



A1 Metallising Services

Company Manual

Welcome to A1 Metallising Services Pty Ltd

We are pleased to welcome you to A1 Metallising Services Pty Ltd and hope that your employment is challenging and satisfying.

You are joining one of Australia's leading Reclamation Engineering Companies.

We are a wholly owned Australian company established in 1964 and have been providing industry with a facility to have worn or damaged components refurbished quickly and economically.

Our company offers reclamation services to a large range of companies involved in a variety of industries including chemical, earthmoving, mining, petroleum, steel making, food processing, printing, civil engineering, marine engineering, railways, power generation and transportation.

Using the latest available technologies our reclamation process allows us to offer a level of precision that will extend the service life of components, allowing several more rebuilds than otherwise thought possible.

The key to our success is our commitment and enthusiasm towards the constant challenges of maintaining our leading position in the marketplace.

A1 Metallising Services Pty Ltd has a strong commitment to our employees and encourages you, during your employment to learn about our business and take up any opportunities to broaden and enhance your skills and experience.

Our company is certified in;

Quality Management	-ISO 9001:2008
Occupational Health and Safety	-BS OHAS 18001:2007 and AS/NZS 4801:2001
Environmental Management	-ISO 14001:2004

These certifications belong to everyone in the organisation and need to be followed by each employee in order for the continuation of our certification.

For further information on our range of specific services, please refer to our website at www.aonemetal.com.au.

On the following pages you will find the terms and conditions of your employment which summarises your entitlements and employment practices.

We hope you find your employment with A1 Metallising Services Pty Ltd, challenging and rewarding.

Forms to be signed and returned to the finance department.

- Signed Declaration of Employment form.
- Completed Tax File Number Declaration form.
- Completed Payroll Advice Notice.
- Completed Choice of Superannuation Fund.
- Copy of Australian Drivers Licence, or (Australian Citizenship or visa documentation confirming residency status if applicable).

Please note:

We are unable to establish you on the payroll system without the above information being completed and returned.

Your Supervisor

Your Supervisor is there to assist with your introduction to the company. They will introduce you to your workplace, explain First Aid, Fire and Safety procedures etc. and endeavour to answer any questions you may have.

Superannuation

Superannuation payments are made by the company in accordance with the Superannuation Guarantee Requirements. The default fund is currently BT Business Super. Should you wish to have your contributions paid into another fund, please complete the Choice of Superannuation Fund form and return to the finance department.

Probationary Period

All new employees are employed on a probationary basis for up to three months of employment. Management reserves the right to continue an applicant's probationary period for up to an additional three months where deemed necessary. All employees who successfully complete their probationary period will receive written confirmation of their permanent employment status.

Workplace Changes

A1 Metallising Services Pty Ltd operates in an environment where constant change is normal, both in the external market and within the company. As a result, A1 Metallising Services Pty Ltd continually strives to develop new products and markets while providing our customers with outstanding service and care. As an employee of A1 Metallising Services Pty Ltd it is expected that you will embrace new challenges and respond positively as roles and responsibilities may change from time to time.

Equal Employment Opportunity / Anti Discrimination

A1 Metallising Services Pty Ltd is committed to providing a workplace free from all types of discrimination to all employees in accordance with State and Federal legislation.

Recognising and valuing the diverse skills and talents of all our employees is vital to our business success. To achieve this goal, all employees need to work together to stop discrimination and other practices that hinder Equal Employment Opportunity (EEO) to ensure all employment practices are based on individual merit.

All employees are provided with equal and fair opportunities based on their relevant skills, abilities and experience in terms of recruitment, promotions, transfer, training, performance assessment and conditions of service as an employee of A1 Metallising Services Pty Ltd.

Environmental Management

Employees must cooperate in the actions taken to comply with our Environmental certification. In particular, they should use and apply control measures as required.

Workplace Health and Safety

A1 Metallising Services Pty Ltd is committed to providing a safe and healthy work environment for all employees and, in doing so, complies with all relevant workplace health and safety legislation.

As an employee, you should be aware of your responsibilities and duties in respect of health and safety and contribute productively to ensuring that your workplace is a safe one.

A1 Metallising Services Pty Ltd is committed to providing and supporting an occupational rehabilitation program for employees who sustain a work-related injury or illness. A1 Metallising Services Pty Ltd's occupational rehabilitation program aims at facilitating an employee's return to work as soon as they are capable after sustaining an injury or illness at work.

Workers' Compensation and the Reporting of Workplace Accidents

All employees are covered by Workers' Compensation Act (NSW). Coverage is provided for injuries sustained by employees either at work, during lunch and rest breaks, and in some cases accidents to and from work.

A1 Metallising Services Pty Ltd is concerned with the health, safety and welfare of all employees and in the provision of a safe work environment. Consequently, the reporting of work place injuries and the lodging of worker's compensation claims in a timely manner is a priority. It is A1 Metallising Services Pty Ltd's policy to ensure that:

- All employees receive prompt treatment for any work-related injuries.
- All Workers Compensation claims are submitted to our insurers within legislative timeframes.
- A record of all work-related injuries is maintained by the company in order to ensure that similar accidents may be prevented and a safe work environment is maintained.

As an employee you have an obligation to yourself and your fellow workers to conduct yourself in a manner that is not likely to increase the risk of accidents occurring.

Reporting Incidents / Accidents / Injuries

In the first instance, workplace incidents, accidents and injuries should be reported immediately to your supervisor. Your Supervisor is required to fill in the appropriate reports and investigation forms.

Workers Compensation claim forms will be provided by the Finance department and should be completed as soon as practical.

Workers Compensation insurance covers:

- All medical, hospital and dental costs incurred as a result of the injury and incidental costs (for example, ambulance, travel expenses, crutches etc.)
- Loss of earnings, taking into account the applicable local legislation and awards.

Building Evacuation and Emergency Procedures

All employees should be aware of the company's Emergency and Evacuation procedures. These procedures can be found on the Evacuation Posters displayed throughout the premises. Please familiarise yourself with the location of Emergency Exits and assembly points away from the building.

In the event of an alarm being raised, employees should proceed to the nearest Emergency Exit without delay and await further instructions.

Employee Privacy

A1 Metallising Services Pty Ltd undertakes to maintain employee information, particularly in relating to medical and personal information, on a 'need to know' basis only. The exception to this undertaking is employee information required for police and security purposes.

Medical Prescriptions

To ensure employee safety at work, employees who are taking prescription drugs may need to advise their Manager/Supervisor. To find out if this applies to you, you should check with your doctor first to establish if the prescription drugs you are taking may impact on your work performance. If so, you should then obtain written advice from your doctor and provide this to your Manager/Supervisor. This information will be treated confidentially.

Disciplinary Procedures

As an employee you are required to co-operate in a responsive and timely manner to any requirement from A1 Metallising Services Pty Ltd, and that you participate in any investigation or disciplinary procedures which may involve you from time to time. This may arise from your involvement in or knowledge of breaches of any employee's duty of good faith and fidelity, confidentiality or breach of A1 Metallising Services Pty Ltd's Anti-Discrimination, Sexual Harassment, Workplace Health and Safety or any other company policy.

Opening Hours

The company's span of hours of work is 6.00am to 7.00pm Monday to Friday and 6.00am to 1.00pm on Saturdays. Full-time employees, unless otherwise stated in your relevant agreement, are 40 hours per week.

Bundy Clock and Cards

It is mandatory for all factory staff to clock in and out daily, even if leaving the premises for a short period of time.

Employees who consistently miss clock entries will be subject to disciplinary action.

Supervisors are free to use discretion in disciplinary action when employees have various repeat offences to the time keeping procedure.

Starting Times

All employees must be clocked on at least **5 minutes** before their designated starting time, and be ready to commence work immediately after the starting bell rings.

Timesheets

It is the employee's responsibility to ensure their timesheets are completed legibly after each job with the correct information and handed in at the end of each day.

Change of Address

Please notify Finance Department as soon as possible after changing address, so employee records and superannuation records can be updated. Change of address should be notified on the Payroll Update form located in the lunchroom and from Reception.

Notice of Termination of Employment

The notice period required by you, to terminate your employment is generally the same notice period required should we wish to terminate your employment.

<u>Period of Service</u>	<u>Period of Notice</u>
Less than 1 year	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to the completion of 5 years	3 weeks
5 years and over	4 weeks

In addition to the above notice, employees over 45 years of age at the time of the giving of the notice with not less than two years service are entitled to an additional week's notice.

A1 Metallising Services Pty Ltd reserves the right to terminate your employment without giving you any notice and without paying compensation in lieu of notice if you engage in serious misconduct, fail to obey a reasonable direction or order by your Manager/Supervisor, or fail to perform or observe any of the conditions of your employment.

Return of Company Property on Termination

Upon termination of your employment with the company, or at any other time as requested by the company, you are required to return promptly to the company all property of the company under your control or in your possession including (but not limited to) all files, correspondence, documents, lists, records, computer disks, computer hardware, product manuals, mobile phones, security access cards and keys. The company reserves the right to offset any debt in respect of non-return of company assets against any monies due to you upon termination.

Leave Provisions for Full Time Employees

Leave entitlements for permanent employees are covered by the Fair Work Act.

Annual Leave

- Four weeks for every year of completed service with A1 Metallising Services Pty Ltd
- Annual leave loading of 17.5%
- Annual leave does not apply to casual employees

Public Holidays

Employees will not be entitled to request an annual leave day directly prior or directly following a public holiday unless: they are already on leave, OR, will be requesting more than 3 days leave or such a request has been pre-approved.

Long Service Leave

- Two calendar months pro-rata after 10 years continuous service with A1 Metallising Services Pty Ltd.

Personal Leave

All permanent employees are entitled to 10 personal or carers leave days per year accrued weekly. Employees are also entitled to 2 days unpaid personal carers leave per year and 2 days of paid compassionate leave per occasion.

In the event that you are unable to attend work on a particular day, you are required to telephone, **(not SMS)** your Supervisor **on that day prior to 8.00am** and give an indication of the duration of the absence. Failure to comply with this directive will result in the leave being counted as annual leave.

Any personal leave that extends into a second day or where specifically requested by the company you **must** provide a Medical Certificate on your return to work. In the event that you are unable to attend work on a day that precedes or follows a public holiday, you must provide a Medical Certificate for the absence to qualify for payment of the public holiday.

Unpaid Leave

Unpaid leave will only be granted under special circumstances approved by a Manager. Unpaid leave can only be taken when all other leave has been exhausted.

Paternity Leave

After qualifying period, generally 12 months, employees are entitled to 10 days Paternity leave upon the birth of each child. Leave must be taken within 3 months of the birth.

Conversion of Personal leave into Superannuation

An employee may convert any excess personal leave over 25 days into a qualifying superannuation fund contribution each year by invitation from management. Contribution will be calculated at ordinary time earnings.

Private Employment

A1 Metallising Services Pty Ltd discourages employees from seeking additional employment outside the company, which may interfere with company commitments. Specifically, this means employment outside A1 Metallising Services Pty Ltd which:

- Conflict of interest, or
- Results in absenteeism.

The company does, however, recognise and support the involvement of employees as part-time volunteers to the Defence Force and other community services such as the State Emergency Services, Volunteer Bushfire Brigade and St John's Ambulance Brigade.

Use of Drugs and Alcohol

Smoking is not permitted in any A1 Metallising Services Pty Ltd office, factory or food consumption area, nor is the consumption of illegal drugs whilst on company premises or conducting company business. Consumption of alcohol on company premises is only permitted when authorised by the employee's manager. Conducting company business whilst intoxicated, whether on company premises or not is strictly prohibited.

Drug and Alcohol Testing

The company may at any time test any employee for the effects of drugs and alcohol abuse.

Factory Employees

All fulltime factory employees will be provided with safety overalls and safety boots, which are maintained by the company. In the event of damage to either, you are required to notify your supervisor to facilitate the necessary repairs.

Mobile Phone Usage

The use of mobile phones is not permitted during company work hours unless prior consent from management has been arranged.

General Housekeeping

All Employees share the responsibility for maintaining good housekeeping and following the established housekeeping procedures.

Any slip and trip hazards must be removed or reported immediately.

Monthly Attendance / Overtime Bonus

Where an employee works a minimum of 20 hours overtime per calendar month and is ready for work 5 minutes prior to starting time, and has not had any personal leave for that month, that employee will be entitled to a \$ 200 Bonus, in their next pay, where overtime hours exceed 40 hours, the Bonus will be increased to \$ 500. Where lateness is caused by unforeseen circumstances, the employee MUST call on their way in, and explain lateness.

Performance appraisals

Development and management of performance is a joint responsibility between the supervisor, management and the employee. Performance appraisals are carried out regularly and is a process through which employees and supervisors can work together to achieve better job performance.

Fair Work Information Statement

The National Employment Standards

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements to care for a child under school age, or a child (under 18) with a disability.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at www.fairwork.gov.au. Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$118,100 per annum and indexed annually, a modern award will not apply, but the NES will.

Transitional arrangements to introduce the modern award system may affect your coverage or entitlements under a modern award.

Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by Fair Work Australia, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by Fair Work Australia.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. If you have enquiries about making, varying, or terminating enterprise agreements, you should contact Fair Work Australia on 1300 799 675.

Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or Fair Work Australia (applications relating to general protections where you have been dismissed must be lodged with Fair Work Australia within 60 days).

Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to Fair Work Australia for assistance. It is important to note that applications must be lodged within 14 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit www.fairwork.gov.au.

Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from Fair Work Australia and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

The Fair Work Ombudsman and Fair Work Australia

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline** on **13 13 94** or visit www.fairwork.gov.au.

A1 Metallising Services Pty Ltd **Occupational Health & Safety Policy**

A1 Metallising Services Pty Ltd is committed to continuous improvement of occupational health and safety standards thereby minimising the risk of injury and claims for compensation from employees, clients and the general public.

'It is a fundamental requirement in seeking to provide a working environment which is safe and without risk to health that the Organisation ensure that all National, State and Local legislation together with relevant Regulations, Statutes, Code of Practices and Australian Standards are adopted and observed as the minimum standard'.

Our objective is the elimination, at the source, of all incidents and hazards that could result in personal/public injury, occupational illness or damage to property.

We recognise the fundamental role of consultation in Occupational Health & Safety. This means a commitment to a system that ensures the involvement of employees and health and safety representatives in workplace and job design and selection of plant, equipment and substances with the aim of eliminating or reducing hazards at their source.

Employee contributions to identification, assessment and controls hazards will be maximised through the integration of the principles of Occupational Health & Safety into training programs.

In adopting this policy, it is our intention to annually review this policy along with Occupational Health & Safety goals and objectives.

