

HOBAN Recruitment

On-Hire Employee

Induction Handbook

Updated 08/09/2026



Welcome

Congratulations and a warm welcome to the HOBAN Recruitment on-hire team! Your career with HOBAN Recruitment offers you the benefits of competitive pay rates, flexible hours and challenging assignments across our broad range of clients.

We have designed this handbook to aid your success as a HOBAN Recruitment on-hire employee. You will find information about HOBAN Recruitment, payroll procedures, important policies and tips for success on assignment. Please use this handbook as a reference guide when you have a question about an assignment with HOBAN Recruitment.

We have tried to answer most of the questions asked regularly by our on-hire team. However, if there is something you would like to know more about, please do not hesitate to contact your HOBAN Recruitment consultant.

Table of Contents

Welcome	2
About HOBAN Recruitment	3
Branch Locations	4
On Assignment	5
Important Payroll Information	7
Work Health Safety and Environment	10
EEO, Anti-Discrimination & Harassment Policy	16
This policy sets out the rights and responsibilities of our employees	16
This policy applies.....	16
Privacy Collection Notice	20
Privacy Policy	21
Equity & Diversity Policy	22
Email, Intranet & Internet Policy	24
Social Media Policy	26
Aims and Beliefs	31

About HOBAN Recruitment

The HOBAN Story

Lynne Hoban Personnel began in 1965 and was one of the first agencies in Melbourne to specialise in on-hire staff recruitment. Lynne was well known for the high level of care she provided her job seekers and soon acquired an unparalleled reputation for having the best temps, with an impressive client base.

Lynne sold the business over 50 years ago, but the business carrying her name lives on and grows from strength to strength. With continued growth, HOBAN Recruitment has expanded to include a national network of branches providing recruitment services across Australia.

HOBAN Recruitment Today

HOBAN Recruitment continues to have a first-class reputation for providing quality service across a number of industry sectors. Importantly, we still retain the original founding principles that Lynne began our business with, based on quality and customer service, as well as a number of on-hire staff and clients who have been with us for several years.

A Brexa Company

HOBAN Recruitment is owned by Brexa Holdings Inc which has a network of over 80 leading staffing and technology brands in 22 countries. The HOBAN Recruitment Group includes our specialised brands RED Appointments (trades recruitment specialists), Staff Solutions Bilingual (SSB) (bilingual recruitment specialists) and Kinetic Recruitment (NZ).

HOBAN TIMESHEETS LinkedIn Facebook Instagram

HOME EMPLOYERS ▾ JOB SEEKERS ▾ ABOUT US ▾ HOBAN ON-HIRE EMPLOYEES CONTACT US ▾ RESOURCES

Looking for staff? Looking for work?

Over 50 years of innovative recruitment solutions.

OUR SERVICES

HOBAN has deep experience creating recruitment solutions across a wide range of sectors.

- White-Collar Commercial
- Managed Services
- Logistics & Warehousing
- Distribution Training
- Healthcare
- Accounting & Finance
- Government
- Sales & BD
- Blue-Collar Industrial
- Bilingual Recruitment
- Executive
- Event Personnel
- Contact Centre
- Customer Service
- Graduate Recruitment

www.hoban.com.au

Branch Locations

Victoria		
Melbourne Suite 5, Level 14, 530 Collins Street Melbourne VIC 3000 Phone: 03 9203 4900 Office Hours: 8am to 6pm Mon to Fri	Truganina Unit 5, 3 Agar Drive Truganina VIC 3029 Phone: 03 8359 2800 Office Hours: 7am to 6pm Mon to Fri	Dandenong 6/92-100 Monash Drive Dandenong South VIC 3175 Phone: 03 9554 4200 Office Hours: 7am to 6pm Mon to Fri
Executive	Mickleham	Managed Services
Melbourne Suite 5, Level 14, 530 Collins Street Melbourne VIC 3000 Phone: 03 9203 4900 Office Hours: 8am to 6pm Mon to Fri	Mickleham Suite 59, Level 3, 21 Cityside Drive Mickleham VIC 3064 Phone: 03 8359 2800 Office Hours: By appointment	Truganina Unit 5, 3 Agar Drive Truganina VIC 3029 Phone: 03 9325 3200 Office Hours: 7am to 6pm Mon to Fri
New South Wales		Queensland
Sydney Australia Square, Level 43, 264 George Street, Sydney NSW 2000 Phone: 02 9978 1700 Office Hours: 8am to 6pm Mon to Fri	Southwest Sydney Unit 5, 110 Station Road Seven Hills NSW 2147 Phone: 02 8834 8977 Office Hours: 7am to 6pm Mon to Fri	Brisbane Blue Tower, Level 23, 12 Creek Street Brisbane QLD 4000 Phone: 07 3027 2500 Office Hours: 8am to 5pm Mon to Fri
Western Australia	South Australia	Australian Capital Territory
Perth Level 2, Building C, 355 Scarborough Beach Road, Osborne Park WA 6017 Phone: 08 9230 5600 Office Hours: 8am to 6pm Mon to Fri	Adelaide Level 7, 70 Pirie Street Adelaide SA 5000 Phone: 08 8111 8500 Office Hours: 8am to 6pm Mon to Fri	Canberra Level 9, 224 Bunda Street Canberra ACT 2601 Phone: 02 6108 3800 Office Hours: 8am to 6pm Mon to Fri
After Hours		
HOBAN's After Hours team are available to take your call, outside office hours, 7 days a week. Please call our office number and we will assist you 24/7.		

On Assignment



The following are guidelines to aid your success as a HOBAN Recruitment on-hire employee.

Please familiarise yourself with these guidelines each time you commence a new assignment with HOBAN.

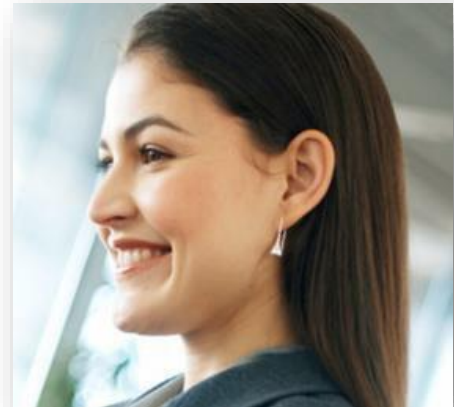
Guidelines to follow whilst on assignment

- **Be on time** - In fact, try and be a little early for your assignment. If you are running late or will be away sick, you must call HOBAN Recruitment and advise us before your assignment is due to start. Reasonable notice of absence is minimum one hour before your start time that day.
- **Be professional** - Remember that your approach and attitude are also measures of your work performance.
- **Dress appropriately for each assignment** - Your HOBAN consultant will let you know the work environment you will be going to, and what standard of dress is expected. If you are ever in doubt, please ask your HOBAN consultant.
- **Don't be afraid to ask questions on the job** - If you have any queries about work instructions, office hours, or client facilities, don't hesitate to ask your supervisor or HOBAN Recruitment. If you have queries or problems with the assignment overall, call your HOBAN consultant immediately.
- **Clarify policy** - Take time to familiarise yourself with workplace policies. If you are unsure about expected conduct, ask your manager or the HOBAN Recruitment team. Please check with HOBAN prior to agreeing to work overtime.
- **Limit personal calls whilst on assignment** - It is strongly advised that you refrain from making or taking personal calls during time which is being billed to the client. Phone calls of a personal nature should be arranged during breaks. In the case of an emergency, it is most important to ask permission prior to making any personal calls.
- **Mobile phones** - Please ensure that all mobile phones are switched off whilst on assignment.
- **Email, intranet and internet** - Do not use email or the internet for your own personal use whilst on assignment. Do not retain any documents, USB drives or physical objects on which confidential information is stored. Please refer to our *Email, Intranet and Internet policy*.
- **Confidentiality of information** - You may, in your assignment have access to confidential information. Please refrain from discussing the specific details of your work with anyone but your immediate supervisor. You may also be exposed to gossip and internal issues. Please ignore them, as in most cases it pays to maintain a neutral stance.

- **Client confidentiality** - Please keep in mind that the confidentiality agreement you have signed in your employment contract not only covers the information you have been privy to whilst on HOBAN Recruitment assignments, but also the names of those companies. For example, do not include the names of those companies on your resume or work application forms.
- **Change of details** - If you are moving to a new house or have a new phone number or email address, please inform your HOBAN Recruitment consultant in writing as soon as possible. This ensures that you will continue to receive pay advice and correspondence from HOBAN Recruitment and will also help your consultant to contact you easily in the case of a possible assignment.
- **Skills updates** - One of the advantages of being an on-hire employee is gaining experience across a range of industries, in various roles, as well as being exposed to learning new skills along the way.

By keeping your HOBAN Recruitment consultant informed of your new skills, you will be put forward for more advanced roles, sometimes with higher rates.

This will also ensure that your on-hire assignments are professionally challenging and rewarding.



It is very important to call us when:

- You cannot attend your assignment due to illness or any other reason. Please ensure you give as much notice as possible. *See our branch locations section at the front of this handbook.*
- The skills required do not match the assignment description provided by your consultant.
- To advise us of any new skills acquired whilst on assignment.
- If you are offered permanent work whilst on assignment.
- If you have not been inducted at the start of your first shift.
- If you have not been inducted and trained on the equipment you are asked to use.
- If an accident, incident or near miss occurs during your shift.
- If you are aware of a hazard onsite.

Important Payroll Information

Employment Conditions

When employed on client assignments with HOBAN Recruitment, your terms of employment will be based on your On-Hire Employment contract.

Each time you work at a client site, your consultant will advise you of the relevant pay and conditions which will apply. If you have an On-Hire Casual Employment Contract, your pay rate includes casual loading which is in lieu of payment for annual leave, sick leave and public holidays. If you have any questions regarding the terms and conditions of your employment, please contact your consultant.

Length of On-Hire Assignments

On-hire assignments may vary in length. When you are assigned by HOBAN Recruitment, we will brief you on the anticipated length of each assignment. Remember that several factors can cause your assignment length to increase or decrease. Changes to internal workload, operational requirements and budgetary funding can all impact - sometimes at short notice. If you have any questions regarding assignment length, please contact your consultant.

Payment of Wages

For each week (Monday to Sunday), a timesheet must be completed. Many client sites use HOBAN's online timesheets. These can be accessed via our website from the [HOBAN On-Hire Employees](#) page.

Many sites also use group timesheets or time clocks, and you will be advised of this on a case-by-case basis.

Payment of wages will be made via direct debit into your nominated bank account in Australia.

Your pay advice will be sent electronically via email upon payment of wages into your bank account each week or fortnight in line with the terms of the applicable award or contractual agreement. Please note that timesheet completion and submission is *your responsibility*. If you do not ensure that it is authorised and sent accordingly, you may not be paid.

Completing your Timesheet

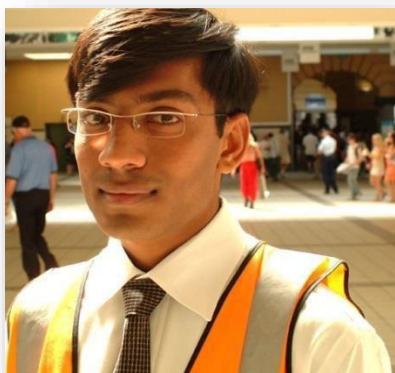
Accurately complete the date and time you commenced each day, as well as the number of minutes taken for your meal breaks. Please total each day's hours and at the end of the week total it to the nearest quarter hour.

On completion of your assignment (or Friday of each week if the assignment is longer than 1 week) please submit your timesheet using our online timesheet facility for approval by your supervisor.

It is your responsibility to get your timesheet to us. Please note the deadline for timesheets is **9.00am MONDAY**. No processing of late timesheets will take place. In the case of a long weekend, your timesheet must reach us by 9.00am Tuesday morning. A pay advice slip will be sent electronically via email to you each time you are paid by us.

Online Timesheets

- If you complete an online timesheet:
- Complete your online timesheet by *5.30pm Friday* (or over the weekend if you work)
- Ensure you *submit* your timesheet. This will alert your timesheet authoriser to authorise your timesheet.
- Check the *status* of your online timesheet. If it still reads *Pending Approval* it still has not been authorised and cannot be processed for payment.
- It is your responsibility to ensure that your timesheet status changes from *Pending Approval* to *Ready for Interpretation* on Monday.
- If your timesheet is not authorised on time, your pay may be delayed until the following week.



Therefore, please ensure that your timesheet is authorised in a timely manner so that HOBAN Recruitment can pay you on time.

If you would like payroll to check that your timesheet has been imported and will be processed, please email payroll@hoban.com.au.

Superannuation

As part of our service to all on-hire staff, HOBAN Recruitment participates in the Federal Government's Superannuation Guarantee Scheme.

Superannuation is remitted into funds at the same time your wages are paid, and will reach your nominated account within 7 business days, or for new employees, within 20 business days.

Please note: if you do not provide correct information or if you fail to update your superannuation details in your portal when changing funds, this can delay payment to 20 business days.

Further information regarding superannuation can be found on our website at www.hoban.com.au under the [HOBAN On-Hire Employees](#) menu.

Tax File Number

Tax File Numbers (TFN) must be provided before commencement of your first on-hire assignment through HOBAN Recruitment.

If you fail to submit a Tax File Number Declaration via our payroll portal when commencing a payer/payee relationship with HOBAN Recruitment, we are bound by the Australian Taxation Office to tax you at the highest marginal tax rate, plus Medicare levy.

Payment Summaries

Your annual payment & PAYG information (called an "Income Statement") will be available directly in ATO Online (accessible via your myGov portal) no later than mid-July each year.

To access this, you will need to log into your myGov account. Select ATO online services > click on my profile > select my employment > then income statement, to access this information.

If you use a registered agent to lodge your income tax return, your agent will receive your Income Statement information directly from the ATO.

Change of Address

Please advise us immediately in writing if you have a change of address or telephone number so that we can update your records. Please ensure you notify us if your email address changes, as your pay advice is sent by email.

Performance Evaluation

Your performance is monitored throughout each on-hire assignment. HOBAN's performance evaluation asks the client to assess you in the following categories:

- Punctuality and Attendance
- Attitude and Flexibility
- Personal Presentation
- Ability in the Role
- Initiative

We pass on feedback where possible to you regarding your assignment. If you have not received any feedback, please contact your HOBAN consultant.

HOBAN Recruitment recognises our on-hire staff for excellent performance in their assignments.

We have functions which are specifically designed to allow us the opportunity to publicly acknowledge our on-hire staff for a job (or jobs) well done.

Additionally, recognition of outstanding performance is in the form of awards, certificates or the opportunity to attend training and learn new skills.

Employee Assistance Program

HOBAN offers an Employee Assistance Program as a confidential, independent service to all employees of HOBAN. Details of your discussion will not be shared with your manager or your workplace.

When you access Employee Assist, you will speak with a qualified, experienced counsellor across a range of issues.



EAP Counsellors:

- Understand your situation and gain insights to inform decisions and directions
- Develop strategies to drive positive changes in behaviour and lifestyle
- Learn how to adapt to change and seize opportunities
- Provide coping strategies when dealing with difficult situations

To make an appointment to speak with an EAP Counsellor:

- Visit www.convergeinternational.com.au and click on the Contact Us to access their live chat service.
- Download their EAP Connect App and connect with them through the appointment icon.

Work Health Safety and Environment

Remember: Safety Is Everyone's Responsibility!

Our Legal Obligations

Both HOBAN Recruitment and the client (host employer) have a legal obligation to:

- As much as is practicable, ensure your workplace is safe
- Provide enough information, training and supervision to enable you to carry out work in a safe manner
- Monitor work conditions and ensure they are safe and free from risks to your health

Your Obligations

- Ensure your own safety and your co-workers' safety in the workplace
- Cooperate and follow health and safety procedures
- Attend and participate in any training sessions provided
- Report any workplace injuries, incidents or hazards to the client and to HOBAN Recruitment immediately
- Participate in rehabilitation and return to work programs after a work-related injury
- To disclose all pre-existing injuries and diseases which could be affected by the nature of any proposed employment offered to you by HOBAN Recruitment

Report a Workplace Hazard, Accident, Workplace Bullying or Harassment

You can report a Workplace Hazard, Accident, Workplace Bullying or Harassment at any time by scanning the following QR code or [clicking this link](#). It is your responsibility to report any workplace injuries, incidents, or hazards to both the client and HOBAN Recruitment as soon as practically possible.



Scan QR code to access reporting form

Our Client (Host Employer) Obligations

Upon commencement of each assignment, your site supervisor/manager should conduct an induction specific to their workplace. Evacuation procedures, injury reporting and safe work methods should be covered, along with site specific policies (e.g. Internet / EEO / Manual Handling etc.). If the client does not complete an induction with you, please advise your HOBAN consultant immediately.

It is HOBAN Recruitment's aim that each on-hire employee, contractor or successfully placed permanent applicant be provided with a safe and healthy place in which to work.

However, safety at work is both an individual and shared responsibility and ultimately rests on the willingness of everyone to cooperate and work collectively.

WHS Consultation Inbox

Our group takes Work, Health, Safety and Environment seriously. If you have any suggestions, recommendations or questions, please send them to whsconsultation@hoban.com.au.

Specific Safety Policies

Site Safety Rules are those rules that generally apply to all employees and contractors. For example:

- Buildings must be promptly evacuated when the evacuation alarm sounds, via the nearest nominated emergency exit. Employees are to follow the direction given by evacuation wardens.
- Specific Work Procedures and Safety Rules that apply to individual jobs must be followed at all times.
- Employees must always use personal protective equipment or other protective equipment provided for specific tasks if this is required by our client.
- Exits, fire extinguishers, hose reel cupboards and hydrants must be kept clear at all times. It is an offence to use such equipment for purposes other than to fight a fire. Storage of any materials in hose reel or electrical cupboards is strictly prohibited.
- No person is to bring on to site or use any substances, drugs or alcohol that may impair their ability to function safely.
- All injuries or incidents are to be reported to first aid attendants and accidents or near miss accidents not involving injury must be reported to the Work Health Safety Officer.

Client Induction

Ensure the client completes a safety induction prior to you commencing work.

If an induction is not carried out, request one and let your HOBAN consultant know immediately.

Make sure you understand all instructions before commencing work.



Fatigue Management

A Fatigue Management Safety Policy has been developed to educate staff on what fatigue management is, to raise awareness of the factors that contribute to fatigue, and outline the responsibilities of workers and management in identifying, reporting, and controlling fatigue-related risks.

The policy supports the maintenance of a safe and healthy workplace by promoting practices that minimise the likelihood of fatigue affecting health, wellbeing, performance, and safety outcomes.

This policy can be accessed on the HOBAN website using this link <https://hoban.com.au/hoban-on-hire-employees/>

Emergency Evacuation Steps

Evacuation system alert consists of two tones:

- **Alert tone** - “Beep Beep” sounding tone. Stop working and prepare to evacuate.
- **Evacuate tone** - “Whoop Whoop” sound accompanied by a voice message, advising staff to evacuate the building. Follow the instructions of the wardens on how to safely evacuate your work area.

First Aid

- During your onsite induction, pay attention to the names of First Aid Officers.
- Most workplaces will have a WHS board with photographs and contact numbers.

If you require First Aid, report it to your First Aid Officer and contact HOBAN Recruitment as soon as possible.

Injuries or Near Misses

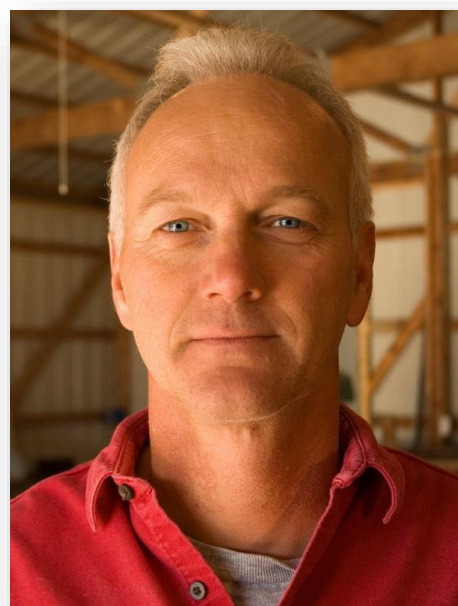
If you are hurt at work or see something that you think is dangerous:

- Tell your supervisor immediately and inform HOBAN as soon as possible
- A Hazard/Accident report **MUST** be completed. This form is available online at www.hoban.com.au under the [HOBAN On-Hire Employees](#) section or by phoning your HOBAN consultant.
- Ensure you obtain a copy of the report for your records.
- If you choose to claim for WorkCover, supply a WorkCover Certificate if time off work is required.

Drugs and Alcohol

- Under no circumstances is any on-hire employee/contractor to work under the influence of alcohol or drugs.
- If you are on prescribed medication which may impact your work, please speak to your HOBAN consultant or WHS representative.
- You are forbidden to bring alcohol into the workplace in any form, or to attempt to work if under the influence of alcohol/drugs. HOBAN has a zero-tolerance policy.
- You may be required to undergo random drug and alcohol testing at registration and/or whilst on assignment with HOBAN.
- HOBAN administers a drug and alcohol assessment whenever an incident, injury or accident occurs.

Any employee who disregards these guidelines will be disciplined, and a breach of this rule may result in termination of your assignment and your employment with HOBAN Recruitment.



Office Safety

- Ensure you properly adjust your workstation before commencing work.
- Your chair should be adjusted so that your knees are at 90 degrees to the chair when seated. Make sure the chair supports your lower back.
- Your monitor should be directly in front of you at eye level. Documents should be placed alongside the monitor to minimise head movement.
- Objects that you frequently use should be located within easy reach to avoid overstretching.
- Your mouse should be to the immediate right or left of the keyboard.
- Take regular “stretch” breaks.

Physical Fitness

Your HOBAN consultant will explain the physical requirements of each assignment. To ensure your health and safety, please make the consultant aware of any pre-existing conditions that may affect your work performance while on site.

Psychosocial Health and Safety

Your HOBAN consultant will explain the HOST site surroundings and environment for each assignment. To ensure your Mental Health and safety, please make the consultant aware of any pre-existing conditions that may affect your work performance while on site.

A psychosocial hazard is anything that could cause psychological harm (e.g. harm someone's mental health like bullying or harassment). Please report any workplace injuries, incidents, or hazards to both the client and HOBAN Recruitment as soon as practically possible.

You can report a Workplace Hazard, Accident, Workplace Bullying or Harassment at any time by scanning the following QR code or [clicking this link](#). You are also welcome to contact your local HOBAN office, HOBAN Recruitment consultant, account manager or HOBAN Recruitment's RTW and Safety Manager **Alyssa Shoppee**



Scan QR code to access reporting form

Equipment Responsibility

- Report any faulty machinery/equipment immediately to your supervisor and HOBAN Recruitment.
- Do not attempt to use machinery unless you have the appropriate licence. The licence must also be sighted by your HOBAN consultant (e.g. Forklift/truck licence).
- Observe any lock out/tag out procedures.
- Do not operate equipment/machinery that you have not been trained to use. You should be trained and signoff on use of all equipment/machinery that you have not used previously.

Housekeeping

Observe good housekeeping practices to prevent accidents. Make sure that walkways are clear of rubbish and electrical cords and that work areas are kept neat and tidy. Clean up all spills immediately.

Chemicals and Hazardous Substances

- DO NOT handle any chemicals unless you have been trained to do so in a safe manner.
- Material Safety Data Sheets should be available for you to outline potential risks and First Aid measures.
- Ensure that you wear ALL necessary protective equipment.

Outdoor Workers

- If you are working outdoors (e.g. Local Council workers), please be aware of needle stick hazards. ALWAYS wear appropriate gloves when gardening, digging, rubbish collecting etc. The workplace should provide specific training in this area.

To protect yourself from the sun, you must wear a long-sleeved shirt, long pants, a wide brimmed hat, sunscreen, sunglasses or protective glasses, as well as drink plenty of water.

Clothing

- Depending on the nature of the assignment you may be required to wear (or be provided with) a number of the following protective clothing or items:
 - Aprons/Overalls
 - Spectacles
 - Gloves
 - Footrest
 - Goggles
 - Earmuffs
 - Safety boots
 - Headsets
 - Helmets
 - Dust masks
 - Ergonomic chairs
 - Sunscreen
- All appropriate safety equipment must be worn as instructed. Eye protection must be worn when advised by your supervisor or appropriate signage. If in doubt, ask. Remember, with eyes there are only two per person - protect them!
- Report any faulty equipment immediately to your supervisor and your HOBAN consultant. Consult your supervisor if you are lacking any personal protective equipment (PPE).
- Hearing protection must be worn where it has been assessed an area has hazardous noise levels. These areas may also have been labelled with appropriate signage.
- Some portable equipment may also require the operator to use hearing protection (for example, angle grinders). These areas may also have been labelled with appropriate signage.
- Loose clothing should not be worn. Long ties, scarves and belts with loose ends are a menace to safety. Ensure that long sleeve shirts and overalls are correctly buttoned up. Suitable clothing is essential.
- Suitable footwear is essential and must be worn at all times.

Please note that failure to wear steel capped boots when required will result in you being unable to commence work.

What is hazardous manual handling

Hazardous manual handling is work which requires a person to use force to lift, lower, push, pull, carry, move, hold or restrain something. It's hazardous manual handling if it involves;

- Repeated or sustained application of force
- Sustained awkward posture
- Repeated movements
- Single or repeated use of high force, where it would be reasonable that the person may have difficulty undertaking it. For example, lifting a heavy object.
- Exposure to sustained vibration

- Handling live people or animals
- Handling tool that are unstable, unbalanced or hard to hold or grasp

Hazardous manual handling doesn't just involve heavy objects. Pruning plants, staking items onto a shelf, helping a person into a bath and even using a keyboard are all examples of hazardous manual handling.

If you are conducting any of the above please follow the Safe Manual Handling Procedures.

To avoid the risk of a muscular skeletal disorder, please consider;

- Postures
- Movements
- Forces
- Duration and frequency of the hazardous manual handling
- Environmental factors

Manual Handling

If your job involves lifting, protect your back. Think before you lift!

- Assess the load, action and movement, location of load and distance moved.
- Your posture - remember to lift from the knees with a straight back.
- If the load is too heavy for you, ask for assistance.
- Where possible use a mechanical aid such as a trolley/lift to assist.
- Do not attempt to lift any object beyond what feels comfortable.
- Strong muscles are not developed by straining. If in doubt, ask for help with lifting. Always remember to bend your knees and not your back. Always have a firm grip on the load. Learn the correct way to lift and do not try to be a "human crane".
- Where manual handling aids are provided, they must be utilised.
- Use only the lifting equipment designed and provided for the job to be done. Never use lifting equipment which you have reason to believe may be faulty.
- Never improvise with lifting gear, as this could lead to serious accidents.

Employee Responsibilities

As an employee you also have a general duty to cooperate with your employer's efforts to make the workplace safe. This duty may include using manual handling equipment properly and following workplace policies and procedures. You must also attend health and safety training (including any training conducted on our client sites) and not taking shortcuts that could increase hazardous manual handling risks.

You can also help make the workplace safer by notifying HOBAN Recruitment of any hazardous manual handling you become aware of.

Work Health Safety

We value your feedback about WHS matters. You are welcome to contact your HOBAN Recruitment consultant, account manager or HOBAN Recruitment's RTW and Safety Manager **Alyssa Shoppee**:

Alyssa Shoppee - RTW & Safety Manager

email: alyssas@hoban.com.au

EEO, Anti-Discrimination & Harassment Policy

This policy sets out the rights and responsibilities of our employees as well as candidates, applicants, contractors, interns and other individuals who are engaged within HOBAN Recruitment (staff) in relation to equal employment opportunity ("EEO"), anti-discrimination, harassment (including sexual harassment) and bullying. It also sets out the procedure for dealing with behaviour relating to these issues which may arise in the workplace.

This policy applies wherever and whenever staff may be as a result of their duties with HOBAN Recruitment, whether on-site, off-site or after hours work, at work-related social functions or conferences, and any other physical or virtual place where the conduct:

- has caused (or is likely to cause) serious damage to the relationship between the relevant staff member and HOBAN Recruitment; or
- where the conduct is otherwise incompatible with the duty of a staff member. For example, this may include sexual harassment of a colleague outside work.

It is our expectation that at all times, your behaviour reflects the spirit of applicable legislation and this policy. Importantly, you must treat others with respect and in a professional manner, and you must not engage in any unlawful conduct, including unlawful discrimination, harassment or bullying.

EEO and anti-discrimination

HOBAN Recruitment is committed to the principle of EEO, and aims to foster an environment where all staff enjoy fair access to employment opportunities. Employment related decisions relating to Recruitment, Retention, Promotion and succession planning, Performance Management & Training and Development are based on merit and relevant matters concerning the person's ability to fulfill inherent job requirements.

We are also committed to principles of anti-discrimination and aim to prevent unlawful discrimination in the workplace.

Discrimination is less favourable treatment, directly or indirectly, that relates to a person's protected attribute. Protected attributes include:

Race or ethnicity	Marital status	Religious beliefs	Physical features
National origin	Pregnancy	Political conviction	Irrelevant criminal record
Sex or gender identity	Family or carer responsibilities	Industrial activity	Age
Sexual preference or lawful sexual activity	Breastfeeding	Disability	Personal association with a person with any of the mentioned attributes

Direct discrimination occurs when a person is treated less favourably than another, in the same or similar circumstances, simply because they have a protected attribute.

Indirect discrimination occurs when a policy or requirement which at first glance seems fair, but in fact operates unreasonably to the detriment of a particular group of people because of a protected attribute.

Unlawful discrimination can occur in the recruitment process, during the course of employment or upon termination of employment. It can also occur in the provision of goods or services.

There are exceptions from anti-discrimination law which may apply in some situations - for example, because of the requirements of a particular job.

All staff have the right to work without fear of unlawful discrimination.

Unlawful discrimination is not tolerated by the Company and will be treated seriously. This could include termination of a staff member's contract.

Harassment and bullying

We also aim to provide an environment in which people can work without the distress or interference caused by harassment or bullying.

Unlawful harassment and bullying are unacceptable and will not be tolerated in any circumstances.

Appropriate disciplinary action may be taken against any person(s) who have engaged in unlawful harassment or bullying (including, in the case of a supervisor or manager, those who have knowingly tolerated such behaviour). This action could include termination of a staff member's contract.

Harassment is any uninvited, unwelcome and offensive behaviour and can include verbal, written, visual or physical communication to or about another person. Unlawful harassment can involve unwelcome and offensive behaviour that relates to a person's protected attributes.

Sexual harassment is unlawful conduct which is behaviour of a sexual nature that is:

- unwelcome; and
- where a reasonable person would have anticipated the possibility the other person would be offended, humiliated or intimidated.

Sexual harassment includes behaviour that creates a sexually hostile or intimidating environment, and can include:

Unwelcome touching or cornering	Staring or leering	Sexually suggestive comments or jokes
Displaying sexually explicit pictures	Unwelcome requests for sex	Intrusive questions about someone's private life
Unwelcome comments about someone's physical appearance	Inappropriate advances on social networking sites	Accessing sexually explicit internet sites

Sexual harassment can be physical, verbal, or written, and can occur in person, on paper, or by phone, SMS, e-mail, the internet or intranet or any other means of communication.

Sexual harassment has nothing to do with mutual attraction or friendship.

A single incident is enough to constitute sexual harassment - it doesn't have to be repeated.

Sex-based harassment is unlawful conduct which means:

- Unwelcome conduct of a demeaning nature against a person because of the person's sex (or a characteristic generally appertaining or imputed to the person's sex (eg. anatomical attributes));
- Where a reasonable person, having regard to all of the circumstances, would have anticipated the possibility the other person would be offended, humiliated or intimidated.

Sex-based harassment does not need to be of a sexual nature. Rather the focus is on whether the harassing conduct is engaged in by reason of the other person's sex. For example, statements such as 'women are not as smart as men' are likely to constitute harassment on the ground of sex.

A Sexual Harassment Prevention Plan has been developed to educate staff on what sexual harassment is, ensure risks are managed to prevent incidents from occurring, ensure investigations are conducted and outcomes and strategies are regularly reviewed, evaluated and improved. This plan can be assessed on the HOBAN website using this link <https://hoban.com.au/hoban-on-hire-employees/>

A standalone Sexual Harassment and Sex or Gender-based Harassment Policy has been developed. This policy can be assessed on the HOBAN website using this link <https://hoban.com.au/hoban-on-hire-employees/>

Bullying is repeated, unreasonable or inappropriate workplace behaviour directed towards a staff member or a group of staff which creates a risk to health and safety. Bullying can include:

Verbal abuse, such as swearing, threats, insults, name calling	Inappropriate interference with personal belongings or work equipment	Unjustifiably threatening dismissal
Threatening body language or violence	Practical jokes	Unreasonably undermining work performance
Continual and unreasonable criticism	Deliberately withholding work-related information or resources	Deliberately supplying incorrect information

Reasonable management action is not bullying. The Employer is entitled to reasonably direct and control how work is done. For example, objective comments about observable performance deficiencies delivered in a reasonable manner do not constitute workplace bullying, nor does engaging in reasonable disciplinary action.

Hostile workplace environments

It is unlawful to subject another person to a workplace environment that is hostile on the ground of sex.

An unlawful hostile work environment occurs when:

- A person engages in conduct in the workplace; and
- Another person is in the workplace at the same time as or after the conduct occurs; and
- A reasonable person would have anticipated the possibility of the conduct resulting in the workplace environment being offensive, intimidating or humiliating to the other person by reason of their sex (or a characteristic generally appertaining or imputed to their sex).

Accordingly, all staff must act consistently with this policy and our expectation of a positive and inclusive work environment.

Perpetuation of an unlawful hostile workplace environment is unacceptable and will not be tolerated in any circumstances.

Appropriate disciplinary action may be taken against any person(s) who have engaged in such conduct. This action could include termination of a staff member's contract.

Victimisation

Victimisation is unlawful conduct which means treating someone detrimentally because they have:

- asserted their rights under equal opportunity or anti-discrimination law;
- made a complaint, or it is believed they intend to make a complaint;
- helped someone else make a complaint; or
- refused to do something because it would be discrimination, sexual harassment or victimisation.

Unlawful victimisation is unacceptable and will not be tolerated in any circumstances.

Appropriate disciplinary action may be taken against any person(s) who have engaged in unlawful victimisation. This action could include termination of a staff member's contract.

Criminal Behaviour

Unlawful harassment, discrimination, bullying and victimization may be offences under criminal law. For example, sexual harassment can also constitute a criminal offence where it involves:

- Physical molestation;
- Indecent exposure;
- Sexual assault;
- Stalking; and
- Obscene communications (telephone calls, text messages, letters, emails etc.)

If HOBAN Recruitment suspects that a criminal incident has occurred, the victim of the behaviour will be advised to report the matter to the police and / or other relevant authorities.

Procedure for dealing with discrimination, harassment and bullying

If you experience any behaviour that you find offensive, if at all possible tell the person concerned that you object to their behaviour and do not want it repeated. It is important to focus on specific behaviours concerned and explain why you find them offensive. This may be all that is required to put an end to the matter. The person may not realise that their behaviour is offensive and may stop once they are made aware.

If this does not resolve the situation, or you feel unable to approach the person or it is inappropriate to do so, you are encouraged to discuss the problem with your direct supervisor, next level manager or contact officer.

All discussions will be treated seriously, confidentially and impartially.

The contact officer is also available to provide information on discrimination, harassment and bullying policies and to talk about your specific issue. The role of the contact officer is to discuss available options, which may include discussing the issue with the person in question and/or a supervisor or manager, conciliation/ mediation or making a complaint.

If a complaint is substantiated, HOBAN Recruitment will take appropriate action. What is appropriate will depend on the particular circumstances and is at the sole discretion of HOBAN Recruitment.

If the complaint is not substantiated, the outcome of the investigation will be discussed with the complaining party to the extent that HOBAN Recruitment determines to be appropriate in the circumstances.

If an employee is found to have breached this policy, he or she may be subject to appropriate disciplinary action. This disciplinary action may include termination of employment (including termination of employment without notice).

Anyone found to have used this policy to raise a malicious or deliberately false claim may face disciplinary action.

This policy does not form part of any employee's contract of employment, and can be amended or withdrawn at any time at the discretion of HOBAN Recruitment.

Emily Robertson - EEO and Harassment Officer

email: emilyr@hoban.com.au | phone: (03) 9203 4904

Privacy Collection Notice

Please visit the HOBAN Recruitment website to view our privacy collection notice

How to contact us

If you wish to contact us about your personal information you should contact our Privacy Officer at privacy@hoban.com.au during normal office hours which are 9:00am-5:00pm Monday to Friday.

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Equity & Diversity Policy

Equity & Diversity Vision

HOBAN Recruitment recognises its talented and diverse workforce as a key competitive advantage. Our business success reflects the quality and skill of our people. We are committed to seeking out and retaining the finest human talent to ensure top business growth and performance.

Diversity management benefits individuals, teams, our business as a whole, and our customers. We recognise that each employee brings their own unique capabilities, experiences and characteristics to their work. We value such diversity at all levels of the business in all that we do.

We believe in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within HOBAN Recruitment, regardless of their differences. We are committed to employing the *best* people to do the *best* job possible. We recognise the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, positions us to anticipate and fulfil the needs of our diverse customers, both domestically and internationally, providing high quality products/services.

Our workforce is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

Recruitment

HOBAN Recruitment recruits on the basis of capabilities i.e. the essential knowledge, skills and attributes required for every position.

As a national recruitment provider, HOBAN Recruitment recruits people from both major cities and regional/remote locations. We have established processes to identify talented individuals from under-represented groups for recruitment purposes.

Career Development and Promotion

We reward excellence and all employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.

Community Programs

HOBAN Recruitment recognises that there are distinct demographic groups that have long been disadvantaged. We recognise that racism, ageism, sexism and other forms of discrimination are problems to be addressed by our organisation and society as a whole. We are committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents.

Supporting Those with Carer's Responsibilities

HOBAN Recruitment is committed to providing an employment environment that is fair and equitable in its pay, conditions, reward structure and promotion opportunities to those requiring flexibility due to their personal circumstances. Staff with carer's responsibilities will not be unfairly discriminated against. HOBAN Recruitment has a zero-tolerance approach to all forms of discrimination, including gender-based discrimination.

Diversity Practices

All employees who undertake recruitment activities undergo diversity recruitment training. Diversity training encompasses raising awareness about issues surrounding diversity and developing diversity management skills.

We are committed to providing a working environment that supports the individual needs and circumstances of our diverse workforce. Accordingly, we seek to offer:

- Flexible working arrangements
- Employee education & study assistance
- An Employee Assistance Program
- A supportive environment that values open communication

This policy does not form part of any employee's contract of employment, and can be amended or withdrawn at any time at the discretion of HOBAN Recruitment.

At HOBAN we embrace diversity, inclusion and equal opportunity. We welcome and encourage applications from people from all backgrounds. We provide reasonable adjustments for individuals with disability. If you require an adjustment to be made during the recruitment process, please call 1300 253 935 or email adjustments@hoban.com.au.

Email, Intranet & Internet Policy

Use of Email, Intranet and Internet

Our client's hardware, software, email and internet are for business purposes only while you are on assignment. The use of email or internet must not interfere with your work obligations. Ensure you follow all policies and processes regarding email, intranet and internet at each client site where you are working.

Email and internet must not be used in the following ways:

- In any way which may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person, or contravene the Trade Practices laws.
- To access, view, download, print or send messages or attachments (including to a home email address) any information which is considered inappropriate to friends or work colleagues. Inappropriate material includes (but is not limited to) any material of a sexual nature.
- To access other people's email account without prior authorisation from a senior manager or supervisor.
- For intentional dissemination of any computer viruses, disclosing company confidential information, or sending chain-mail, gambling, jokes, games, etc.
- Responding to any external requests for company information or complaints through email, unless you are authorised to do so.
- Sending, forwarding, printing or receiving any material or data which does not comply with the Company's policies and procedures (including our EEO & Harassment Policy), or which is contrary to the Company's best interests.

On occasion, inappropriate material may be sent to you via your email account.

Although you may be unable to control the sending of such material, you should discourage the sender by alerting them to the fact that their email does not comply with company policy, and that a breach of these guidelines can result in cessation of employment.



Software Protection

Use, copying or providing illegal software while at work could expose you and HOBAN Recruitment to civil and criminal prosecution. You should not install any program or software to your computer, or on the network, without prior permission.

Monitoring of Email, Intranet and Internet Usage

The use of the internet, intranet and email content may be monitored by the Company's IT Department on a regular basis. Where any breach of this policy is detected, HOBAN Recruitment will be advised and appropriate action will be taken.

Non-Compliance

This policy is necessary to avoid the serious ramifications of software piracy, defamation, and sexual harassment or discrimination, which can include financial penalties and serious legal consequences.

Non-compliance with this policy or the relevant policies of our clients is a serious matter, and may result in termination of your employment with HOBAN Recruitment.

Social Media Policy

Terms of Use

With the rapid growth and application of social media, HOBAN Recruitment has established these terms of use. These terms ensure that everyone who uses social media either as part of their job, or in a personal capacity, has guidance regarding the Company's expectations where the social media engagement is about HOBAN Recruitment and or our clients, their products and services, their people, their competitors and/or other business-related individuals or organisations.

Social media tools include:

- Networking sites e.g. LinkedIn, Facebook
- Video and photo sharing websites e.g. Instagram, YouTube, Facebook
- Micro-blogging sites and blogs e.g. Twitter
- Forums and discussion boards such as Whirlpool, Yahoo, Google Groups, Reddit
- Any other web sites that allow individual users or companies to use simple publishing tools.

Our aim is to protect the interests of employees, the Company and our clients. In brief, we ask that when engaging in social media you should:

- Be clear about who you are representing
- Take responsibility for ensuring that any references to the Company are factually correct and accurate and do not breach confidentiality requirements
- Show respect for the individuals and communities with which you interact.

This policy does not apply to employees' personal use of social media platforms where the employee makes no reference to the Company or clients of the Company.

This policy applies when:

You are authorised and accredited to represent the Company or one of our clients on social media platforms and are using a social media platform for business purposes.

You choose to make references to the Company, its people, products or services, and/or other business-related individuals or organisations when you are using a social media platform in a personal capacity.



When using social media sites for Company business, you must:

- Ensure that any content you publish is factually accurate and complies with relevant company policies, particularly those relating to privacy and confidentiality
- Only offer advice, support or comment on topics that fall within your area of responsibility
- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including any company in the group, its employees, its contractors, its partners, its competitors and/or other business-related individuals or organisations
- Ensure you do not disclose other people's personal information in social media venues, and comply with the Privacy Policy
- Be respectful of all individuals and groups and respect copyright, privacy, financial disclosure and other applicable laws

When using social media sites for personal use and you choose to make reference to the Company, its people, products, services or any other Company matter, you must:

- Identify yourself as an employee of your Company if you refer to the Company, its people, products and services, its competitors and/or other business-related individuals or organisations
- Ensure you do not imply in any way that you are authorised to speak on the Company's behalf
- Ensure you do not knowingly use the identity of another Company employee or an employee of a business partner or client
- Be mindful during your social media engagements of the importance of not damaging the Company's reputation, commercial interests and/or bringing us into disrepute
- Disclose only publicly available information - you must not comment on or disclose confidential Company information or that of our clients
- Be personally responsible for the content of your posts online
- Use a disclaimer to ensure that your stated views and opinions are understood to be your own and not those of the Company when you reference yourself as a Company employee when expressing a view or comment on any Company issue

An example of a disclaimer is: *"the views expressed in this post are mine only and do not necessarily reflect the views of the Company."*

Breach of Policy

Should you not comply with this policy, you may face disciplinary action which may include termination of your employment. The Company may also recover from you any costs incurred as a result of a breach of this policy either during or post your employment.

NOTE:

HOBAN Recruitment updates our policies from time to time. Please refer to www.hoban.com.au for the most current version.

Important information about your pay and conditions

For help in your language visit fairwork.gov.au/language-help

Employees in Australia's national workplace relations system have entitlements and protections at work, under:

Fair Work laws	Awards	Enterprise agreements	Employment contracts
			
▶ set minimum entitlements for all employees ▶ includes the National Employment Standards	▶ set minimum pay and conditions for an industry or occupation ▶ cover most employees in Australia	▶ set minimum pay and conditions for a particular workplace ▶ negotiated and approved through a formal process	▶ provide additional conditions for an individual employee ▶ can't reduce or remove minimum entitlements

Find your award at fairwork.gov.au/awards. Check if your workplace has an enterprise agreement at fwc.gov.au/agreements

Other information statements

Your employer may also need to give you other information statements.

The Casual Employment Information Statement (CEIS) must be provided to **casual employees** before, or as soon as possible after, the start of employment, and at set times throughout their employment. For more information and to access the CEIS visit fairwork.gov.au/ceis

The Fixed Term Contract Information Statement (FTCIS) must be provided to **employees on a fixed term contract** before, or as soon as possible after, entering into the contract. Find the FTCIS at fairwork.gov.au/ftcis

Your pay

Your minimum pay rates are in your award or enterprise agreement. If there isn't an award or agreement for your job, you must get at least the National Minimum Wage. Minimum pay rates are usually updated yearly.

National minimum wage From 1 July 2026	 \$26.44 per hour or \$1004.90 per week (based on a 38 hour week) for full-time employees	 \$26.44 per hour for part-time employees	 \$33.05 per hour for casual employees
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This is the adult minimum rate for employees with no award or enterprise agreement. Find out what you should get at fairwork.gov.au/minimum-wages

Lower rates may apply to juniors, apprentices, trainees, and employees with a disability that affects their productivity. Some awards also have lower introductory rates that might apply for a limited time after an employee starts their job. **You can't agree to be paid less than the minimum pay rates that apply for your job.**



Use our free calculators to check your pay, leave and termination entitlements. Visit fairwork.gov.au/pact



Who can help?

Fair Work Ombudsman

- ▶ has information and advice about pay and entitlements
- ▶ provides free pay and conditions calculators, templates and online courses
- ▶ helps fix workplace problems
- ▶ enforces workplace laws and seeks penalties for breaches of workplace laws.

Visit fairwork.gov.au or call on 13 13 94.

Fair Work Commission

- ▶ deals with disputes about a range of issues, including unfair dismissal, bullying, sexual harassment, discrimination and adverse action at work
- ▶ approves, varies and terminates enterprise agreements
- ▶ makes, reviews and varies awards
- ▶ issues entry permits and resolves industrial disputes
- ▶ regulates registered organisations.

Visit fwc.gov.au or call on 1300 799 675.



National Employment Standards

The National Employment Standards are minimum entitlements that apply to all employees. These entitlements include the right to receive certain **information statements**, request **flexible working arrangements**, and get **superannuation contributions** from your employer.

The table below summarises other National Employment Standards entitlements. Rules and exclusions apply, and **your award or agreement may provide more**. Find more information at fairwork.gov.au/nas

	Full-time and part-time employees	Casual employees
Annual leave	✓ 4 weeks paid leave each year. Part-time employees get a pro rata amount. Eligible shift workers get 1 extra week.	✗ No entitlement to paid annual leave.
Personal leave (Sick or carer's leave)	✓ 10 days paid leave each year. Part-time employees get a pro rata amount.	✗ No entitlement to paid personal leave.
Carer's leave	✓ If all paid personal leave has been used, employees can take 2 days unpaid leave on each eligible occasion.	✓ 2 days unpaid leave on each eligible occasion.
Compassionate leave	✓ 2 days paid leave on each eligible occasion.	✓ 2 days unpaid leave on each eligible occasion.
Family and domestic violence leave	✓ 10 days paid leave each year.	✓ 10 days paid leave each year.
Community service leave Jury duty Voluntary emergency management activities	✓ 10 days paid leave with make-up pay and unpaid leave as required for jury duty. ✓ Unpaid leave to engage in eligible community service. This includes voluntary emergency management activities.	✓ Unpaid leave as required for jury duty. ✓ Unpaid leave to engage in eligible community service. This includes voluntary emergency management activities.
Long service leave	✓ May be entitled to long service leave under the National Employment Standards, an enterprise agreement, or state or territory laws. Amount and eligibility rules vary.	✓ May be entitled to long service leave under the National Employment Standards, an enterprise agreement, or state or territory laws. Amount and eligibility rules vary.
Parental leave Eligible after 12 months employment	✓ 12 months unpaid leave. Can extend up to 24 months with employer's agreement.	✓ 12 months unpaid leave for regular and systematic casuals. Can extend up to 24 months with employer's agreement.
Maximum hours of work	✓ Full-time employees – 38 hours each week plus reasonable additional hours. ✓ Part-time employees – 38 hours or the employee's ordinary weekly hours, whichever is less. They may work reasonable additional hours.	✓ 38 hours or the employee's ordinary weekly hours, whichever is less. They may work reasonable additional hours.
Public holidays	✓ A paid day off if you'd normally work that day. If asked to work, you can refuse if it's reasonable to do so.	✓ An unpaid day off. If asked to work, you can refuse if it's reasonable to do so.
Notice of termination	✓ 1 to 5 weeks notice (or pay instead of notice) based on length of employment and age.	✗ No entitlement to notice of termination.
Redundancy pay Eligible after 12 months employment	✓ 4 to 16 weeks pay based on length of employment. Some exclusions apply.	✗ No entitlement to redundancy pay.
Employee choice about casual employment	✗ Not applicable.	✓ The right to notify an employer to change to full-time or part-time employment in some circumstances. Rules apply.



Flexibility

After 12 months employment, you may have the right to make a written **request for flexible working arrangements**. This includes if you're pregnant, 55 or over, a carer, have a disability, are experiencing family and domestic violence, are supporting a member of your immediate family or household who is experiencing family and domestic violence, or are the parent of, or have caring responsibilities for, a child of school age or younger. Employers need to follow certain rules for responding to a request for flexible working arrangements, including responding in writing within 21 days. Find out more about the rules for flexible working arrangements at fairwork.gov.au/flexibility

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice, it can't be a condition of employment. The arrangement must leave you better off overall.



Right of entry

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent. They can also enter to investigate suspected work health and safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder and their organisation. They also apply to your employer. The rules protect your personal information. Find out more about entry permits at fwc.gov.au/entry-permits

Agreement making

Employers and employees (or their representatives, like a union) can negotiate an agreement for their workplace. This process is called 'bargaining' and must follow set rules. The Fair Work Commission checks and approves agreements.

For information about making, varying, or terminating an enterprise agreement visit fwc.gov.au/agreements



Transfer of business

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within 3 months to do the same (or similar) job, some of your entitlements might carry over. This may happen if, for example, the business is sold or work is outsourced.

Find out about the rules for a transfer of business at fairwork.gov.au/transfer-of-business



Protections at work

All employees have protections at work. You can't be treated differently or worse because you have or exercise a workplace right. For example, the right to request flexible working arrangements, take leave, or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You have the right to talk about (or not talk about) your current or past pay. You can also discuss the terms and conditions of employment that would be needed to work out your pay, such as your hours of work. You can ask other employees about their pay and terms and conditions of employment, but they don't have to tell you.

You have protections when you're temporarily away from work due to illness or injury. You're also protected from discrimination, bullying, sexual harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure.

Find out more about your protections at work at fairwork.gov.au/protections

Find information about bullying at fairwork.gov.au/bullying-in-the-workplace

For information about workplace sexual harassment visit fairwork.gov.au/sexual-harassment



Ending employment

When your employment ends, your final pay should include **all outstanding entitlements**. This includes wages, unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign, you may have to give your employer notice. You can check if notice is required and what should be in your final pay at fairwork.gov.au/ending-employment

If you think your **dismissal was unfair or unlawful**, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more about unfair dismissal at fwc.gov.au

Did you know?

You can find **free online courses** to help you start a new job or have difficult conversations at work.

Visit fairwork.gov.au/learning

You can access a wide range of **free tools and resources**. This includes templates, best practice guides and fact sheets. Find them at fairwork.gov.au/tools-and-resources

Aims and Beliefs

At the heart of HOBAN Recruitment's business are our "Aims and Beliefs".

These were put together by all stakeholders within our business and reflect our corporate priorities:

Aims

We aim to be the very best consultancy in our industry, providing a standard of service that others will strive for.

Our desire is for our clients and candidates to become advocates, as our future will be built upon recommendations and the strength of our reputation.

Beliefs

We respect the faith our clients place in us to deliver, enabling them to meet their objectives. For over 50 years we have valued the people in our business - our clients, candidates and staff.

*Growth through valued relationships and real solutions
...because people are important*



www.hoban.com.au