

WELCOME TO SOUTHWEST RECRUITMENT

We thank you for allowing us the opportunity to assist you with temporary work. Working as a temporary contractor has many benefits and offers flexibility and variety to your work. We hope you enjoy the experience and thank you for your commitment, loyalty, integrity and professionalism.

Below are some guidelines to assist you:

1. On the first day of an assignment, please make time to call us briefly to let us know how things are. We appreciate it is difficult to talk at length but a quick "Hi I'm here – everyone's friendly and the work is interesting" is really appreciated!
2. Remember to take a timesheet with you and complete it on a daily basis. Your timesheet is due every Friday and the payroll is processed on Monday's. Your pay will be deposited into your nominated bank account overnight on Monday's.
3. Once you accept an assignment with Southwest Recruitment, we expect you to see it through.
4. Should you become ill, or unable to attend your temporary assignment for any reason, please contact us immediately.
5. If there are any concerns whilst on an assignment regarding the nature of the work, the pay rate or any issue you are not comfortable with please contact us immediately.
6. When between assignments, please ensure you keep in weekly contact with us to confirm your availability and check our website regularly as all vacant positions are listed there.
7. As a valued employee of Southwest Recruitment, your job satisfaction is our priority - as is the quality of service we provide our clients!

We hope you enjoy your assignment and we look forward to a long and happy association with you! ☺

TEMPORARY WORKER CODE OF CONDUCT

We thank you for allowing us the opportunity to assist you with temporary work. Working as a temporary contractor has many benefits and offers flexibility and variety to your work. We hope you enjoy the experience.

In order to maintain our service and integrity with our clients and candidates, please observe the following Code of Conduct to ensure a rewarding and successful working relationship.

Below are some guidelines to assist you:

Acceptance of Assignment

Your verbal acceptance of an assignment will incorporate an agreed pay rate by both parties. However, you should note that there is a minimum of four hours legal requirement for us to pay a Temporary Employee even if they are there for less. Superannuation will be paid to you at a rate of 9% after a monthly threshold of \$450.

Communication with Southwest Recruitment

On the first day of an assignment, please make time to call us briefly to let us know how you are.

Remember to take a timesheet with you at all times and complete it on a daily basis. You can download these from our website. Timesheets are due each Friday by close of business and the payroll is processed on Monday's. Your pay will be deposited into your nominated bank account overnight on Monday's.

Once you accept an assignment, we expect you to see it through. However, should you become ill, or unable to attend your temporary assignment for any reason, please contact us immediately.

Internet Usage

The internet is to be used for the transmission of business related correspondence ONLY. It is not to be used for receiving or sending messages of a personal nature whatsoever, without the express permission of the Client. Further, the use of the internet for the purposes of receiving, sending or forwarding messages and/or attachments of an offensive or pornographic nature may result in the immediate termination of your contract and is strictly prohibited by Southwest Recruitment.

The Privacy Policy

You may during your temporary assignments, come into contact with client information (written and verbal) that is of a highly confidential or sensitive nature. It is crucial that this information remains confidential and you do not share the content of such with any person (within a business or personal relationship).

Dress Code

First impressions are paramount! Please ensure you are dressed in a neat, conservative and professional manner at all times. Facial and body piercing jewellery is inappropriate in any professional environment. If worn, please cover or remove this jewellery whilst on your assignment.

Communication

The client telephone system is to be used for business related calls only. It is not to be used for making or receiving calls of a personal nature whatsoever without the express permission of the Client. Your mobile phone should be switched off during working hours.

Introduction to Client's of Southwest Recruitment

Each time you accept an assignment with Southwest Recruitment you will be entering into a new contract of employment with us. Each client you are introduced to and subsequently work for is as a direct result of Southwest Recruitment's relationship with them. Therefore, an 18 month introduction period applies. Ie. Should the client contact you directly for re-employment, you must notify Southwest Recruitment immediately.

Client's Code of Conduct/OH & S Policies

Please take the time to familiarise yourself with the Code of Conduct appropriate to the Client, i.e. smoking policy, clean desk policy and the OH&S policy of the Client. This will ensure you feel comfortable and familiar in this new environment.

If you have any concerns whilst on an assignment regarding the nature of the work, the pay rate or any issue you are not comfortable with please contact us immediately. We are here and more than happy to help in any way that we can and available for you 24 hours a day 7 days a week.

Please read the conditions as outlined above and understand that failure to comply with the policy may result in the immediate termination of your assignment with Southwest Recruitment.

e: recruit@southwestrecruitment.com.au

www.southwestrecruitment.com.au