



MANPOWER SERVICES (AUSTRALIA) PTY LTD

Trading as EXPERIS

ABN 15 071 884 994

AND

WILLIAM KERR

CONTRACTING AGREEMENT

(where Contractor is an Individual/Employee)

THIS AGREEMENT is made on

Start Date Wednesday, 5 July 2017

BETWEEN **Manpower Services (Australia) Pty Ltd (ABN 15 071 884 994) trading as Experis** of Level 22, Tower 2, Darling Park, 201 Sussex Street, Sydney, NSW, ("**Experis**")

AND **William Kerr** of 8 Fussel Street, Birmingham Gardens NSW 2287 ("**Contractor**")

RECITALS

- A** Experis is a personnel services agency that supplies personnel to clients to perform services as requested by the clients.
- B** Experis has contracted to provide the Contracting Services to the Client.
- C** The Contractor represents that he/she is skilled in the provision of the Contracting Services.

INTERPRETATION

In this document, unless the context otherwise requires:

"Claim" means all claims, demands, suits, causes of action, damages, debts, costs, verdicts and judgments whatsoever, whether at law or in equity or under statute.

"Client" means the recipient of the Contracting Services referred to in Item 1 of the Schedule A.

"Commencement Date" means the date referred to in Item 2 of the Schedule A.

"Contracting Pay Rate" means the remuneration referred to in Item 4 of the Schedule A.

"Contracting Period" means the period referred to in Item 5 of the Schedule A or until terminated in accordance with this Agreement, whichever occurs first.

"Contracting Services" means the services referred to in Item 3 of the Schedule A.

"Creations" means any invention, improvement, design, process, patent, trade mark, copyright, system or other intellectual property right

"Location" means the location referred to in Item 6 of the Schedule A.

"Related Body Corporate" has the same meaning as it has in the *Corporations Act 2001*.

OPERATIVE PROVISIONS

1 ENGAGEMENT AND NATURE OF RELATIONSHIP

- 1.1 The Contractor is to provide the Contracting Services during the Contracting Period at the Location, in accordance with the terms of this document.
- 1.2 The Contractor is an employee employed on a casual basis subject to termination in accordance with clause 10, Termination.
- 1.3 The Contractor acknowledges that he/she is employed as a casual employee and that performing the Contracting Services is not a permanent position and will only be required whilst the Client has work available to be performed.

- 1.4 The Contractor acknowledges he/she is not entitled to payment for sick leave, annual leave, public holidays where not required to work, notice, severance and any other entitlements that are payable to permanent employees.
- 1.5 The Contractor acknowledges that if the Contractor has performed work for any other employer for the benefit of the Client, such prior service does not count towards service with Experis. The Contractor's service with Experis commences on the Commencement Date listed at Item 2 of Schedule A, and prior service with any other organisation is not recognised.

2 PERFORMANCE

- 2.1 The Contractor warrants that he/she has the qualifications and experience and holds all necessary current licenses in order to provide the Contracting Services in a proper and efficient manner.

The Contractor acknowledges and agrees that he/she may be required by the Client to undergo a criminal records check and that this is a reasonable requirement. In the event that the criminal records check discloses a conviction which had not previously been disclosed, the Contractor acknowledges and accepts that he/she will no longer be required to perform the Contracting Services to the Client and that this contract will be immediately terminated with no notice.

- 2.2 The Client or its customer may require the Contractor to hold a current Australian Government Security Clearance to perform the Contracting Services. This is specified at Schedule A Item 9. If a security clearance is required, this Agreement is dependent upon the Contractor obtaining and maintaining the clearance throughout the Contracting Period. If the Contractor ceases to hold or is unable to obtain the clearance during the Contracting Period, Experis may be forced to terminate the Assignment.
- 2.3 The Contractor may not delegate the performance of the Contracting Services.
- 2.4 The Contractor agrees to ensure that he/she will at all times do all things reasonable to protect the good name of Experis, the Client and the Client's customers. The Contractor will not do anything that might reflect unfavourably on Experis, the Client or the Client's customers. The Contractor will not make adverse (or otherwise) statements to Experis, the Client or the Client's customers in connection with Experis or the Client's products, services or methodologies.
- 2.5 The Contractor agrees that Experis or the Client may from time to time require the Contractor to take unpaid absence of up to 20 days pro rata over twelve (12) months. For example, during the Christmas shutdown period. Experis will provide one (1) week notice of the requirement to take unpaid absence.

3 KEEPING OF RECORDS

- 3.1 The Contractor is to keep a time sheet of all hours worked by the Contractor for the Client in performance of the Contracting Services.
- 3.2 The pay period is weekly, beginning on Monday and ending on Sunday.
- 3.3 At the end of each week during the Contracting Period, the Contractor must present the time sheet for inspection and signature by the Client and submit the signed time sheet to Experis. Under no circumstances will payment be made for time worked without a timesheet authorised by the Client. It is the Contractor's obligation and responsibility to provide this.
- 3.4 The Contractor is expected to submit his/her approved timesheet to Experis by 10am Monday morning in order to be paid in the Wednesday pay run. Whilst every effort is made to ensure the payment dates are made, the exact date of payment cannot be relied upon by the Contractor.
- 3.5 Experis requires timesheets to be submitted every week. Failure to submit timesheets within 30 days of the work being performed is unacceptable and will be rejected for payment by the Client. In

order to ensure payment for the Contracting Services, the Contractor must submit timesheets within the 30 day timeframe.

4 REMUNERATION

- 4.1 Experis is to pay the Contracting Pay Rate to the Contractor in arrears after deducting all appropriate taxation required by the Australian Taxation Office.
- 4.2 The Contracting Pay Rate is in satisfaction of any payments or other benefits to which the contractor may be entitled under legislation, award or any other industrial instrument including without limitation minimum wages, penalties, overtime, allowances and loadings.
- 4.3 The Contractor acknowledges and agrees that the Contractor is not entitled to any further payment (other than superannuation), and that the Contracting Pay Rate represents a casual loaded rate of pay inclusive of (without limitation) sick leave, annual leave, annual leave loading, allowances, payment for public holidays, notice and severance. The Contractor acknowledges he/she is employed as a casual employee.
- 4.4 Experis will meet worker's compensation, superannuation and payroll tax obligations in relation to the Contractor.
- 4.5 By signing this Agreement, the Contractor authorises Experis to deduct from his/her pay or termination payment:
- (a) The amount of any accidental/inadvertent overpayment Experis has made to the Contractor; and
 - (b) Costs associated with the Contractor's personal usage of Experis' property (e.g.) mobile phone expenses.
- 4.6 The Contracting Pay Rate will be either an hourly, daily or weekly rate, as stated in Schedule A Item 4.
- 4.7 The Contractor agrees to keep the Contracting Pay Rate confidential and must not discuss it with any Experis employees or contractors, or the Client's employees or contractors (with the exception of Experis' recruitment staff who are managing the Client). Failure to comply with this direction could result in termination of the Agreement for gross misconduct.

5 EXPENSES

All expenses must be pre-approved in writing. If the Contractor incurs expenses directly referable to providing the Contracting Services for the Client, reimbursement of such expenses is to be determined directly between the Contractor and the Client before the expenses are incurred. Experis will not reimburse expenses without pre-approval.

6 CONFIDENTIALITY

- 6.1 In the course of the Contractor providing the Contracting Services to the Client, the Contractor will have access to or become aware of or be involved in the generation of Confidential Information concerning the Client. The Contractor:
- (a) will keep such Confidential Information in the strictest confidence;
 - (b) will not (other than in the performance of the Contractor providing the Contracting

Services) use without the Client's approval or disclose or communicate any such Confidential Information to any person or company either during or after the provision of the Contracting Services by the Contractor;

- (c) upon ceasing providing services to the Client, the Contractor will immediately return to the Client all such Confidential Information (and all copies thereof) which is in the Contractor's possession or control; and
- (d) will not disclose or communicate any such Confidential Information relating to inventions.

6.2 The term "**Confidential Information**" includes:

- (a) information relating to the Client that can reasonably be regarded as confidential, being information not in the public domain or known to competitors of the Client; and
- (b) any other information the Contractor is given or which comes to the Contractor's knowledge during the course of this Agreement that the Contractor is told is confidential or which a reasonable person would expect to be confidential from its nature and content;

but is not limited to all of the following information whether oral, written, recorded or stored by electronic, magnetic or electromagnetic form;

- (i) concepts, ideas, proposals or suggestions relating to any form of commercial venture or product development;
- (ii) research and development information;
- (iii) know-how, trade secrets, drawings and technical specifications;
- (iv) processes, formulae, manufacturing or marketing procedures or techniques;
- (v) the identity of, and dealings with, customers, sub-contractors, suppliers and agents;
- (vi) selling prices, pricing arrangements and product costings;
- (vii) information relating to production figures;
- (viii) accounting procedures and financial information;
- (ix) employee details; and
- (x) other information of the Client or its customers or suppliers which is commercially sensitive and which the Client has a legitimate interest in protecting.

6.3 Nothing in this Agreement prevents the Contractor from disclosing Confidential Information that is required to be disclosed by law or that is in the public domain otherwise than as a result of a wrongful act of the Contractor.

6.4 The Contractor will sign all necessary documents and do all things necessary immediately at the Client's request to establish and protect any of the Client's rights in the Client's Confidential Information and Intellectual Property.

7 INTELLECTUAL PROPERTY

7.1 "**Intellectual Property**" includes, but is not limited to, ideas, designs, drawings, inventions and copyright subsisting in any works, documents or other items, that the Client, Contractor or the Principal Person conceives, creates, develops or makes during the Contracting Period in the performance of the Contracting Services.

- 7.2 Any invention, improvement, design, process, patent, trade mark, copyright, system or other intellectual property right (collectively called "Creation(s)") made or discovered by the Contractor during the Contracting Services (whether capable of being patented or registered or not) shall forthwith belong to and be at the absolute disposal of Experis.
- 7.3 Where the Creations are created the Contractor as part of Experis providing services to the Client and the agreement between Experis and the Client provides that the Client shall own the rights in the Creation then Experis shall assign such rights in the Creation to the Client.
- 7.4 The Contractor agrees that, if and whenever called upon to do so, (whether during or after the termination of any Contracting Services) he/she will execute all instruments and do all things necessary for vesting the rights of the Creations in Experis (or its assignee) absolutely as sole beneficial owner.
- 7.5 Notwithstanding this clause 7, should the Contractor be able to establish that any Creation was made prior to entering into these Terms and Conditions or created subsequently but for services unrelated to the services supplied pursuant to these Terms and Conditions, such Creation shall remain the Contractor's property.

8 VARIATION OF CONTRACTING SERVICES OR CONTRACTING PERIOD

- 8.1 If at any time the Client requests Experis to vary the Contracting Services or the Contracting Period ("**the Variation**"), the Contractor is to consider the request and, if possible, agree to the Variation.
- 8.2 The Contractor must not (directly or indirectly) negotiate or discuss with the Client any Variation to the Contracting Services or the Contracting Period without the prior written consent of Experis. If approached by the Client, the Contractor must notify Experis within 24 hours.
- 8.3 The Contractor acknowledges that he/she is on assignment with the Client. The Contractor agrees that Experis may seek to transfer the Contractor to other Experis clients.
- 8.4 In the event that the Client ends the assignment, Experis can seek to redeploy the Contractor to other Experis clients. The Contractor acknowledges that if this occurs, there will be no payment whilst the Contractor is not performing services, in addition there is no guarantee of the same Contracting Pay Rate if another assignment is found.

9 RECRUITMENT BY CLIENT

If, during the Contracting Period or within 6 months after the Contracting Period, the Client or any Related Body Corporate makes an offer of employment or engagement to the Contractor the Contractor must inform Experis of the offer within 24 hours.

10 TERMINATION

10.1 Termination where dissatisfaction by Client

Experis may terminate this Agreement by giving one hour's written notice to the Contractor if Experis receives a notice from the Client stating that the Client is dissatisfied with the performance by the Contractor of the Contracting Services and the Client wishes the Contractor to be replaced or the provision of Contracting Services terminated.

10.2 Termination by either party

- (a) Except where subclause 10.1 applies, either party may terminate this Agreement at any

time by giving to the other party not less than the period of prior written notice specified in Schedule A, Item 7.

- (b) In the event of termination under this clause Experis may either:
- (i) retain the Contractor for all or part of the notice period; or
 - (ii) pay to the Contractor an amount in lieu of the Contracting Pay Rate the Contractor would otherwise have been paid during the notice period.

10.3 Summary Dismissal

The notice period specified in this Clause 10.2 does not apply to termination of the Contractor's employment by Experis for reasons allowing for summary dismissal. The Contractor's employment may be summarily terminated, upon the following grounds:-

1. If the Contractor commits any act of misconduct including but not limited to:
 - (a) being under the influence of alcohol or illicit drugs whilst at work. The Contractor acknowledges that the Experis may insist upon the Contractor being drug/alcohol tested if they have reasonable suspicion that the Contractor is under the influence of drugs/alcohol. The Contractor must comply with such request.
 - (b) using or being in possession of alcohol or illicit drugs whilst at work;
 - (c) committing any act of dishonesty;
 - (d) causing malicious injury to the business or reputation of Experis.
2. If the Contractor engages in violence, harassment or bullying of any sort in the workplace. This includes aggressive behaviour and inappropriate language.
3. If the Contractor breaches the terms of this Agreement.
4. If the Contractor becomes incapacitated by illness or injury and is prevented from performing the inherent requirements of his/her position for a period in excess of three (3) months (either singularly or cumulatively over 12 months), unless the Contractor is on paid leave for the duration of the absence.
5. If the Contractor admits or is convicted of any criminal offence which, in the reasonable opinion of Experis, may bring Experis and/or its business and/or its Client into disrepute.
6. If the Contractor is negligent in the performance of his/her duties.
7. If the Contractor fails to comply with reasonable and lawful directions of Experis.

10.4 No Compensation

Upon termination of this Agreement in accordance with its express terms the Contractor is not entitled to claim any compensation or damages from Experis in relation to that termination.

10.5 Return of Property

The Contractor will return promptly all property provided by Experis or the Client. Failure to provide all property provided in a reasonable condition within seven (7) days of the Contractor's last day of providing the Contracting Services will result in the estimated value of the property being deducted from any sums owed to the Contractor.

11 POST CONTRACTUAL RESTRICTION

11.1 Non-Competition

- (a) For the purpose of protecting Experis in relation to the goodwill of its business and in consideration of the benefits to be derived by the Contractor under this Agreement, the Contractor shall not, without first obtaining the written consent of Experis, during the Contracting Period or within six (6) months of the conclusion of the Contracting Services, whether as a principal or for any other person, firm or partnership;
- (i) do work for;
 - (ii) provide any services to;
 - (iii) induce or attempt to induce from Experis;
 - (iv) solicit or attempt to solicit from Experis;
 - (v) entice or attempt to entice from Experis;
- the Client.
- (b) If the Contracting Services provided for the benefit of the Client are provided to a customer of the Client, and the Contractor performs no less than 75% of the Contracting Services for any one customer of the Client, the Contractor shall not, without first obtaining the written consent of Experis, during the Contracting Period or within six (6) months of the conclusion of the Contracting Services, whether as a principal or for any other person, firm or partnership;
- (i) do work for;
 - (ii) provide any services to;
 - (iii) induce or attempt to induce from Experis;
 - (iv) solicit or attempt to solicit from Experis;
 - (v) entice or attempt to entice from Experis;
- the customer of the Client.

11.2 Non-Solicitation of Employees/Contractors

The Contractor shall not, during the Contracting Period or during the period of six (6) months following the conclusion of the Contracting Services, as a principal or for any person, induce, solicit or entice or attempt to induce, solicit or entice from Experis or any Related Body Corporate any director, manager, officer, employee, or contractor of or to Experis or a Related Body Corporate (whether or not that person would commit a breach of contract by reason of ceasing to serve or act for Experis or a Related Body Corporate).

11.3 Modification

If any restriction under this clause 11 is found by a court of competent jurisdiction to be void, invalid or otherwise unenforceable, but would be valid and enforceable if part of the wording of this clause was deleted or modified and/or the period referred to in this clause was reduced, the restriction applies with the modification required to make this clause 11 valid and enforceable.

11.4 Acknowledgment

The Contractor acknowledges and agrees that:

- (a) the only effective, fair and reasonable manner in which the interests of Experis can be protected is by the restraints imposed on the parties by this Agreement;

- (b) the Contractor has received adequate consideration for the restraint obligation imposed on it under this Agreement; and
- (c) the duration, extent and application of the respective restrictions contained in this clause 10 are at the date of this document (and as the parties can at that date foresee) not greater than is reasonably necessary for the protection of the interests of Experis and its goodwill given the nature of the business and undertaking of Experis.

11.5 Injunctive relief

If the Contractor breaches this clause 11 then, in addition and without prejudice to any other remedies Experis may have, Experis or any Related Body Corporate may seek and obtain injunctive relief in any court of competent jurisdiction.

12 HEALTH AND SAFETY

- 12.1 At the time of signing this Agreement, the Contractor declares that he/she is in good health and not suffering from any medical condition which would affect their ability to carry out the Contracting Services.
- 12.2 The Contractor acknowledges that he/she will not accept any assignment with any Client unless in good health at the time and not suffering from any medical condition which may affect his/her ability to carry out the Contracting Services.
- 12.3 The Contractor will, upon reasonable requests by Experis, supply a medical certificate or submit to a medical examination to confirm their current state of health and will in particular supply Experis with evidence of recovery from any accident or illness suffered by the Contractor during his/her employment.
- 12.4 The Contractor acknowledges that he/she has been informed by Experis of their responsibilities under the applicable workplace health and safety legislation. The Contractor will take all practicable steps to ensure their own safety and to ensure that no action or inaction on their part at work causes harm to any other person. In particular, the Contractor agrees to:
 - (a) Report to Experis and the Client any safety issues which he/she becomes aware of;
 - (b) Wear all appropriate protective clothing and equipment required, whether this is provided to the Contractor or the Contractor chooses to provide their own;
 - (c) Follow all of the Client's instructions with regard to health and safety;
 - (d) Make themselves aware of, and adhere to, all of the Client's policies and procedures concerning health and safety;
 - (e) Not use any piece of equipment, with which he/she is unfamiliar with, have not been trained in the use of, or is not qualified to use;
 - (f) Immediately inform Experis if he/she believes that the working conditions at the Client's premises are for any reason unsafe;
 - (g) Advise Experis and the Client if the Contractor is feeling unduly stressed or fatigued as a result of his/her work. The Contractor understands and accepts that in undertaking the Contracting Services, a reasonable amount of pressure is to be expected and is accepted as a normal part of their employment; and,
 - (h) Inform Experis and the Client as soon as practicable if the Contractor is involved in any accident or near miss at the Client's premises.

13. PRIVACY AND PERSONAL INFORMATION

- 13.1 A complete description of Experis' information practices, including details on the collection, processing, use and storage of personal information can be found at:
<http://www.experis.com.au/privacy-client.aspx>
- 13.2 For access and correction of information, the Contractor may also e-mail MPPPrivacy@au.manpower.com, or check the Experis website at www.experis.com.au.
- 13.3 The Contractor's personal information may be disclosed to other Experis entities, its clients, and other third parties inside and outside the country. For information disclosed overseas, Privacy Principle 8.1 cannot be relied upon. The Contractor acknowledges and accepts that the Client will be provided with personal information relating to him/her.

14 NOTIFICATION OF COMPUTER SURVEILLANCE AND SOCIAL MEDIA

- 14.1 Experis and the Client will undertake the following computer monitoring:
- (a) the websites visited;
 - (b) the duration and time of the visit and size of any downloads;
 - (c) the number, content and time of out-going and in-coming emails and attachments.

All monitoring will be undertaken in accordance with the Workplace Surveillance Act 2005.

- 14.2 Computer surveillance is continuous and on-going and may be undertaken by Experis and the Client, or a contractor engaged by Experis or the Client. It is a condition of the Contractor's employment that such computer monitoring takes place. If such monitoring reveals evidence of inappropriate use, it may lead to disciplinary action, which could include the termination of the Contractor's employment. Such monitoring may also be used in relation to a Human Resources matter.
- 14.3 In the case of social media, the Contractor will at all times refrain from recording or communicating any information that would identify Experis' clients, except with the prior approval of Experis, and the Contractor will not record or communicate any information that would adversely affect the reputation of Experis, its Contractors or contractors of its clients. Disparaging remarks relating to the Contractor's co-workers or colleagues whether identified by name or otherwise is inappropriate. If evidence reveals inappropriate use of social media it may lead to disciplinary action.
- 14.4 The Contractor agrees that any contacts the Contractor makes with Experis' clients or potential clients (with whom they have had contact), on any social networking site including LinkedIn whilst employed with Experis remain the property of Experis both throughout their employment with Experis and after its termination. The Contractor hereby agrees that if requested by Experis, the Contractor will delete from their social networking sites, all client or potential client contacts within 24 hours of such request being made. Failure to comply with such a request will be considered to be a breach of contract and failure to return Company property. The Contractor hereby agrees that Experis may withhold sums owing to them if the Contractor fails to comply with this request, until deletion of the relevant contacts and may be used as evidence to recover any loss which Experis suffers as a result of this breach.

15 DRUG & ALCOHOL TESTING

- 15.1 The Contractor agrees that if he/she is required to take any medication (including self-medication) which could impact on their ability to carry out their duties, he/she will notify Experis as soon as possible and certainly before commencement of their duties.
- 15.2 To make sure the work environment is safe and healthy, Experis may carry out drug and alcohol testing in the following situations:

- (a) On a random basis
- (b) After an incident or near miss in which someone was or could have been injured.
- (c) If Experis or the Client believes a reasonable cause exists; for example, the Contractor's actions, appearance or behaviour suggest that he/she may be under the influence of alcohol or drugs.

15.3 The Contractor agrees to:

- (a) not test positive for drugs or alcohol when at work, travelling for work or representing the Company or the Client
- (b) not be in possession of drugs when at work, travelling for work or representing Experis or the Client
- (c) be tested for drugs or alcohol if asked
- (d) follow the testing procedures and not tamper with, or try to tamper with, the test or its results
- (e) agree to the results being provided to Experis and the Client

15.5 Failure to meet any of these requirements may be considered serious misconduct.

16 MISCELLANEOUS

16.1 Amendment

This document may only be varied, supplemented or replaced by a document in writing duly executed by the parties.

16.2 Further assurance

Each party must promptly execute all documents and do all things that any other party from time to time reasonably requires of it to effect, perfect or complete the provisions of this document and transactions contemplated by it.

16.3 Governing law

- (a) This document is governed by and is to be construed in accordance with the laws applicable in the state or territory where the Contracting Services are performed.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the relevant jurisdiction where the Contracting Services are performed and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

16.4 Assignment

A party must not assign any right under this document without the prior written consent of the other party.

16.5 Entire understanding

This document embodies the entire understanding and agreement between the parties as to the subject matter of this document.

16.6 Client Policies and Obligations

The Contractor acknowledges and agrees that the Client may have in place policies or requirements which will apply to the Contractor. The Contractor will at all times comply with any Client policy provided, put in place, amended or agreed from time to time.

The Contractor agrees that this Agreement applies in its entirety unless Item 8 of Schedule A outlines amendments to this Agreement.

16.7 Legal Advice

The parties acknowledge that prior to executing this Agreement, each party has had the opportunity to obtain independent legal advice.

EXECUTED as an Agreement

SIGNED on behalf of **MANPOWER**)
SERVICES (AUSTRALIA) PTY)
LTD (ACN 071 884 994))



trading as **EXPERIS** by)

) Renee Tamburro

) Authorised person

SIGNED by)
William Kerr)

in the presence of:)

)

.....

Witness

.....

Name of Witness (print)

SCHEDULE A

VARIABLES

Item No	Name	Description of information to be inserted
Item 1	Client	Hewlett-Packard Inc.
Item 2	Commencement Date	« Start Date Monday, 3 July 2017 Start Date »
Item 3	Contracting Services	<p>Field Engineer (ADHOC)</p> <ul style="list-style-type: none"> • Provide customers with break-fix reactive support for our print/pc products. • Perform routine maintenance and repairs on Customer equipment (hardware only) working primarily on site. • Configure system hardware, software and network components when required. • Assist the customer with ongoing product training on device features and best practices during routine preventative maintenance or break/fix engagements. • Gather data from known resources and solve moderately complex problems. • Maintain a high level of Customer satisfaction by understanding Customer needs and ensuring that they are met. • Escalate issues according to established procedures. • Follow established procedures after completing Customer call. • Learn new technologies. • Share knowledge and experience with others. • Solve well-defined and moderately complex problems using established policies and technical principles. • Identify Customer needs and evaluate opportunities to retain and increase service levels.
Item 4	Contracting Pay Rate	<p>Hourly rate: \$25.97 exclusive of superannuation</p> <p><u>Is the Contractor on a daily rate?</u> No. Not Applicable <i>A daily rate is based on an 8 hour day. If on a daily rate, the Contractor acknowledges that if he/she works 4 hours or less on one day, the Contractor will receive half of the daily Contracting Pay Rate for that day.</i></p>
Item 5	Contracting Period	<p>One (1) months</p> <p>Dates: « Start date Monday, 3 July 2017 » to « End date Monday, 31 July 2017 », unless terminated earlier in accordance with clause 10, Termination.</p>
Item 6	Location	Field Work
Item 7	Termination Notice Period (under clause 10.2)	Two (2) weeks notice
Item 8	Amendments to this contract (under clause 16.6)	Not applicable

Item 9	Australian Government Security Clearance	No clearance required
Acknowledgment		<p>The following HP policies have been provided to me and may be updated from time to time:</p> <ol style="list-style-type: none"> 1. HP Non-Disclosure Agreement 2. HP Standards of Business Conduct 3. HP Contingent Worker Code of Conduct <p>Click here to enter text.</p> <p>The following Experis policies have been provided to me and may be updated from time to time (<i>tick as appropriate</i>):</p> <ol style="list-style-type: none"> 1. <input checked="" type="checkbox"/> Registration Form Contractor FRM3772 2. <input checked="" type="checkbox"/> Experis Medical History Form - Office FRM3708 3. <input checked="" type="checkbox"/> WHS Materials for Experis Interim Key Accounts FRM3709 including Workpro modules 4. <input checked="" type="checkbox"/> A Guide to Safe Work Practices for Clerical Workers COM2093 5. <input checked="" type="checkbox"/> Contractor Risk Evaluation Guide FRM3710 6. <input checked="" type="checkbox"/> Keep Safe with Experis REF5180 7. <input checked="" type="checkbox"/> Workplace Discrimination Harassment and Bullying Policy POL1232 8. <input checked="" type="checkbox"/> Fair Work Information Statement TEM1813 9. <input checked="" type="checkbox"/> Privacy Collection Statement AU POL1469 10. <input checked="" type="checkbox"/> Health Declaration Entitlement to Workers Compensation Not Applicable 11. <input type="checkbox"/> Information Statement for Work Seekers (QLD Code) FRM3108 12. <input type="checkbox"/> Criminal Record Disclosure FRM5098 13. <input type="checkbox"/> Experis AU Secured Signing Checklist FRM4506