an hourly basis according to my classification and is subject to all relevant provisions of any appropriate Award, Site or Enterprise Agreement;
13. My hourly rate is subject to change from the effective implementation date of any decision by an authorised tribunal to amend wage rates;
14. Payment of Occupational Superannuation is governed by the appropriate legislation, Award, Site or Enterprise Agreement;
15. On any assignment I will be paid by **jobwire** for a minimum of four hours, or such other minimum period stipulated by a relevant Award, Site or Enterprise Agreement;
16. I agree to notify the **jobwire** office as soon as practicable, but no later than normal start time on any day, that I am unable to attend during any period of an assignment;
17. I agree to keep confidential any information obtained during my assignment with **jobwire**'s client, which may be considered sensitive or confidential to **jobwire** or its client including client details, trade secrets and other confidential information;
18. For a period of six months from the cessation of my last assignment, I agree that I will not seek or accept a direct offer of employment whether temporary, contract or permanent from any client, former client, employee or former employee of **jobwire** to whom I am introduced without first notifying **jobwire**;
19. I agree that I will not seek or accept a direct offer of employment from another agency for placement with a client of **jobwire** whilst currently employed by **jobwire** or for a period of two weeks from the cessation of my last assignment with that client, if I have been introduced to that client by **jobwire**;
20. I agree to complete an Employment Declaration (Australian Taxation Office form) with **jobwire** this financial year if I have not already done so.



Your information guide to occupational health and safety policies, procedures, and responsibilities as an employee of jobwire



Introduction

Welcome to jobwire! We are excited for you to join our team!

At jobwire, we are committed to providing our clients, your “host employers”, with expert and efficient services. To do so, we must ensure that our employees understand their rights and responsibilities, and that they work in a safe environment. jobwire, our employees and host employers must all be committed to and continuously promote productive, responsible and safe workplaces.

This is your handbook to keep and refer to whilst a casual of jobwire. This book of information represents a basic summary of our general occupational health & safety policies and procedures. This is provided to you so that you understand ours, yours and host employer's responsibilities with regard to safety. We will continue to review all of our policies, procedures and processes to ensure our employees understand the responsibilities and obligations within our unique employment structure.

Responsibilities – we all have them!

At jobwire, we want to ensure you know what is expected of you in your position with us, what you can expect from us, and what you can expect from the host employer in return. It is our responsibility to provide this to you through the training and implementation of these policies.

With regards to occupational health and safety, jobwire will never knowingly place you in an unsafe workplace and we commit to complying with relevant OH&S legislation to help ensure you

Employee Responsibilities:

- You must cooperate with jobwire and the host employer to follow the rules of the workplace, particularly their health and safety rules.
- You must take reasonable care in the health and safety of yourself and others.

Failure to meet these responsibilities may result in the termination of your employment.

Host Employer Responsibilities:

- The host employer must comply with all relevant legislation, including oh&s, and provide you with the information, instruction/ training and supervision necessary to ensure you work in an environment free from risks.

Should the host employer change the nature of the duties originally expected from you, it is their responsibility to first notify us.

Our Occupational Health and Safety Program - Implementation
Our OH&S policies and procedures will be implemented through:

1. Active involvement and commitment of appropriate jobwire office staff;
2. Active consultation with employees on occupational health and safety concerns and/or suggestions;
3. Providing training and information necessary to ensure healthy and safe working environments;
4. Consulting with “host employers” to identify potential hazards and minimise risks;
5. Consulting with industry experts when legislatively or operationally determined;

6. Scheduled quarterly review of policies and procedures to ensure legislative compliance and operational feasibility;
7. Continual review of policies and procedures to ensure legislative compliance and operational feasibility.

Behaviour

Running and throwing of objects in the workplace is not allowed. Also, horseplay or skylarking, particularly where it may expose any person to potential injury will not be tolerated. Any person/s involved in such behaviours will be subject to the disciplinary procedures.

Smoking

Smoking is only permitted on scheduled break times and in designated areas.



Drug and Alcohol Policy

Alcohol and drugs are not permitted on the premises. Any person who exhibits behaviour that indicates an inability to perform work safely will be sent off the premises. Any person who is required temporarily to take medicinal drugs that may affect their ability to work safely should inform their supervisor and jobwire staff immediately.

Clothing

Loose clothing, particularly near to rotating machinery, is not permitted. Thongs and sandals or open toed footwear is not permitted in the manufacturing and warehouse areas. You must wear closed in shoes (steel capped boots, if specified). Persons with long hair working on or close to rotating equipment such as drills or grinders are to have their hair tied back or covered to reduce the risk of entanglement.

PPE (Personal Protective Equipment)

All persons in the workplace are to wear the personal protective equipment (PPE) as supplied wherever signs in the workplace indicate the need to do so or in recognised PPE areas. Examples of PPE include, safety glasses, gloves, overalls, hearing protection, safety boots, and respiratory equipment.



Emergency Procedures

You should be familiar with evacuation procedures posted in respective worksites. Employees must ensure they know the locations of items such as eye wash stations, fire exits, First Aid kit, fire pulls and fire extinguisher locations. You should expect to be advised of the emergency procedures in the host employer's initial induction.

In General

- All employees will be notified if there is an evacuation, this may be from an alarm or siren.
- When you hear the Evacuation Alarm, turn off all machines
- Follow the instructions from your leading hand and move quickly (do not run) to the evacuation area.
- Co-operate with your leading hands instructions and do not re-enter the building until instructed.



Hazardous Substances

Any person using or storing a hazardous substance on site is to do so in accordance with all information supplied in the relevant MSDS (Material Safety Data Sheet) for that substance.

1. Always follow the manufactures instructions.
2. Wear Suitable PPE
3. Wash your hands after handling hazards

Signs

All persons must comply with the requirements of any safety signs on site. The wilful defacing of any sign is an offence and will result in disciplinary action.

Damage to any safety sign is to be reported without delay to the area supervisor.

Equipment & Tools

You will be issued with the tools required to carry out the job productively and safely.

If you are issued with higher risk machinery, it is important to check that all appropriate safeguards are in place (and are never tampered with) and in working order.

Any damage, malfunctions or concerns regarding machinery and equipment must be reported to the on-site supervisor immediately.

Authority to Operate Machinery/Plant

Only persons who are trained by or hold a relevant certificate of competency AND are authorised are permitted to operate any fixed/ mobile plant, company vehicles, hand-operated forklifts or equipment on the site.

Machine Guarding

The protective guards placed on plant are not to be disabled or removed for any reason except as part of a documented maintenance program for that plant.

Housekeeping

Housekeeping at work means maintaining clean and tidy work areas and promoting safe and efficient working environment.

Slips Trips and Fall

In most cases the hazard leading to slips and trips and falls can be avoided by taking a few simple precautions. Clean up slippery surfaces caused by the spillage of liquids and the build up of filings and dust from machine processes as soon as possible and ensure co-workers to not travel across the area.



Manual Handling

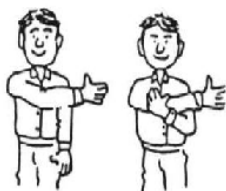
Any person who feels that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons or forklifts.

How to Lift Low Lying Objects Safely

Any person who feels that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons or forklifts.

Adapting workplace design and using mechanical lifting aids are the best ways to deal with manual handling problems. But when manual lifting is unavoidable, it is essential to follow manual handling principles when lifting low lying objects to reduce the risk of back injury.

Always warm up prior to lifting or starting any sort of physical work, the same as you would before exercise. Warm up again after a break. If you are doing repetitive work loosen your muscles periodically to prevent strains.



STEP 1

Make sure your travel path is clear.



STEP 2

Size up the load (weight, size and shape). Consider your physical ability to handle it. If in doubt, get assistance. Avoid the lifting of loads that weigh more than you are comfortable lifting.



STEP 3

Place your feet close to the object to be lifted. Adopt a balanced position.



STEP 4

Bend your knees in a semi-squat to a comfortable degree and get a good handhold. Lift the load keeping it close to the body. Try to keep the natural curve of your spine whilst lifting.



STEP 5

Use your leg muscles to lift the load and allow it to rest in fully extended arms. Lift smoothly and rhythmically. Avoid sudden accelerations or jerky movements.



STEP 6

With the load comfortably in your hands and arms, move your feet in the direction of travel – don't twist at your hips or shoulders.



STEP 7

Setting the load down is just as important as picking it up. Using the leg muscles, lower the load by bending your knees in a semi-squat to a comfortable degree. Don't let go of the load until it is secure.



HIGH RISK WORK PRACTICES – EXAMPLES OF HOW NOT TO LIFT



Handling awkward shapes or big loads.



Obstructed pathway and vision.



Over-reaching while handling (i.e lifting from below mid strengths thigh or above shoulder height)



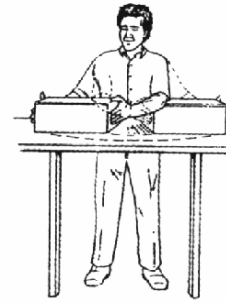
Insecure grip and poor lifting position with feet too close together while handling



Carrying object away from the body.



Handling on unstable work surface under foot.



Repetitive and/or long duration of manual handling.



Awkward twisting movements whilst handling.

CONSIDER THESE ALTERNATIVES:

Using lifting aids if possible

- Ensure there is sufficient space for lifting to be done in the right position and with correct posture and body movements
- There should be no obstructions when moving objects
- The start and finish height of the load should be between mid-thigh to shoulder height (preferably around waist height)



Employee Consultation



It is the policy of jobwire to consult with you on Occupational Health and Safety issues on a regular basis. We endeavour to discuss any site-specific OH&S issues with you during the week immediately following the first day of each job placement, if not sooner, and on a regular basis thereafter. We encourage you to raise any concerns and offer suggestions.

Hazard Reporting

Any person who identifies a potential danger or hazard in the workplace is to first do what they can, provided it is safe to do so in their opinion, to make the situation safer. Warning nearby persons of the danger, highlighting the danger in some way or isolating it could do this. The hazard must then be reported to the supervisor for that area.

Accident Reporting

Any injuries, near misses and incidents are to be reported without delay to the first aid person/supervisor then your jobwire representative so that the injury can be treated and recorded. You must follow the procedures and cooperate with the relevant direction, aid and investigation.

In serious cases where you require medical treatment, you must notify the jobwire branch immediately. You will also be required to visit the Jobwire office and fill the appropriate documentation and provide information.

Jobwire takes work injuries very seriously.

Return To Work Program

If you have been injured on the job, it is our policy to help you get back to work. We employ a trained co-ordinator who will assist you in returning to work by consulting with you, your doctor, medical practitioners and our workers' compensation insurer where applicable. You may request a copy of the jobwire return to work program appropriate to the state in which you work.

Jobwire's Return to Work Co-ordinator is Karen Staines,
PH: 02 6651 8824 Fax: 02 6651 8826