

Human Resources Policy and Procedure Manual



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Welcome

Congratulations on your appointment and welcome to the team at Job Site Recycles. We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. Our business is primarily about saving the environment through recycling while delivering exceptional customer service. You have been hired because we believe you can help us to deliver these high levels of customer satisfaction. We want to ensure that your interactions with other Job Site Recyclers employees and our customers will reflect the value that Job Site Recyclers places on the environment, teamwork and our commitment to superior customer service.

The purpose of this Manual is to introduce you to the Job Site Recyclers, give you some information about our history, our clients and what we do. You will also find information about your terms and conditions and employment, our expectations around your behavior and our policies and procedures. This manual should be read in conjunction with your Contract of Employment.

This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and easily accessed via the contents page. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur. If you have any questions about the content, please do not hesitate to contact Wendy Irvine on {03 9768 3400}.

Our Company History

Job Site Recyclers was founded in 2010 by Daniel Reaper and some passionate friends, all with a wealth of experience in the building industry.

We are a privately owned company with staff of over one hundred, a fleet of vehicles and we are still growing.

We have seen firsthand the inefficient and unconscionable way that construction waste is generally disposed, and we just want to play our part in reducing the amount of waste that the building industry in Australia generates.

What We Do

We clean domestic buildings sites.

We recycle 95% of the waste that we take away with us and are looking at ways to recycle the remaining 5%.

Our mission, vision and values

Job Site Recyclers' mission is to help the environment through effective waste recycling. Our aim is to be known for our high-quality service

Your employment

Your employment with Job Site Recyclers is essentially governed by your contract of employment, Job Site Recyclers Policies, in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

Payroll

Your pay cycle is weekly. Our pay cycle runs from Wednesday to Tuesday over a one-week period and pays are processed on Wednesday, weekly.

Pays will be automatically deposited electronically into the bank account details provided to Job Site Recyclers.

Taxation payments are automatically deducted from your salary. Superannuation payments are paid into your nominated fund.

Changing Pay Details

Please advise the office via email should you wish to change any pay details like changing or closing your bank account. Please ensure you notify us prior to the date you wish for the change to be effective by.

Your payroll contact is the Wendy Irvine (03 9768 3400) and all requests for changes should be made via email to accounts@jobsiterecyclers.com.au

Hours of Work

Office/Business hours are generally between 8am to 6pm, Yardman and collections are generally between 6.30am to 4.30pm Monday to Friday. Your hours of work will depend on business needs and the requirements of the work you are assigned.

Yardman and collections including casual employees are generally between 6.30am to 4.30pm, your direct Manager will work with you to establish your standard hours of work and break times.

Job Site Recyclers adopts a common-sense approach to managing work hours.

Overtime and Additional Hours

Overtime is work which is performed at the direction of the manager and which is more than your contracted hours of work. If you cannot for some reason work reasonable additional or overtime hours you must notify your Manager as soon as practicable with the reasons as to why.

Lateness for work

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your supervisor as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf.

Subsequent to this, you must keep your Manager informed of your progress.

Wherever possible you should make dental, medical, business or other appointments outside your normal working hours.

It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.

Waste

Job Site Recyclers maintain a policy of "minimum waste", which is essential to the cost-effective and efficient running of the Employer. You can promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this:

- handle machines, equipment and stock with care;
- turn off any unnecessary lighting and heating;
- keep doors closed whenever possible;
- ask for other work if your job has come to a standstill; and
- start with the minimum of delay after arriving for work and after breaks.

Reimbursement of Expenses

Job Site Recyclers will reimburse employees for pre-approved expenses properly incurred by employees in the proper performance of their duties. Reimbursement will be subject to employees providing the receipts or other evidence of payment along with the purpose of each expense. Employees will also be required to complete the Expense Reimbursement Form which is included in the Office Forms section of this Manual.

Important Information

Any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;

Any loss to the Employer that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work, will render you liable to reimburse to us the full or part of the cost of the loss; and

In the event of an at fault accident whilst driving one of the Employer's vehicles that is the result of your carelessness, negligence or deliberate vandalism, you will be liable to pay the cost of the insurance excess.

In the event of failure to pay, the Employer has the contractual right to deduct such costs from your pay.

Business Environment

Work Areas

As many employees are required to operate a company vehicle in the course of their duties, it is important that you understand the motor vehicle policy as detailed on page 15 of this handbook. Our expectation is that your vehicle will be cleared and tidied at the end of every day. Any items that require storage should be put away; all valuables should not be left in vehicles overnight.

Personal property is not covered by Company insurance.

Security

Entry to the Job Site Recyclers premises during and/or outside of normal business hours will be by way of keys/security pass.

It is the responsibility of every Job Site Recyclers employee to ensure that this key/security pass is kept in safe custody. It must be returned on demand.

If building access devices are lost or misplaced, you must notify your Manager immediately so that they can be cancelled.

Job Site Recyclers do not accept liability for any loss of, or damage to, property that you bring onto the premises (your personal belongings). You are requested not to bring personal items of value onto the premises and not to leave any items overnight.

The Employer may install and/or use video surveillance (CCTV) in and around the Employer's premises. The purpose of the surveillance is to ensure the safety and security of employees, visitors and property. The Employer reserves the right to review and use the CCTV in disciplinary proceedings.

All cameras are visible and will not be in change rooms or bathrooms.

Company Vehicle Policy (Car, Truck, Trailer, Machinery)

Purpose

This policy affirms Job Site Recyclers committed to the provision of modern and safe vehicles. All employees are responsible to ensure the implementation of this policy and its management procedures. It is the responsibility of all persons operating company vehicles to adhere to government set road rules.

Policy

This policy outlines priorities to assist with the management of the company's motor vehicles. Audit and regular review processes are in place to ensure compliance. The Company reserves the right to vary this at any time.

- Employers and Employees have a responsibility to ensure that all drivers using motor vehicles for work-related and private purposes hold the appropriate driver's licence and to encourage all drivers to observe safe driving practices.
- Use of a Company vehicle in no way implies ownership and, as an asset of the Company, every effort should be made to ensure its productive use. As such the Company will nominate the most cost-effective standard vehicle at time of purchase.
- Vehicles are maintained in accordance with the manufacturer's requirements and must always comply with relevant road transport legislation.
- Vehicles are not to be driven off road or used as recreational 4WD vehicle.
- Job Site Recyclers provides the vehicles to its employees on a fully funded basis.
 - Employees are not allowed the use of the vehicle for private use outside of business hours.
 - Vehicles are not available for private use while on annual or extended leave unless prior consent has been obtained by Management.
 - Where an employee is absent for extended periods, the vehicle benefits may be withdrawn.
- A vehicle used for business is considered a workplace.
 - Accordingly, Job Site Recyclers policy restricts employees and drivers/passengers from smoking or vaping in vehicles
- The replacement period for vehicles is determined by the Company, subject to the specific use and kilometre turnover for each vehicle.
 - There is no automatic entitlement to a new vehicle after any specific period and the Company retains the right to allocate vehicles as and when it deems necessary.
- Drivers must not fit accessories without prior written permission from Management. Reference is made in this regard, to roof racks and tow bars.
- No alterations may be made to the manufacturer's mechanical or structural specification of the vehicle

- The Company also reserves the right to change the allocation of any vehicles between employees, as it deems necessary.

Permitted Use

Subject to the restrictions already stipulated, Employer vehicles may only be used for authorised business, unless previous arrangements for private domestic or social use have been agreed in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public road or on private land.

- On periods of leave, you are required to return the Employer vehicle to the Employer, unless otherwise agreed with management.

Personal Liability

Where any damage to an Employer vehicle is due to your negligence or lack of care, we reserve the right to insist on rectification of the damage at your own expense or paying the excess part of any claim.

Repeated instances may result in disciplinary action/and or the use of Employer vehicles being withdrawn.

G.P.S

Employer vehicles may be fitted with a GPS tracking device which the Employer may use to monitor the location of the car at any time for the purposes of security and monitoring driver behaviour.

- Unless otherwise stated on the notification, GPS data will be collected continuously and on an on-going basis.

Drivers Responsibilities

You must be in possession of a current driving licence and management's authority to drive during the performance of your duties. Upon request you must produce your driving licence for scrutiny by management.

If at any time you are disqualified from driving, you must inform Job Site Recyclers immediately.

- Drivers are required to always drive in
 - a safe, responsible and courteous manner
 - observe all traffic regulations, street signs and parking restrictions
 - consider the safety of themselves, their passenger and other road users
 - adopt an appropriate and defensive driving style
 - ensuring water levels and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements**
 - notify management of any vehicle maintenance or servicing requirements
- Seat belts are always to be worn by all occupants and under no circumstances should the vehicle be driven in an unsafe condition.

- It is the designated driver's responsibility to know when another person has use of their vehicle and notify the office of the date.
- Before using the vehicle to tow a trailer, check the Owner's Manual.
- It is the responsibility of the driver to ensure the security of the vehicle. The vehicle must be locked whenever it is not in use. Valuables, mobile phones, computers and company documents must not be left in vehicles when they are parked. If a vehicle is stolen, we are required to prove to the insurance company that there has been no negligence and, therefore, hold you responsible should your negligence be proven.
- It is your responsibility to see that any Employer vehicle is not used by anyone other than authorised employees.

Cleaning and Maintenance

When you drive one of the Employer's vehicles, it is your responsibility to ensure that it is kept clean and tidy and that it is returned to the Employer in that condition after use.

- Any maintenance or repair work, or replacement of parts, including tyres, must be brought to the attention of the Employer.
- Failure to adequately clean the vehicle may mean you are subject to the cost of the valet being deducted from your pay.
- If you take a vehicle home, you are required to clean the vehicle inside and out every second week.

Reversing

At all times when reversing a truck or any other vehicle where, due to load or conditions, clear line of site from all internal and external rear view mirrors is impeded or obscured in any way, you must use a spotter to assist. Any damage done to the vehicle when not using a spotter will be considered negligent and you may be liable for any excess charges.

Parking Infringement and Traffic Fines

Whilst traffic and parking infringements may be issued to Job Site Recyclers, the custodian of the vehicle will be nominated as responsible unless someone else has been identified as so being. The custodian of the vehicle at the time of any offence is responsible for the payment of infringement and fine. Our expectation is that the driver will promptly pay all traffic and parking infringements.

Where a traffic infringement and fine notifications reminders are issued in the company's name, the company will

- i. Obtain driver's details
- ii. Complete Statutory Declaration provided on the reverse side of the fine. This will be completed by the office administration staff. Returned to the Infringement Processing Bureau.
 - The fine will then be reissued in the nominated driver's name. This should ensure that the driver of the vehicle and not the company is fined. Whilst traffic and parking infringements may be issued to Job Site Recyclers, the custodian of the vehicle will be nominated as responsible unless someone else has been identified as so being. Employees in this case should use a logbook, JSR Global system or notify management to record the identity of a driver of a vehicle.

- iii. Any costs associated with breaches of any law are the responsibility of the person who performed the breach.

Accidents

The following outlines common practice procedure and expected actions in the event of an accident.

A driver involved in an accident is required to stop and render assistance, regardless of whether on official business or not.

The driver must:

- i. stop at the scene;
- ii. attempt to make the scene as safe as possible;
- iii. arrange emergency services if required;
- iv. exchange vehicle details and name, mobile number with the other driver(s); and
- v. photograph damage of all vehicles involved;
- vi. obtain name and phone number of any witnesses;
- vii. not admit liability;
- viii. advise management at the time of incident;
- ix. complete (fill in) the accident/incident report on your return to the office

The police must be called to the scene of the accident where the following occurs:

- a person is injured or killed;
- any of the drivers involved in the accident fail to stop after the accident;
- any of the drivers involved in the accident appear to be under the influence of alcohol or drugs; or
- the vehicle involved in the accident must be towed.

The driver must notify their Manager as soon as possible and provide all relevant details.

General Driving and Security

- Drivers must not use mobile telephones unless a hands-free/Bluetooth device is fitted and operating. It is illegal for a driver to use a mobile telephone when driving unless a hands-free/Bluetooth device is being used, any fines issued will not be paid by Job Site Recyclers.
- Before using the vehicle to tow a trailer, check the Owner's Manual. On no account may the vehicle be used to tow a weight greater than the manufacturer's recommendation.
- In the event of a vehicle being stolen: - Report to nearest Police Station in person and advise the Management as soon as possible full details of the contents of the vehicle must also be given.
- Should the vehicle be broken into and if any contents are stolen from the vehicle, the police and the Employer should be notified immediately.
- Employer property is insured by the Employer and you should make your own arrangements to cover your personal effects.

Insurance

- It is the responsibility of the company to ensure that all vehicles are insured and registered each year.
- All vehicles have Roadside Assistance Policies. If your vehicle needs attending, then you must call the office for a staff member to contact Roadside Assist on the company's behalf.
- The company will fund the "excess" in all insurance cases except if the driver is found guilty of negligent driving including being under the influence of any drug (including alcohol).
 - Use of the vehicle whilst under the influence of any drug (including alcohol) is not permitted and may be subject to disciplinary action.
- Employees should take due care whilst in control of any vehicle and avoid dangerous situations which could result in personal or property damage. Whilst Job Site Recyclers will meet the cost of repairs to vehicles resulting from accidents, Job Site Recyclers reserve the right to pass these costs to the driver. A driver found guilty of negligence may be expected to meet the "excess" costs.
- Where a driver is constantly involved in accidents, they may, at the Company's discretion, be required to pay the insurance excess

Important Information

Any damage to vehicles that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;

In the event of an at fault accident whilst driving one of the Employer's vehicles you may be required to pay the cost of the insurance excess. In the event of failure to pay, the Employer has the contractual right to deduct such costs from your pay.

Code of Conduct Policy

Purpose

This policy affirms Job Site Recyclers belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Job Site Recyclers expects of all employees.

Principles

Our employees contribute to the success of our organisation and that of our Clients. Job Site Recyclers fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical behaviours undermine employee and Client trust.

Policy

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act with civility towards fellow employees, clients and members of public, whilst at work
- Rudeness will under no circumstances be tolerated
- Be responsible with Company equipment and facilities
- Be considerate and respectful of the environment and others, objectionable or insulting behaviour or bad language may result in disciplinary action.
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Job Site Recyclers and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Job Site Recyclers expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from their direct Supervisor. This policy will be regularly reviewed by Job Site Recyclers and any necessary changes will be implemented by the HR Manager.

Dress Code Policy

Job Site Recyclers objective in establishing a safe and comfortable environment includes setting some standards for workplace dress code. This is to enable all people to project a professional image that is in keeping with the needs of our clients and customers to trust us. Because our industry requires the appearance of trusted professionals a standard dress code is necessary for everyone.

Office Employees

Office employees are expected to dress business casual during work hours. All office employees will be given an optional uniform (a polo) bottoms may include neat jeans, slacks or skirt. Skirts must be knee length or longer. If not wearing the Job Site Recyclers uniform, office employees must dress in a neat and well-presented manner at all times. When entering the yard, offsite client premises, office employees should wear a high visibility safety vest.

Yard/Collections Employees

All yard and collections employees must wear uniform as provided by the company, high visibility clothing **at all times**. Peaked hats during the summer season, Caps or beanies and jackets are acceptable during the winter season. **Steel capped boots are to be worn at all times**. This is a safety requirement.

Prohibited Clothing

Employees should not wear ripped clothing of any sort, low cut clothing such as jeans and shirts, track suits (pants or windcheaters) or thongs.

Maintenance

All clothing worn, including uniform, should be clean and neatly pressed at all times.

Exceptions

Job Site Recyclers will allow employees to wear casual clothing on Fridays only. For occupational health and safety (OHS), offsite employees must still wear their high visibility clothing. Prohibited clothing as outlined above is still unacceptable on Fridays.

IT, Internet, Email and Social Media Policies

Internet Use

The internet is provided by Job Site Recyclers for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be aware that some forms of internet conduct may lead to criminal prosecution.

Email Use

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect Job Site Recyclers from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of Job Site Recyclers in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email, a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
6. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

This policy also applies to all employees, contractors and sub-contractors of Job Site Recyclers who:

- have an active profile on a social or business networking site such as LinkedIn, Facebook, Instagram, Twitter and Snapchat;
- write or maintain a personal or business' blog; and/or
- post comments on public and/or private web-based forums or message boards or any other internet sites.

This policy does not form part of an employee's contract of employment. Nor does it form part of any contractor or sub-contractor's contract for service.

Professional Use of Social Media

Job Site Recyclers expects its employees to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all employees, contractors and sub-contractors of Job Site Recyclers who contribute to or perform duties such as:

- maintaining a profile page for Job Site Recyclers on any social or business networking site (including, but not limited to, LinkedIn, Facebook, Instagram, Twitter and Snapchat);
- making comments on such networking sites for and on behalf of Job Site Recyclers;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of Job Site Recyclers; and/or
- posting comments for and on behalf of Job Site Recyclers on any public and/or private web-based forums or message boards or other internet sites.

Procedure

No employee, contractor or sub-contractor of Job Site Recyclers is to engage in Social Media as a representative or on behalf of Job Site Recyclers unless they first obtain Job Site Recyclers written approval.

If any employee, contractor or sub-contractor of Job Site Recyclers is directed to contribute to or participate in any form of Social Media related work, they are always to act in a professional manner and in the best interests of Job Site Recyclers.

All employees, contractors and sub-contractors of Job Site Recyclers must ensure they do not communicate any:

- Confidential Information relating to Job Site Recyclers or its clients, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of Job Site Recyclers without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to Job Site Recyclers and related bodies, clients or businesses, which is not in the public domain. This includes, but is not limited to information relating to pricing, collection standards etc.

Private / Personal Use of Social Media

Procedure

Job Site Recyclers acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by Job Site Recyclers. However, inappropriate behaviour on such sites has the potential to cause damage to Job Site Recyclers, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of Job Site Recyclers must agree to not publish any material, in any form, which identifies themselves as being associated with Job Site Recyclers or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Job Site Recyclers must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to Job Site Recyclers or its clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of Job Site Recyclers, or its clients, business partners or suppliers; and/or
- contains any form of Confidential Information relating to Job Site Recyclers, or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Job Site Recyclers must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of Job Site Recyclers computer network.

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (e.g. Facebook, LinkedIn), video and/or photo sharing websites (e.g. YouTube, Instagram), business/corporate and personal blogs, micro-blogs (e.g. Twitter), chat rooms and forums and/or Social Media:

Monitoring

The Employer considers any and all data created, stored or transmitted upon the systems (the Systems) as work product and, as such, expressly reserves the right to monitor and review any data upon the Systems, including your usage and history, on an intermittent basis without notice.

In addition to this, the Employer has the right to protect its business interests and confidentiality. This includes the right to survey, audit and/or monitor its Systems, including but not limited to:

- monitoring sites users visit on the internet;
- monitoring time spent on the internet;
- reviewing material downloaded or uploaded; and
- reviewing emails sent and received.

Information reports will be available to the Employer which can subsequently be used for matters such as system performance and availability, capacity planning, cost re-distribution and the identification of areas for personal development.

For the avoidance of doubt, we reserve the right to monitor all internet and email activity by you for the purposes of ensuring compliance with the Employer's policies and procedures and for ensuring compliance with the relevant regulatory requirements and you hereby consent to such monitoring. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.



Recruitment

Policy

Job Site Recyclers recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

Our Business recruits' people via the following methods:

- Internal
- External
- Employee Referred

Procedure

1. Create a simple position description for the job covering key activities, tasks, skills required, expectations, deliverables and safety considerations. When advertising, avoid discriminatory language e.g. young person. Target the requirements of the job e.g. we seek an energetic person.
2. The recruitment process may include some or all of these: an application form, interviews, practical testing, reference checks, right to work in Australia checks. If undertaking an interview ensure there are no possible discriminatory requests for information, for example *Do you plan to have a family in the near future?*
3. Give the successful candidate a contract of employment setting out clear terms and conditions. The contract should include a welcome note and start details.
4. Once the candidate has accepted, contact the unsuccessful candidates as a matter of courtesy.

Induction

Policy

Job Site Recyclers will make sure all new employees feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process which these manual forms are a part of.

Procedure

Complete an induction plan for each new starter with details of:

- introductions
- workplace tour
- OHS procedures and evacuation
- who's who
- nominated buddy
- a working safety plan
- training plan
- copy of the Fair Work Information Statement
- policy and procedural requirements, e.g. equal employment opportunity

Training and Development

Policy

Job Site Recyclers will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence.

Job Site Recyclers commits to providing every employee with one (1) training day annually.

Probation

Policy

The 6-month probationary period is a time for both the employee and the business to assess suitability, fit and competency within a role. During this period the Job Site Recyclers commits to reviewing employee performance and at the end of this time ongoing permanent employment will be confirmed.

Procedure

1. Use system to track and monitor probationary periods
2. Managers to give informal and formal appraisal during the probation period.
3. Give at least one formal appraisal four weeks before the end of probation.
4. At the end of the probation period, complete a final probation appraisal and advise the employee of the result via a formal written letter.

Occupational Health and Safety

Policy

Job Site Recyclers will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, Job Site Recyclers will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees and health and safety reps on safety
- enforce protective clothing and equipment use
- provide information and training for employees
- assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure employees, clients, members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- making sure PPE is maintained and working properly

Job Site Recyclers demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Manual handling policy

It is Job Site Recyclers policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Procedure

Staff are encouraged to use their common sense and not to take unnecessary risks when handling large or heavy objects

- When lifting objects weighing more than 20 kilos, staff are required to seek assistance.

- It is the responsibility of all staff to follow the procedures as shown in your OWHS booklet and assist by identifying manual handling hazards and risks.
- New staff are to be provided with information regarding the correct lifting techniques during their induction.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

Workers' compensation policy

All employees may be eligible for workers' compensation benefits if injured while at work.

Injury procedure

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of Job Site Recyclers supervisor. If any serious injury call an ambulance 000 or mobile 112.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:
 - employee's name and job details
 - time and date of injury
 - exact location the injury/incident occurred
 - how the injury/incident happened
 - details of the injury/illness and the part/s of the body injured
 - names of any witnesses
 - name of the person entering details in the Register
 - date the employer was notified
4. Job Site Recyclers will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.

The manager must report serious injuries to WorkSafe immediately.

Smoking policy

Job Site Recyclers has a non-smoking policy. Smoking is not permitted on Job Site Recyclers property or in offices at any time.

Smokers who need to take breaks should do so in their allotted breaks no more than four (4) per day in addition to their lunch break. These breaks must be limited to four (4) minutes from leaving the workplace to recommencing work. These breaks must not be taken at the entrance to Job Site Recyclers offices. Excessive smoking breaks will be regarded as absenteeism and performance improvement action may be taken.

Alcohol and drugs policy

Job Site Recyclers is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Job Site Recyclers will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. Job Site Recyclers has a zero-tolerance policy in regard to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Job Site Recyclers does not tolerate attending work under the influence of alcohol and remind employees that while in control of a company vehicle we will only accept a 0.00% alcohol level. This may result in performance improvement action or dismissal.

Job Site Recyclers, at times, makes alcohol available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving over the legal limit or under the influence of illicit drugs is illegal.

Equal Employment Opportunity (EEO) and Anti Bullying Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by Job Site Recyclers.

It also applies for all recruitment, selection and promotion decisions.

The objective of Job Site Recyclers Equal Opportunity Policy is to improve business success by:

- attracting and retaining the best possible employees
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

Job Site Recyclers is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Victorian law.

Indirect Discrimination occurs when a rule seems neutral but has a discriminatory impact on certain people. For example, a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Job Site Recyclers provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

- age
- breastfeeding
- carer status
- disability
- employment activity
- gender identity

- industrial activity
- lawful sexual activity
- marital status
- parental status
- personal association with someone having any of these characteristics
- physical features
- political activity/belief
- pregnancy
- race
- religious activity/belief
- sex
- sexual orientation

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Reasonable adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

Job Site Recyclers will make reasonable adjustments for a person with a disability who:

- applies for a job, is offered employment, or is an employee, and
- requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

Examples of reasonable adjustments can include:

- reviewing and, if necessary, adjusting the performance requirements of the job
- arranging flexibility in work hours (see 'flexible work arrangements')
- purchasing screen reading software for employees with a vision impairment
- approving more regular breaks for people with chronic pain or fatigue
- buying desks with adjustable heights for people using a wheelchair.

When thinking about reasonable adjustments Job Site Recyclers will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.

In some cases, Job Site Recyclers can discriminate on the basis of disability, if:

- the adjustments needed are not reasonable, or
- the person with the disability could not perform the genuine and reasonable requirements of the job even if the adjustments were made.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your supervisor or manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene Job Site Recyclers EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of Job Site Recyclers EEO policies) then the manager should:
 - act promptly
 - maintain confidentiality
 - pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

Procedure: To investigate a complaint

When a manager investigates a complaint, they should follow this procedure.

1. Do not assume guilt
2. Advise on the potential outcomes of the investigation if the allegations are substantiated
3. Interview all directly concerned, separately
4. Interview witnesses, separately
5. Keep records of interviews and the investigation

6. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
7. Listen carefully and record details
8. Ensure confidentiality, minimise disclosure
9. Decide on appropriate action based on investigation and evidence collected
10. Check to ensure the action meets the needs of the complainant and Job Site Recyclers
11. If resolution is not immediately possible, refer the complainant to more senior management. If the resolution needs a more senior manager's authority, refer the complainant to this manager.
12. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- additional training for the perpetrator or all staff, as appropriate
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)

Leave

General leave policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

All employees are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned leave has to be mutually agreed and take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

Annual leave policy

Each employee is entitled to a minimum of 20 days annual leave a year (pro-rata for part-time). Leave entitlements are calculated from the date they started work and accrue in accordance with workplace relations legislation or industrial instruments. Annual leave counts towards continuous service (used when calculating long service leave). Applications for annual leave need to be lodged 6 weeks in advance.

You must complete the Annual Leave Request form on page 35, and have it signed by management before you make any firm holiday arrangements.

An employee is expected to take accrued annual leave for business close down periods. If insufficient leave is accrued, Job Site Recyclers may direct an employee to take unpaid leave.

The Employer observes a yearly annual shut down over the Christmas/New Year period. The period covered 22nd December to 15th January (these dates are fluid and change from year to year), typically the period covers 10 to 15 annual leave days. You are required to reserve enough days from your annual leave entitlement to cover the Christmas/New Year shut-down period.

If you have not accrued enough holiday entitlement to cover this period, you will be given unpaid leave of absence.

You may not normally take more than two working weeks consecutively, unless there are exceptional circumstances.

All annual leave needs to be applied for with preference given on a first in first served basis.

Office Staff are not permitted to be off at the same time for more than one (1) calendar week outside the above dates.

Job Site Recyclers will decide on a case-by-case basis whether it will agree with an employee to 'cash out' annual leave as permitted by workplace relations legislation or any industrial instrument.

Personal (sick) leave policy

An employee is entitled to a minimum of 10 days of personal/carer's leave every 12 months which can all be taken as carer's leave if required.

An employee should notify his/her manager as soon as possible if they are unable to attend work due to illness or injury. Management, at its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period.

Carer's leave policy

Carer's leave is available to an employee for the care or support of an ill family or household member or if an unexpected emergency affects a family or household member. It is typically part of personal (sick) leave and is dealt with similarly to above.

Employees including casual employees are entitled to take up to two days unpaid carer's leave for each occasion of family or household member illness or unexpected emergency. An employee cannot take unpaid carer's leave if they could instead take paid carer's leave.

Compassionate leave policy

Compassionate leave is paid leave taken by an employee to spend time with a family member/member of the employee's household, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member/member of the employee's household.

Each employee is entitled to a period of two days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Additional unpaid leave maybe granted at management discretion.

Casual employees are entitled to two days unpaid compassionate leave for each occasion.

Long service leave policy

Employees are entitled to long service leave in line with Victorian long service leave laws (or per a relevant Award or Agreement).

Time in lieu policy

Job Site Recyclers will grant time in lieu to an employee who is required to work outside their normal hours. Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist, in which case management will consider granting approval after the time is worked.

Time in lieu will be added to the employee's annual leave. Job Site Recyclers will record time-in-lieu credits and debits. Generally, employee should take time in lieu in the same financial year within which they accrue it. A manager must approve time-in-lieu leave. An employee cannot accrue more than {X} hours of time in lieu.

Leave without pay policy

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Jury duty policy

An employee is entitled to paid leave for jury duty in accordance with legislation. An employee on jury service should supply the official request to attend, the details of attendance and the amount the court has paid them. Job Site Recyclers will reimburse the employee the difference between this amount and their base salary. If an employee is absent because of jury service of more than 10 days in total, the employer is only required to pay the employee for the first ten days of absence.

Emergency services leave policy

If an employee needs to take temporary absence from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster as a member of SES, CFA or Army Reserve) then they should ask management for leave as soon as possible after they become aware of the need to take leave.

Job Site Recyclers will support such activities wherever possible, as an important community service.

Performance Management

Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate managers at least once a year.

Procedure

1. The manager and the employee agree on the date for a performance appraisal meeting to allow time to prepare.
2. The manager and employee will meet and openly and constructively discuss performance over the period.
3. The manager and the employee will agree any objectives and outcomes for the next appraisal period.
4. Training and development will be considered as part of the process.
5. Notes should be taken of the meeting and copies kept.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise.

Performance Improvement

Policy

Where warranted Job Site Recyclers will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, Job Site Recyclers may decide to end an employee's employment. Depending on the circumstances, performance improvement action may include verbal or written warnings, counselling or retraining.

Job Site Recyclers requires a minimum standard of conduct and performance which will be made clear to employees in management appraisals. If an employee does not meet this standard, Job Site Recyclers will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an employee deliberately breaches business policy or procedure, or engages in misconduct, Job Site Recyclers may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an employee.

Each employee must understand their responsibilities, be counselled and given the opportunity to reach the standards expected of them. Job Site Recyclers will give an employee the opportunity to defend themselves before management takes further action.

Note: If employees have a disability that requires reasonable adjustments to be made to the workplace or job to allow you to work safely and productively, they should raise this with their manager. Job Site Recyclers will only refuse such requests on reasonable business grounds.

Procedure

1. Job Site Recyclers will advise the employee of any shortfall in their performance and give them an opportunity to respond.
2. Once they respond, the manager will consider their response and decide if performance improvement action should be taken. Job Site Recyclers will provide support such as training where appropriate.
3. If the employee is given a verbal warning, the manager should make a note of it, date it and sign it.
4. The manager will advise the employee in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency, they should use specific examples, and refer to the correct policy or procedure.
5. The manager will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person present at such meetings.
6. The manager will decide if more action is needed.
7. If a written warning is to follow, the manager is to:
 - document it and give the employee a copy
 - give the employee the opportunity (and their support person the opportunity) to sign the warning
 - keep a copy on file
8. The warning must clearly define:
 - the deficiency
 - a clear explanation of the expected standard
 - by when the employee needs to achieve it
 - how the business will help the employee achieve the improvement required
 - consequences of failing to improve
9. The manager concerned will keep a record of all meetings, training and/or coaching given and a summary of discussions and put a copy on the employee's personnel file. This should include date, location and time of discussion.
10. They will continue to support the employee and note the support they give, for example, training or counselling.
11. If the employee's performance or conduct doesn't improve, the manager will give the employee a final written warning and follow steps 4–10 above. This document needs to warn the employee in clear terms Job Site Recyclers will terminate their employment if there is not enough improvement, and a sustained improvement in, their performance.

Note: some circumstances justify going straight to a second or final warning.

Gross or serious misconduct policy

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

Occurrences of serious misconduct are very rare because the penalty is dismissal without notice, even without any previous warning being issued. It is not possible to provide an exhaustive list of examples of serious misconduct. However, any behaviour or negligence resulting in a fundamental breach of your contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute serious misconduct.

Examples of offences that will normally be considered to be serious misconduct include serious instances of:

- theft or fraud;
- physical violence or bullying;
- deliberate damage to property;
- deliberate acts of unlawful discrimination or harassment;
- possession, or being under the influence, of illegal drugs at work; and
- breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person.

Procedure

1. The manager is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The manager should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall give genuine consideration to the employee's response and circumstances.
3. If still appropriate, following a thorough investigation, the manager can terminate/dismiss the employee.
4. The manager should keep a file of all evidence collected and action taken in these circumstances.
5. Job Site Recyclers will send the employee a letter of termination noting brief details.

Grievance complaints

Policy

Job Site Recyclers supports the right of every employee to lodge a grievance with their manager if they believe a decision, behaviour or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, Job Site Recyclers will escalate a grievance to the next higher level of authority for more discussion and resolution and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Procedure

1. The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
2. To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.
3. The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.

Conflict of Interest

Policy

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of Job Site Recyclers.

All employees are required to act in good faith towards Job Site Recyclers. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of Job Site Recyclers.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with Job Site Recyclers. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of Job Site Recyclers and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of Job Site Recyclers will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of Job Site Recyclers.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Procedure

Employees must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by Job Site Recyclers to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by Job Site Recyclers to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, Job Site Recyclers will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with Job Site Recyclers to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at Job Site Recyclers. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with Job Site Recyclers using knowledge and/or materials gained during the course of employment with Job Site Recyclers.

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with Job Site Recyclers, in a timely manner, may result in performance improvement proceedings including dismissal.

Secondary Employment

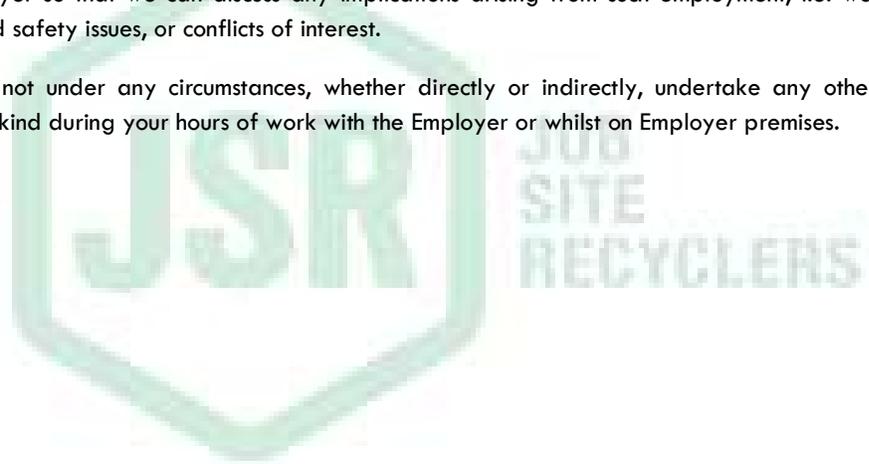
You are expected to devote the whole of your time and attention during working hours to our business. If you propose taking up additional employment with an employer or pursuing separate business interests or any similar venture, you must discuss the proposal with your manager in order to establish the likely impact of these activities on both yourself and the Employer. You will be asked to give full details of the proposal and consideration will be given to:

- working hours;
- competition, reputation and credibility;
- conflict of interest; and
- health, safety and welfare.

You will be notified in writing of the Employer's decision. The Employer may refuse to consent to your request. If you work without consent this could result in the termination of your employment.

If you already have any other employment or are considering any additional employment, you must notify the Employer so that we can discuss any implications arising from such employment, i.e. working time, health and safety issues, or conflicts of interest.

You may not under any circumstances, whether directly or indirectly, undertake any other duties of whatever kind during your hours of work with the Employer or whilst on Employer premises.



Intellectual Property and Security

All intellectual property developed by employees during their employment with Job Site Recyclers, including discoveries or inventions made in the performance of their duties related in any way to the business of Job Site Recyclers, will remain the property of Job Site Recyclers.

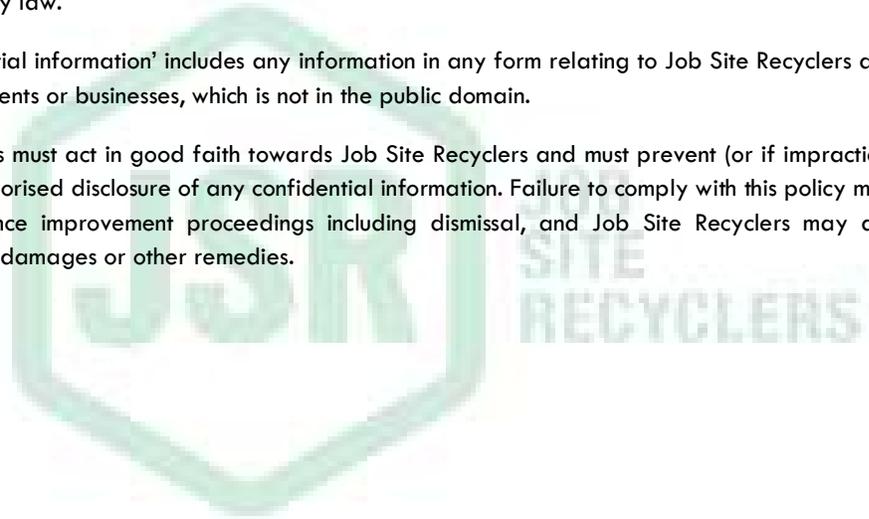
Employees may be given access to confidential information, data, business property, keys to premises or any other business-related property/information in the performance of their duties. This must be protected and used only in the interests of Job Site Recyclers.

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of Job Site Recyclers; or
- authorise or be involved in the improper use or disclosure of confidential information;
- during or after their employment without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to Job Site Recyclers and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards Job Site Recyclers and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and Job Site Recyclers may also pursue monetary damages or other remedies.



Environmental Best Practice

Policy

Job Site Recyclers will comply with all local, state and federal laws and regulations on:

- disposing of hazardous waste (including EPA's list of prescribed industrial waste), trade waste (i.e. waste added to the sewer) and wastewater
- safe handling, storage and transport of hazardous waste and dangerous goods
- noise
- land use
- air pollution and carbon emissions

Procedure

Job Site Recyclers will set targets each year to increase energy and water efficiency and seek opportunities for reducing and recycling waste. To do this, we will:

General

- investigate ways to reduce consumption or recycle waste
- publish monthly energy and water use on the staff notice board including savings made, and report on greenhouse gas emissions
- give preference to maintenance and other contractors using green products

Energy

- buy electrical and lighting systems rated as energy efficient
- use accredited Greenpower, either in part or whole

Water

- buy appliances rated as water efficient
- buy plumbing devices (e.g. taps) with built-in flow restrictors in kitchen and washing up areas, or add these to existing fittings

Waste

- look for opportunities to improve waste management. Sustainability Victoria has tips on [good waste management](#).

Job Site Recyclers - Policies and Declaration

You must read all the policies contained in this document and listed below. Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of Job Site Recyclers.

Please read each of the policies listed below and tick where shown to indicate you are aware of the rules and responsibilities you have whilst employed by Job Site Recyclers.

1. Company Vehicle Policy
2. Code of Conduct Policy
3. Dress Code Policy
4. IT, Email and Internet Policy
5. Recruitment and Selection Policy
6. Induction Policy
7. Training and Development Policy
8. Probation Policy
9. Occupational Health and Safety Policy
10. EEO and Anti-Bullying Policy
11. Leave Policy
12. Performance Management Policy
13. Performance Improvement Policy
14. Gross and Serious Misconduct Policy
15. Grievance and Complaint Policy
16. Conflict of interest Policy
17. Intellectual Property and Security Policy
18. Environmental Best Practice



Employee Declaration:

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

Employee Name:

Employee Signature:

Date:

FORMS



Annex

Maintenance & Repair

The following items should be checked at regular and frequent intervals;

- a. Engine and transmission oil levels.
- b. Water in the cooling system.
- c. Tyre pressure and any signs of excessive or uneven wear.
- d. Battery acid level.
- e. Vehicle interiors for damage or stains.
- f. All lights on the vehicle or trailer
- g. Ensure trailer/s are connected securely
- h. Ensure plugs are in or trailer lights
- i. Ensure everything in the trailer is secured correctly, including spare wheels
- j. Job Site Recyclers is responsible for the full payment of the running costs and maintenance of the vehicle.
- k. Any Damage to the vehicle must be promptly attended to and rectified to a safe standard.
- l. The employee's responsibility is to ensure that Services are carried out as per the manufacturer's servicing schedule
- m. Job Site Recyclers will collate all maintenance.

BEFORE any maintenance is performed on Job Site Recyclers' operating vehicles, you must call Management for the work performed to be authorised.

IT IS NOT ACCEPTABLE for maintenance to be claimed on an individual's expense or billed directly to Job Site Recyclers.

All Company vehicles must be serviced on a regular basis at intervals designated by the manufacturer subject to the approval by management.