



Experis™
ManpowerGroup

MANPOWER SERVICES (AUSTRALIA) PTY LTD

Trading as EXPERIS

ABN 15 071 884 994

AND

WILLIAM KERR

CASUAL EMPLOYMENT AGREEMENT
(where our casual employee works on client site)

THIS AGREEMENT is made on

Start Date Thursday, 25 July 2019

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, ("**Company**")

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

RECITALS

- A** The Company is a personnel services agency that supplies personnel to clients to perform services as requested by the clients.
- B** The Company has contracted to provide the Role to the Client.
- C** The Employee represents that he/she has the skills necessary to perform the Role.

INTERPRETATION

In this document, unless the context otherwise requires:

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

"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 Role referred to in Item 1 of the Schedule A.

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

"Pay Period" means the pay cycle referred to in Item 10 of Schedule A.

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

"Role" means the services referred to in Item 3 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 Employee is to perform the Role during the Anticipated Employment Period at the Location, in accordance with the terms of this document.
- 1.2 The Employee is employed on a casual basis subject to termination in accordance with clause 10, Termination.
- 1.3 The Employee acknowledges that he/she is employed as a casual employee and that performing

the Role is not a permanent position and will only be required whilst the Client has work available to be performed.

- 1.4 The Employee 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 Employee acknowledges that if the Employee has performed work for any other employer for the benefit of the Client, such prior service does not count towards service with the Company. The Employee's service with the Company 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 Employee warrants that he/she has the qualifications and experience and holds all necessary current licenses in order to provide the Role in a proper and efficient manner.

The Employee 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 Employee acknowledges and accepts that he/she will no longer be required to perform the Role to the Client and that this contract will be immediately terminated with no notice.

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

3 KEEPING OF RECORDS

- 3.1 The Employee is to keep a time sheet of all hours worked by the Employee for the Client in performance of the Role.
- 3.2 The Pay Period is specified at Item 10 of Schedule A.
- 3.3 At the end of each Pay Period during the Anticipated Employment Period, the Employee must submit their timesheet electronically to the Client or present the time sheet for inspection and signature by the Client. The Employee must ensure the approved time sheet is submitted to the Company. Under no circumstances will payment be made for time worked without a timesheet authorised by the Client. It is the Employee's obligation and responsibility to provide this.
- 3.4 The Employee is expected to submit his/her approved timesheet to the Company by the time specified at Item 11 of Schedule A in order to be paid in that week's 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 Employee.

- 3.5 The Company requires timesheets to be submitted every Pay Period. Failure to submit timesheets within 30 days of the end of the Pay Period when the work was performed is unacceptable and will be rejected for payment by the Client. In order to ensure payment for the Role, the Employee must submit timesheets within the 30 day timeframe.

4 REMUNERATION

- 4.1 The Company is to pay the Pay Rate to the Employee in arrears after deducting all appropriate taxation required by the Australian Taxation Office.
- 4.2 The Pay Rate is in satisfaction of any payments or other benefits to which the Employee may be entitled under legislation, award or any other industrial instrument including without limitation minimum wages, penalties, overtime, allowances and loadings.
- 4.3 The Employee acknowledges and agrees that the Employee is not entitled to any further payment (other than superannuation), and that the Pay Rate includes a 25% casual loading (except if the Role the Employee is engaged to perform is classified under the Business Equipment Award 2010, in which case the casual loading is 23%) which represents a casually loaded rate of pay inclusive of (without limitation) sick leave, annual leave, annual leave loading, allowances, payment for public holidays, notice and severance. The Employee acknowledges he/she is employed as a casual employee.
- 4.4 The Company will meet worker's compensation, superannuation and payroll tax obligations in relation to the Employee.
- 4.5 By signing this Agreement, the Employee authorises the Company to deduct from his/her pay or termination payment:
- (a) The amount of any accidental/inadvertent overpayment the Company has made to the Employee; and
 - (b) Costs associated with the Employee's personal usage of the Company' property (e.g.) mobile phone expenses.
- 4.6 The Pay Rate will be either an hourly, daily or weekly rate, as stated in Schedule A Item 4.
- 4.7 The Employee agrees to keep the Pay Rate confidential and must not discuss it with any other employees, contractors or workers performing work at the Client site (with the exception of the Company's 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 Employee incurs expenses directly referable to providing the Role for the Client, reimbursement of such expenses is to be determined directly between the Employee and the Client before the expenses are incurred. The Company will not reimburse expenses without pre-approval.

6 CONFIDENTIALITY

- 6.1 In the course of the Employee providing the Role to the Client, the Employee will have access to or become aware of or be involved in the generation of Confidential Information concerning the Client.

The Employee:

- (a) will keep such Confidential Information in the strictest confidence;
- (b) will not (other than in the performance of the Contactor providing the Role) 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 Role by the Employee;
- (c) upon ceasing providing services to the Client, the Employee will immediately return to the Client all such Confidential Information (and all copies thereof) which is in the Employee'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 Employee is given or which comes to the Employee's knowledge during the course of this Agreement that the Employee 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, subcontractors, 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 Employee 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 Employee.

6.4 The Employee 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 or Employee conceives, creates, develops or makes during the Anticipated Employment Period in the performance of the Role.
- 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 Employee when performing the Role (whether capable of being patented or registered or not) shall forthwith belong to and be at the absolute disposal of the Company.
- 7.3 Where the Creations are created by the Employee as part of the Company providing services to the Client and the agreement between the Company and the Client provides that the Client shall own the rights in the Creation then the Company shall assign such rights in the Creation to the Client.
- 7.4 The Employee agrees that, if and whenever called upon to do so, (whether during or after the termination of any Role) he/she will execute all instruments and do all things necessary for vesting the rights of the Creations in the Company (or its assignee) absolutely as sole beneficial owner.
- 7.5 Notwithstanding this clause 7, should the Employee 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 Employee’s property.

8 VARIATION OF ROLE OR ANTICIPATED EMPLOYMENT PERIOD

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

9 RECRUITMENT BY CLIENT

If, during the Anticipated Employment Period or within 6 months after the Anticipated Employment Period, the Client or any Related Body Corporate makes an offer of employment or engagement to the Employee the Employee must inform the Company of the offer within 24 hours.

10 TERMINATION

10.1 Termination where dissatisfaction by Client

The Company may terminate this Agreement by giving one hour's written notice to the Employee if the Company receives a notice from the Client stating that the Client is dissatisfied with the performance by the Employee of the Role and the Client wishes the Employee to be replaced or the performance of the Role 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 the Company may either:
 - (i) retain the Employee for all or part of the notice period; or
 - (ii) pay to the Employee an amount in lieu of the Pay Rate the Employee 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 Employee's employment by the Company for reasons allowing for summary dismissal. The Employee's employment may be summarily terminated, upon the following grounds:-

1. If the Employee commits any act of misconduct including but not limited to:
 - (a) being under the influence of alcohol or illicit drugs whilst at work. The Employee acknowledges that the Company may insist upon the Employee being drug/alcohol tested if they have reasonable suspicion that the Employee is under the influence of drugs/alcohol. The Employee 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 the Company.
2. If the Employee engages in violence, harassment or bullying of any sort in the workplace. This includes aggressive behaviour and inappropriate language.
3. If the Employee breaches the terms of this Agreement.
4. If the Employee 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 Employee is on paid leave for the duration of the absence.
5. If the Employee admits or is convicted of any criminal offence which, in the reasonable opinion of the Company, may bring the Company and/or its business and/or its Client into disrepute.
6. If the Employee is negligent in the performance of his/her duties.
7. If the Employee fails to comply with reasonable and lawful directions of the Company.

10.4 No Compensation

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

10.5 Return of Property

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

11 POST CONTRACTUAL RESTRICTION

11.1 Non-Competition

(a) For the purpose of protecting the Company in relation to the goodwill of its business and in consideration of the benefits to be derived by the Employee under this Agreement, the Employee shall not, without first obtaining the written consent of the Company, during the Anticipated Employment Period or within six (6) months of the conclusion of the Role, 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 the Company;
- (iv) solicit or attempt to solicit from the Company;
- (v) entice or attempt to entice from the Company;

the Client.

(b) If the Role provided for the benefit of the Client are provided to a customer of the Client, and the Employee performs no less than 75% of the Role for any one customer of the Client, the Employee shall not, without first obtaining the written consent of the Company, during the Anticipated Employment Period or within six (6) months of the conclusion of the Role, 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 the Company;
- (iv) solicit or attempt to solicit from the Company;
- (v) entice or attempt to entice from the Company;

the customer of the Client.

11.2 Non-Solicitation of Employees/Employees

The Employee shall not, during the Anticipated Employment Period or during the period of six (6) months following the conclusion of the Role, as a principal or for any person, induce, solicit or entice or attempt to induce, solicit or entice from the Company or any Related Body Corporate any director, manager, officer, employee, or contractor of or to the Company 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 the Company 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 Employee acknowledges and agrees that:

- (a) the only effective, fair and reasonable manner in which the interests of the Company can be protected is by the restraints imposed on the parties by this Agreement;
- (b) the Employee 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 11 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 the Company and its goodwill given the nature of the business and undertaking of the Company.

11.5 Injunctive relief

If the Employee breaches this clause 11 then, in addition and without prejudice to any other remedies the Company may have, the Company 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 Employee declares that he/she is in good health and not suffering from any medical condition which would affect their ability to carry out the Role.
- 12.2 The Employee 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 Role.
- 12.3 The Employee will, upon reasonable requests by the Company, supply a medical certificate or submit to a medical examination to confirm their current state of health and will in particular supply the Company with evidence of recovery from any accident or illness suffered by the Employee during his/her employment.
- 12.4 The Employee acknowledges that he/she has been informed by the Company of their responsibilities under the applicable workplace health and safety legislation. The Employee 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 Employee agrees to:
 - (a) Report to the Company 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 Employee or the Employee 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 the Company if he/she believes that the working conditions at the Client's premises are for any reason unsafe;
- (g) Advise the Company and the Client if the Employee is feeling unduly stressed or fatigued as a result of his/her work. The Employee understands and accepts that in undertaking the Role, a reasonable amount of pressure is to be expected and is accepted as a normal part of their employment; and,
- (h) Inform the Company and the Client as soon as practicable if the Employee is involved in any accident or near miss at the Client's premises.

13. PRIVACY AND PERSONAL INFORMATION

- 13.1 A complete description of the Company' information practices, including details on the collection, processing, use and storage of personal information can be found at:
<https://www.experis.com.au/privacy.aspx>
- 13.2 For access and correction of information, the Employee may also e-mail MPPrivacy@au.manpower.com, or check the Company website at www.experis.com.au.
- 13.3 The Employee's personal information may be disclosed to other the Company 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 Employee 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 The Company 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 the Company and the Client, or a contractor engaged by the Company or the Client. It is a condition of the Employee'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 Employee's employment. Such monitoring may also be used in relation to a Human Resources matter.
- 14.3 In the case of social media, the Employee will at all times refrain from recording or communicating any information that would identify the Company' clients, except with the prior approval of the Company, and the Employee will not record or communicate any information that would adversely affect the reputation of the Company, its Employees or Employees of its clients. Disparaging remarks relating to the Employee'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 Employee agrees that any contacts the Employee makes with the Company' clients or potential clients (with whom they have had contact), on any social networking site including LinkedIn whilst employed with the Company remain the property of the Company both throughout their employment

with the Company and after its termination. The Employee hereby agrees that if requested by the Company, the Employee 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 the Company's property. The Employee hereby agrees that the Company may withhold sums owing to them if the Employee fails to comply with this request, until deletion of the relevant contacts and may be used as evidence to recover any loss which the Company suffers as a result of this breach.

15 DRUG & ALCOHOL TESTING

15.1 The Employee 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 the Company as soon as possible and certainly before commencement of their duties.

15.2 To make sure the work environment is safe and healthy, the Company 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 the Company or the Client believes a reasonable cause exists; for example, the Employee's actions, appearance or behaviour suggest that he/she may be under the influence of alcohol or drugs.

15.3 The Employee 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 the Company 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 the Company 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 Role are performed.

- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the relevant jurisdiction where the Role 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 Employee acknowledges and agrees that the Client may have in place policies or requirements which will apply to the Employee. The Employee will at all times comply with any Client policy provided, put in place, amended or agreed from time to time.

The Employee 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 Wednesday, 31 July 2019 Start Date » |
| Item 3 | Role | <p>Field Engineer</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 | Pay Rate | <p>Hourly rate: \$28.15 exclusive of superannuation</p> <p>-</p> <p>-</p> |
| Item 5 | Anticipated Employment Period | <p>Five (5) months and Ten (10) days</p> <p>Dates: « Start date Wednesday, 31 July 2019 » to « End date Friday, 10 January 2020 », 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) | - - - |
| Item 9 | Australian Government Security Clearance | No clearance required |

| | | |
|----------------|----------------------|---|
| Item 10 | Pay Period | Weekly, beginning on Monday and ending on Sunday |
| Item 11 | Payroll Cut Off Time | Monday 10am |
| Acknowledgment | | <p>The following Client policies have been provided to me and may be updated from time to time:</p> <ol style="list-style-type: none"> 1. HP Contractor Behaviour Guidelines 2. HP Standards of Business Conduct 3. HP Contingent Worker Code of Conduct <p style="text-align: center;">-</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 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 type="checkbox"/> Health Declaration Entitlement to Workers Compensation Not Applicable 11. <input type="checkbox"/> Information Statement for Work Seekers (QLD Code) FRM3108 12. <input checked="" type="checkbox"/> Criminal Record Disclosure FRM5098 13. <input type="checkbox"/> Experis AU Secured Signing Checklist FRM4506 |

