



Terms and Conditions of Employment

- If I am unable to attend work during any period of assignment, I agree to notify Ultimate Recruitment before normal start time on each day.
- My employment with Ultimate Recruitment is on an assignment-by-assignment basis, representing a period of time.
- I understand that I may accept or reject any assignment offer. Furthermore, I understand that on completion of an assignment, whether satisfactory or otherwise, Ultimate Recruitment is under no obligation to offer further assignments.
- I acknowledge that Ultimate Recruitment does not control the length of any assignment. We will indicate the potential length of an assignment with a Client in good faith, however the Client may vary the assignment period at four (4) hours' notice.
- I understand that I am under the care and supervision of Ultimate Recruitment Client throughout any assignment I will report to Ultimate Recruitment Client in regards to defined working hours, safety regulations and the manner and proficiency in which my work is performed. Should I be dismissed from site for behavior or work practices deemed to be of a sub-standard or unsatisfactory nature then I acknowledge that Ultimate Recruitment reserves the right to recover from me any equipment supplied by Ultimate Recruitment and are not obligated to offer me any further employment.
- Ultimate Recruitment will make payment on a weekly basis **ONLY ON RECEIPT OF AN ULTIMATE RECRUITMENTTIMESHEET. THIS MUST BE CORRECTLY COMPLETED WITH APPROPRIATE AUTHORISATION BY AN APPROVED SUPERVISOR OF OUR CLIENT.**
- Payment will be made by Electronic Funds Transfer (EFT) to your nominated bank account.

- I agree that it is my responsibility to provide my authorised timesheet to Ultimate Recruitment by **12pm MONDAY**, and I acknowledge that I will not be paid if the timesheet is not produced.
- I agree that future wage payments may be adjusted should actual details differ from information provided on authorised timesheets received by EvansEMR.
- My remuneration by Ultimate Recruitment is on an hourly/day rate basis according to my classification and the length of assignment. This is subject to all relevant provision of the appropriate Award or Site Agreement.

Hourly rates are subject to change, following Fair Work's decisions to amend wage rates from the effective implementation date of such decisions.

- Payment for Public or Trade Holidays is governed by the appropriate Award or Site Agreement.
- Superannuation will only be paid on the ordinary time earnings (up to 38 hours) worked in any one week.
- I shall be paid by Ultimate Recruitment for a minimum of four (4) hours, or such other period as stipulated under the relevant Award or Site Agreement on any assignment, and understand that my employment may be terminated with four (4) hours' notice.
- I agree to keep all information from Ultimate Recruitment or Ultimate Recruitment's Clients confidential during and after my assignment with EvansEMR.
- agree to notify Ultimate Recruitment immediately in the event that a direct offer of employment, either temporary or permanent, is made to me by any Client of EvansEMR. This is valid for a period of six (6) months following my last assignment with a Client.
- I agree to perform:
 - all work and associated functions, as directed by our Client, in the safest possible manner, to obey all lawful written and verbal Health and Safety Instructions issued by either Ultimate Recruitment or our Client
 - to comply with all local site rules and requirements that may be introduced or varied from time to time

- to strictly follow all Standard Operating Procedures and Safe System of Work laid down for particular equipment or tasks
- and to correctly use all personal protective clothing and equipment in the appropriate circumstances.
- Ultimate Recruitment is responsible for statutory Workers Compensation Insurance therefore; in the event of any injury occurring during an assignment I agree I will contact Ultimate Recruitment with details immediately. In the event of a work related injury I agree to attend a Doctor specified by EvansEMR.

Code of Conduct Introduction

The Ultimate Recruitment Code of Conduct describes our values and the ethical standards while Ultimate Recruitment employees follow in carrying out their day-to-day responsibilities. Ultimate Recruitment's integrity and reputation are influenced by the messages and behaviors demonstrated by our employees. You, as a valued member of Ultimate Recruitment's team, have significant potential to impact the way our clients view us on a daily basis. Hence your role has a vital responsibility for maintaining high ethical standards in relationships with our clients, other Ultimate Recruitment employees and the public. If you have any questions regarding these guidelines, please ask your Ultimate Recruitment Consultant or the Managing Director.

Personal Conduct

While on company business, all Ultimate Recruitment Temporary employees have a responsibility to conduct themselves in a way that brings credit to the company and its employees. Discussions with a Client's employees regarding Ultimate Recruitment should always present the company in a professional and positive light. When a client requests information regarding the services, price structures or competencies of our company you should refer this information on to the General Manager. All Ultimate Recruitment temporary employees are required to act honestly and to respect the privacy of all they come into contact through the course of employment with EvansEMR. Misuse or non-authorized interference with Ultimate Recruitment or client information, systems or records

is considered a serious breach of employment conditions, particularly if personal gain is involved. Any breach of company or client policy or procedure may result in termination of employment.

Attendance

If for any reason you are unable to attend work, you are immediately required to notify Ultimate Recruitment, we will notify our Client. Periods of three or more consecutive days off will require a doctor's certificate to be presented, failing to do so may result in disciplinary action.

Internet Usage

The use of personal Internet sites e.g. Facebook is strictly forbidden and employees who spend time on these sites during work hours may face disciplinary action.

Drugs and Alcohol

Consumption of alcohol or illegal drugs in the workplace or coming to work under the influence of alcohol or illegal drugs is strictly prohibited. Anyone found under in breach of this rule will be subject to instant dismissal.

I understand that some of Ultimate Recruitment's Clients require a drug screen test to be performed prior to commencing an assignment. I understand that should I fail a drug screen test, I am liable for all costs associated with this test.

Commitment to Service

We believe Ultimate Recruitment customers should receive value and service, which exceed any available in the marketplace. Satisfying customer's needs requires the involvement of everyone in the company and your integral role extends beyond the quality of work you perform for our clients.

It also includes a responsibility to advise Ultimate Recruitment about any opportunities to improve our service that you can identify from working with the client. Further, if you identify ways we can support you to improve your work environment or productivity, we welcome your comments.

Acceptance of Employment with a Client

Ultimate Recruitment highly values Temporary employees and recognises that our clients will also appreciate your value to their organisation. As a result, clients may offer you an opportunity of employment. Whilst Ultimate Recruitment fully supports and respects the rights of our staff to change employment, we are in the business of recruiting high quality candidates for our clients for which we are entitled to a fee.

Hence, prior to accepting any offer of employment from a client of Ultimate Recruitment you must advise your consultant, who will make arrangements with our client regarding permanent placement fees.

Information about our Clients

Under Privacy laws employees are not permitted to collect, use or disclose personal and sensitive information unless the individual has consented and it is solely for the purpose of performing your duties for Ultimate Recruitment on assignment and where the client has given consent. Where practicable, you must ensure that the individual's information is accurate and up to date and that it is protected from loss or misuse while in your care.

The nature of your role will frequently give you access to private and propriety information about or customers. Information about a client's financial circumstances, business plans, product specifications, overall data and related businesses is strictly confidential.

To maintain trust and confidence you must respect the need to not disclose any information regarding a client with any external source. Most importantly, this includes their competitors, with whom you may someday be assigned.

Health and Safety

It is the policy of all Ultimate Recruitment staff to ensure the Health and Safety of all our employees. All employees have the responsibility to take due care to protect their own safety and that of others and also to report hazards and incidents immediately to Ultimate Recruitment management.

Behavior that can endanger the health and safety of yourself or others will not be tolerated. This includes smoking in non-smoking environments, skylarking,

practical jokes or not using safety equipment or procedures properly.

Injuries at work

It is our policy at Ultimate Recruitment to provide rehabilitation assistance to any temporary employee who suffers an injury in the work place. However, you have a responsibility as an employee of Ultimate Recruitment to notify us immediately when there is an incident. There is a step-by-step process, as an employee of Ultimate Recruitment you will need to follow;

1. If your injury is minor and only first aid treatment is required contact your host employer for treatment, an incident report must be completed by the Host Employers Rehabilitation Coordinator and fax or email this to Ultimate Recruitment within 2 hours of the incident.
2. If your injury requires medical treatment by a qualified doctor, contact Ultimate Recruitment immediately and we will arrange for you to be seen by a medical practitioner. You must advise the doctor or medical staff that it was an injury sustained at work. A Workers Compensation Certificate needs to be completed.

Hospitalization

Should your injury require you to be hospitalized, the Client of Ultimate Recruitment will arrange for an ambulance for you to be transported. The Client will contact Ultimate Recruitment immediately; your Consultant will liaise with you at a suitable time to ascertain what steps need to be taken.

Discrimination and Harassment

Ultimate Recruitment is committed to providing a safe and productive work environment. This environment extends beyond physical conditions. The work environment of our staff must be free from discrimination and harassment.

Ultimate Recruitment will not tolerate sexual advances, actions, comments or any other conduct in the workplace that creates an intimidating or otherwise offensive environment for our employees. Nor will we tolerate the use of racial,

sexist or religious slurs, remarks, jokes or conduct. Anyone who has complaints, even where committed by non-Ultimate Recruitment staff, should report it immediately to the Managing Director.

Information Collection and Privacy Statement

Ultimate Recruitment does not collect personal or sensitive information unless it is necessary for the performance of our tasks or functions.

Your Personal Information

Personal information is any information or an opinion (whether true or not) about you. It would include the opinions of others about your work performance, (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by Ultimate Recruitment in connection with your possible work placements.

Personal information includes sensitive information as defined in privacy legislations. It could include, for example, relevant information about your health status or information obtained lawfully via a criminal history check.

Under privacy laws Ultimate Recruitment only collects relevant personal information and will collect sensitive information without your consent.

Contact EvansEMR

To discuss the your personal or sensitive information please contact Ultimate Recruitment during normal office hours of 8.00am to 5.30pm Monday to Friday. All contracted workers receive personal contact numbers that can be reached at anytime.

How your information will be collected

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

Personal and sensitive information will also be collected when Ultimate Recruitment receives:

any reference about you results or inquiries that we might make of your former

employers, work colleagues, profession associations or registration body the results of any competency or medical test performance feedback (whether positive or negative) any complaint from or about you in the workplace any information about a workplace accident in which you are involved any information about any insurance investigations, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved additional information provided by you

How your information will be used

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

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

Your personal and sensitive information may be disclosed to:

Potential and actual employers and clients referees Insurance companies for Evans EMR a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information

a Workers Compensation body contractors and suppliers such IT contractors and database designers any person with a lawful entitlement to obtain the information

If you do not give us the information we seek

If you do not provide Ultimate Recruitment relevant information about yourself it may limit the opportunity to locate suitable work for you.

Accessing and correcting your information

You have a right to inspect and copy personal and sensitive information. If you are able to establish that personal or sensitive information held about you is not accurate, complete and up-to-date, Ultimate Recruitment will take reasonable steps to correct any error. If Ultimate Recruitment is unable to agree that personal or sensitive information held about you is accurate, complete and up-to-date, you lodge a statement detailing your position and any concerns.

Personal information about you, provided by you and other sources, is protected under the Privacy Amendment (Private Sector) Act 2000. Disclosure of such information may be compelled by law (e.g. under the Social Security Act). Upon request you are entitled to inspect your personal details to verify that they are correct. The purpose of collecting personal information about you is to be used solely to assist in obtaining a suitable placement for you.

The Department of Employment and Industrial Relations recommends that this document be retained on file by the private employment agent and that a copy is given to the work seeker. !

Photography Release

I grant permission to Ultimate Recruitment to use, reproduce and communicate the photographs taken of me for the purposes of recruitment services, company marketing collateral and other advancement activities. !

Private Employment Agents Act 2005 Private Employment Agents (Code of Conduct) Regulation 2005 Information Statement for Work Seekers (Other than Models and Performers)

Your relationship with a private employment agent is regulated by a number of Commonwealth and State laws, in particular the Private Employment Agents Act 2005 and the Private Employment Agents (Code of Conduct) Regulation 2005 (the Code).

Prior to providing you with placement and employment services, we are obliged as a private employment agent, to provide you, as a work seeker, with the following information:

- We must not charge you a fee for finding, or attempting to find work for you in contravention of section 408D of the Industrial Relations Act 1999. We and our employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.
- We will ensure that all placements are made in accordance with any relevant legislative requirements.

If you believe that your agent has acted illegally, inappropriately or in a false or misleading way, you may obtain information about action that may be taken from the Department of Employment and Industrial Relations, GPO Box 69 Brisbane Qld 4001, Telephone: Fair Work Ombudsman 13 13 94.