



Pre- Employment Agreement

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1. Company Policies and Procedures

The Employer works within the company policies and procedures to ensure effective and safe operation of the business and the welfare of its Employees. It is the Employee's responsibility to observe and comply by these company documents. The business' policies and procedures are maintained and available on the company master list. Any company documented information such as policies and procedures are available for the Employee upon request. Policies and procedures are also available through webrosters/Dashboard, that is inclusive of full versions of the policies outlined in this document.

Upon change to a company policy or procedure Employees will be notified and an updated copy of the document can be found on the company portal.

A breach of policies and procedures may result in disciplinary action which could escalate to termination of your employment.

1.1 Work Health and Safety

EGroup Security Pty Ltd and associated companies is committed to providing and maintaining a safe and healthy workplace for all workers, labour hire and volunteers as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2017, codes of practice and other safety guidance material.

1.2 Quality

Egroup Security and associated company's quality policy is defined and strongly driven by management principals and behaviours.

Our goal is to achieve commitments for quality, cost and time whilst also building mutually profitable relationships with our customers, ensuring their long-term success, through the understanding of their needs.

It is important to Egroup Security that the business continues to develop and utilise the best preventative practices at all levels and ensure reliable risk management.

Egroup Security and associated companies are committed to drive continual improvement and innovation based upon efficient business process, well-defined measurements and best practices.

Egroup Security and associated companies strive to be the best provider of Security Services in the industry. Through the use of these guiding principles, everyone within the business is held accountable for fulfilling our customers' requirements and exceeding their needs and expectations.

This Quality policy has been formulated to guide the development and implementation of the organisation's quality management system.

1.3 Equal Opportunity of Employment

Egroup Security Pty Ltd and associated companies is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with this, Egroup Security Pty Ltd and associated companies do not condone any form of unlawful discrimination or vilification, including that which relates to: gender; pregnancy; potential pregnancy; marital/domestic status; disability; race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin; age; family responsibilities, family status, status as a parent or carer; racial classification; sexuality; HIV/AIDS vilification; religious belief or activity; political belief or activity; industrial activity; employer association activity; trade union activity; physical features; breastfeeding; transsexuality; transgender; profession, trade, occupation or calling; medical record; and criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

1.4 Bullying & Harassment

Discrimination, bullying and sexual harassment are unacceptable at EGroup and associated companies and are unlawful under the following legislation: *Sex Discrimination Act 1984* (Cth), *Racial Discrimination Act 1975* (Cth), *Disability Discrimination Act 1992* (Cth), *Age Discrimination Act 2004* (Cth), *Australian Human Rights Commission Act 1986* (Cth).

Staff (including managers) found to have engaged in such conduct can be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law.

Bullying, if someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include: sarcasm and other forms of demeaning language; threats, abuse or shouting; coercion; isolation; inappropriate blaming; ganging up; constant unconstructive criticism; deliberately withholding information or equipment that a person needs to do their job or access their entitlements; unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying is unacceptable in EGroup Security and associated companies and may also be against occupational health and safety law.

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

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

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

EGroup and associated companies recognise that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

EGroup and associated companies have a zero-tolerance approach to victimisation.

1.5 Code of Conduct

As employees of Egroup Security and associated companies it is incumbent upon us to:

- Uphold the highest standards of honesty and integrity in the conduct of duties.
- Respect the dignity of the public, our clients, volunteers and other employees by treating them with courtesy, honesty and sensitivity to their rights.
- Treat others in the workplace fairly and with respect.
- Exercise our best judgment in the interests of Egroup Security, associated companies and our clients.
- Make decisions ethically, fairly and without bias using the best factual information available.
- Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- Comply with all Egroup Security and associated companies' policies and procedures relevant to the person's position.
- Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other employee or volunteer and report such conduct or activities to the appropriate level of management.

1.6 Email, Intranet and Internet Policy

E Group will supply to staff, access to various systems and services where required in order to undertake the tasks required as part of their employment with the business. This may include services (such as but not limited to) e-mail systems, mobile telephony, internet access and internal logging & reporting systems. Should the employee require access to other systems to which they currently do not have access, they are to raise this with their line manager and provide reasons as to why they require access.

When an employee is given access to a service, the access is granted on the strict condition that it is to only be used for the purposes as outlined in their position description, other related company policies or written instruction from E Group management. At no time, is the employee to use company services for personal use, unless written consent has been granted. The company

acknowledges that from time to time there may be emergencies where the employee must use a company service (such as a mobile telephony service to contact a family member) so long as it does not cause detriment or any loss to the business. The company also acknowledges that services issued to individual staff (such as mobile telephony and mobile broadband services) may be used for personal use, so long as it does not cause a financial loss to the company. In instances where it does cause a loss, the company will seek to recover these costs.

If it has been determined that an employee has used a company service for their own personal use without express written consent, misused or abused the service which has caused the company a loss, then the company may seek to recover the costs of the personal usage from the employee by way of a payroll deduction.

To determine if there has been excessive personal use or abuse of the services, the company will review historical analytical data to determine the trend and compare usage. If the company sees that usage exceeds a certain average, then the company will conduct a review of the service to determine if it is indeed excessive of fair use. If it has been determined that the usage is excessive, the company will offer the employee a right to respond to the claim. The company will then make a final determination as to whether the company will absorb or recover the costs.

1.7 Uniform

As per EGroup uniform allocation policy all approved Site uniforms and or uniform items shall be provided by EGroup security.

All employees/workers whom are required to wear a suit as part of the uniform requirement shall be required to pay a holding deposit of 50% of the cost of the specific approved suit pertaining to the asset that you may have been employed for.

Upon the employee/worker ceasing employment with EGroup security the employees' suit deposit shall be held in lieu pending the return of the Suit, at which time the deposit shall be returned to the employee.

Regarding all other uniform required items all employees shall be required to pay 100% of the total cost price.

All cost/payment requirements shall be deducted as agreed to by both parties over a two-month period from the employees' wages.

1.8 Training

E Group and its associated entities shall ensure that persons carrying out the nominated work have relevant training including Occupational Health and Safety (OHS) Induction Training. Management, supervisors and Employees will receive regular training needs assessments to determine their current needs. Training needs will be deduced from performance review, reconciling current skills against a competency matrix etc. From this, training programs will be implemented and appropriate training consultants engaged where necessary. Workers shall not carry out work until they have received the minimum requirements for OHS induction training:

- Industry (general) induction;
- Work Activity OHS induction; and
- Site Specific OHS Induction.

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- Refresher training

Selection and Use

All workers shall receive the required site specific OHS induction training and operational training before the commencement of any work on site. A record of the training provided with a Competency Assessment form is further required demonstrating training has been completed and all staff have been deemed competent to carry out the identified scope of works.

Onsite Training

All Employees Shall receive the required site specific OHS induction training and operational training following the successful assessment of the candidate. A record of the training provided with a Competency Assessment form is further required demonstrating training has been completed and all staff have been deemed competent to carry out the identified scope of works. Training will be conducted and assessed in line with the site-specific training matrix that has been completed in consultation with the Site Manager, Client Executive and Operational Compliance Manager.

Competency Assessment

All new candidates will enter into voluntary training & assessment shifts totalling no more than sixteen (16) hours. Time spent in training does not count as work time and is not compensable. At the end of the assessment shifts the site manager will assess the new candidate to ascertain if they are a fit for the team and assessed as being capable of completing the required works. If the candidate is assessed as being competent by the site manager then the candidate will be rostered for further training shifts. If the candidate is deemed as non-competent then the training will cease immediately and the candidate will be released from the business.

Payment & Training Costs

All Employees shall undergo onsite training pertaining to one days training Eight (8) hours, paid by the organisation, any additional training required shall be subjected to voluntary attendance by the Employee. If an employee exceeds their three months the balance of training will be paid accordingly.

In the case of partner provision of a trainee an agreement of 50/50 for training shall be agreed upon with the respective partner.

- Where OHS Representatives or an OHS committee is elected, they shall undergo, OHS Consultation and training records shall be maintained of all details of Employees training qualifications in their personnel files.
- Training registers shall be maintained for all staff, Labour Hire and visitors.
- Bi-annual reviews shall be completed with all staff, to review their training needs and provide refresher training.
- All staff shall be trained in the emergency procedures.
- All staff shall be trained in the safe work method statements relevant to their work.
- Staff qualifications Shall be reviewed regularly to ensure they are current and suitable for the work they are performing.

Staff shall be reviewed regularly using the necessary documentation listed below with all information retrained as required under the industry standards

- Competency assessments
- Performance reviews and
- Staff evaluation documentation

2. Equipment & Company Property

The Employer may provide the Employee with equipment necessary to perform their tasks. All reasonable care must be taken by the Employee to ensure that the equipment is kept in good working order.

All documents, papers, computer disks, lists, diaries, books, registers, memoranda, manuals or records of any kind relating to the business of the employer (whether prepared by the Employee or not) are and remain the property of the Employer. No materials or equipment of any descriptions may be borrowed or removed from the premises without prior written consent of the Employer.

If an employee is found to be negligent in losing equipment, they may be held accountable for the costed associated with repairs or replacement of the item.

Any equipment, documents and materials provided to the Employee remains the property of the employer and must be returned on the termination of employment.

3. Additional Hours

The Employee understands that if there should be a requirement to uptake additional hours, to assist with site requirements such as leave coverage, that it is the expectation of the Employer to assist where reasonable.

4. Confidential Information

In respect to confidentiality for the purpose of this agreement the Employee acknowledges their obligations during their employment and at the cessation of their employment.

The Employee must refrain from openly discussing the Employer's business, except to the extent that the Employee is authorised by the Employer or by law for disclosure.

The Employee must not, at any time or for any reason, use or disclose to any person any confidential information of the Employer except so far as may be reasonably necessary to enable the Employee to fulfil their obligations under this employment agreement.

The Employee must not use or attempt to use any confidential information of the Employer for the Employees own benefit, or in any manner which may injure or cause loss whether directly or indirectly to the Employer.

The Employee must not remove or copy any information, including client information, from the Employer's premise without the consent of the Employer.

The Employees obligation to section 3. of this document do not apply to:

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- (a) The use or disclosure of such information in the normal course of the Employees duties
- (b) Information which has already become public knowledge other than as a result of a breach of this section of the employment pack.

5. Suspension of Employment

If warranted the Employer has the right to temporarily suspend an Employee if there are serious allegations into misconduct. The Employee would remain suspended until such time as an investigation has be complete and outcomes are provided.

6. Acknowledgment

I _____ agree to comply with Company's Policies, Procedures, Practices, which is inclusive of the requirements outlined in this document, while employed with the Company.

I, the Employee agree to sustain a high level of service that is expected of me at all times.

Signature: _____

Date: ___/___/___

7. Employee Details

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL (The information provided in this form will be treated as confidential)

Part: Personal Details

Title: MR/MRS/MS Surname: _____

Given Name: _____ Other Names: _____

Street Address: _____

Suburb: _____ State: _____ Post Code: _____

Mobile Number: _____ Work Number: _____

Email Address: _____

Date of Birth: ____/____/____ Native Language: _____

Place of Birth: _____ Do you identify as Aboriginal and Torres Strait Islander? Yes/No

Next of Kin: _____ Relationship: _____

Contact Number: _____

Part B: Qualifications

Security License #: _____ Expiry Date: _____

First Aid Certificate #: _____ Expiry Date: _____

CPR Certificate #: _____ Expiry Date: _____

RSA #: _____ Expiry Date: _____

White Card #: _____ Expiry Date: _____

Drivers Licence #: _____ Expiry Date: _____

Traffic Controller #: _____ Expiry Date: _____

Apply Traffic Control Plans #: _____ Expiry Date: _____

100 Points of ID:

Passport / Medicare Card / Drivers Licence / Birth Certificate

If you are not a Permanent resident of Australia please supply a copy of your current passport and visa, by submitting this application you hereby authorise E Group to complete a VEVO Check through Immigration.

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8. Fit for Duties Declaration

Are you aware of injury or illness that would adversely affect you from performing your duties? YES NO If yes, please specify;

First Name: _____ Surname: _____

As an Employee of the company you may be required to perform a range of activities to fulfil your role requirements. Please answer this questionnaire honestly to inform us of any work-related health limitations or workplace enhancements that may assist you in safely performing these activities. Based on the information you provide; we will not place you in an assignment that may endanger your health and safety. Only information relevant to a particular assignment will be used to assess your suitability. Information will be treated in accordance with applicable Privacy and Health records Legislation.

Can you safely undertake these activities without risk of injury or aggravation to a previous injury and without risk to your health?

Action	YES	NO	Action	YES	NO	Action	YES	NO
Repeated shoulder/ Arm Motion			Repeated Hand/ Wrist Motion			Lifting/ Moving/Carrying/Pushing		
Twisting/ Turning			Walking more than 15 minutes			“ “ more than 5kgs		
Stretching/ Reaching			Standing more than 15 minutes			“ “ more than 10kgs		
Bending/ Stooping/ Kneeling			Sitting more than 15 minutes			“ “ more than 20kgs		
Using a Computer			Working in Noisy Environments			Working in Dusty Environments		

If you ticked **NO** for any activity please detail what you **CAN** and **CANNOT** do safely:

Please list all other work-related health limitation or tasks/ activities that you cannot perform for health reasons:

What workplace modifications would enable you to perform the activities:

Have you ever claimed for Workers Compensation or are you currently on Workers Compensation? YES NO
If **YES**, please provide details of the claim:

Could the pre-existing injury be affected by a work-related task/activity? YES NO

Are you colour blind? YES NO

If **YES**, what form of colour blindness do you suffer? _____

Do you take any medications that may cause drowsiness, slows reflexes/ reactions or impairs judgement?

If **YES**, how long will you be taking the medication? _____ YES NO

Have you suffered from an illness attributed or connected with work pressure? YES NO

If **YES**, please provide details _____

Are you currently suffering from or receiving treatment for problems associated with alcohol, illegal drugs or other controlled or uncontrolled substance abuse or misuse? YES NO

If **YES**, please outline

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I, _____ declare that the information on this form is true, correct and complete. I acknowledge that false information could result in the immediate termination of my employment or application with the business. I agree to promptly notify the company of any information supplied changes.

Signature: _____

Date: _____

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9. Bank Details

Name	
Position	
All Payments are VIA electronic funds transfer (EFT) direct to the employees nominated bank account	

Account Number 1:

Account Type	Savings / Cheque / Other
BSB Number	
Account Number	
Account Name	
Bank Name & Address	

Account Number 2:

Account Type	Savings / Cheque / Other
BSB Number	
Account Number	
Account Name	
Bank Name & Address	

10. On-Boarding Checklist

OFFICE USE ONLY

Name:		Date:	
Action:		Notes:	
<input type="checkbox"/> Interviewed & Offered Employment			
<input type="checkbox"/> Employment Pack Issued			
<input type="checkbox"/> Tax File Number Declaration			
<input type="checkbox"/> Superannuation Form			
<input type="checkbox"/> Letter of Offer			
<input type="checkbox"/> Terms & Conditions of Employment			
<input type="checkbox"/> Licenses & Certificates Scanned			
<input type="checkbox"/> Create Staff Folder			
<input type="checkbox"/> Deputy Profile Created			
<input type="checkbox"/> Employee Payroll Set up			
<input type="checkbox"/> File Hard Copy Employee Documents accordingly.			

Human Resources Sign to Complete

Name: _____ Signature: _____ Date: _____

Payroll Sign to Complete

Name: _____ Signature: _____ Date: _____

Accounts Sign to Confirm Setup

Name: _____ Signature: _____ Date: _____