



mdclegal

EMPLOYEE
HANDBOOK

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THIS HANDBOOK

Welcome to [insert employer name].

This Handbook applies to all of our [employees].

The purpose of this Handbook is to:

- provide you with our policies and procedures regarding a range of issues which may concern your employment.
- inform you how we expect you to conduct yourself in the workplace and in any situation that affects your employment, including in relation to your dealings with:
 - > other employees, workers or visitors to the workplace or in work-related activities;
 - > clients, contractors, customers and suppliers; and
 - > the community and the environment.
- ensure that you understand and comply with the policies and procedures set out in this Handbook.

For these reasons, it is important that you read the Handbook carefully. When reading the Handbook, please note the following:

- [insert employer name] is referred to as “the Company” throughout.
- [insert employer name] reserves the right to amend this Handbook and any policies or procedures in it from time to time. You are required to be familiar with any amendments.
- The most recent version of this Handbook is always available for your perusal [on the intranet/ website/upon request to your line manager/manager/HR Manager].
- If you do not comply with the obligations set out in this Handbook, you may be subject to disciplinary action, up to and including the termination of your employment.
- This Handbook does not form part of your contract of employment with [insert employer name] and accordingly, does not, and is not intended to, provide you with any express or implied contractual rights.
- This Handbook is not intended to address all the issues relating to your employment, or be exhaustive in relation to a particular issue. There may be other policies or procedures that apply to a particular issue set out in this Handbook.

If you have any comments or queries about this Handbook, please contact [employer to insert name and position of person responsible for the administration of the Handbook].

WORKING WITH US

[employer to insert employer mission statement/company values/code of conduct. Client/solicitor to ensure consistency with content of Handbook.]

PRIVACY & YOUR PERSONAL INFORMATION

What is personal information?

Personal information is any information about you that makes you identifiable. Obvious examples include your name, your date of birth, and your residential address.

When do I have to disclose my personal information to the Company?

Before commencing your employment, you will be required to provide the Company with the following personal information:

- Contact details, including your full name, residential address and phone number;
- Your bank account details, tax file number and superannuation account details;
- Your next of kin / emergency contact details;
- Any health conditions you have which may affect your ability to do your job, or which may put your safety or the safety of other people in the workplace at risk;
- If applicable, the details of any visa arrangements you have in place or other proof required by the Company of your legal right to work in Australia; and
- Any relevant licences, permits, police clearances, training certificates, diplomas, degrees, or any other qualifications required by the Company or the industry for you to perform your job.

During your employment, you have an ongoing obligation to keep the Company up to date regarding your personal information. For example:

- You must keep the Company up to date regarding the personal information set out in the above dot points;
- You must disclose to the Company, as soon as possible, any change in circumstances that may affect your ability to do your job, including, but not limited to, the loss, lapse or expiry of any licence or permit or similar qualification required for you to perform your job; and
- You must disclose to the Company, as soon as possible, anything that may affect your health and safety or the health and safety of other people in the workplace, including, but not limited to, any personal injury or illness.

How will the Company treat my personal information?

The Company will deal with your personal information in accordance with the Australian Privacy Principles, as set out in Schedule 1 of the *Privacy Act 1998* (Cth). The Australian Privacy Principles can be accessed at the Office of the Australian Information Commissioner: <https://www.oaic.gov.au/about-us/>

SAMPLE

YOUR ATTENDANCE AT WORK

ATTEND WORK ON TIME

You are required to attend work on time and be ready to start work in accordance with your hours of work.

If you are not sure what your hours of work are, or what time you are required to start work, you should ask your [line manager/manager/HR Manager] as soon as possible.

What will happen if I am late for work?

If you are late for work, the Company may take disciplinary action against you.

If you are persistently late for work, disciplinary action may include the termination of your employment.

What if I am unfit or unwell and cannot attend work?

It is important that you **do not** attend work if you are suffering from an illness or injury that may pose a risk to your health and safety, or to the health or safety of other people at work.

For more information about your entitlement to personal leave and your obligations to notify of us of your absence, please refer to [section x – internal reference] of this Handbook.

ABANDONMENT OF EMPLOYMENT

If you are absent from work for three or more consecutive working days and you do not notify your [line manager/manager/HR Manager], the Company may:

- make reasonable inquiries to establish whether you intend to return to work; and/or
- determine that you have abandoned your employment.

YOUR CONDUCT IN THE WORKPLACE

You must meet the Company's expectations regarding your conduct and behaviour, as set out in your employment contract, in the Company's policies and procedures and this Handbook, whenever you are in the workplace or engaged in any work or employment-related activities.

What is the workplace?

The workplace is not just confined to the Company's premises. You should consider yourself to be in the workplace **whenever and wherever** you perform work for the Company, even if:

- you are performing work outside of normal business hours or your normal working hours;
- you are not performing work in or on the Company's premises or at your normal place of work; or
- you are taking a break from work (for example, your lunch break).

You are at work, and therefore in the workplace, **whenever and wherever** you participate in an activity or attend an event that is connected with the Company or your employment. This includes, for example, attending Company functions or other work-related, professional or social events such as the Company's Christmas Party, training sessions or networking meetings.

The workplace also includes your use of social media where that use is connected to your work or the Company. For more information regarding the use of social media at work, please see [internal reference] of this Handbook.

If you do not meet the Company's expectations regarding your conduct in the workplace, you may be subject to disciplinary action, up to and including the termination of your employment.

Does my conduct outside of work matter?

Yes. The Company requires you to meet certain standards in your personal life outside of the workplace and your employment with the Company. You **must not** do anything in your personal life that:

- is incompatible with your duties to the Company;
- may damage your relationship with the Company or your supervisors; or
- may damage the Company's reputation or its interests.

For example, you should take care when you use social media, such as Facebook, Twitter and Instagram outside the workplace to ensure that do not identify the Company, and/or you are not identifiable as an employee of the Company, and/or you do not identify any other person as being connected with the Company (for example, as an employee, client or supplier of the Company). For more information regarding the use of personal social media, please see [internal reference] of this Handbook.

