

GLOBAL RESOURCE CORP EMPLOYEE INDUCTION

1. ABOUT GLOBAL RESOURCE CORP

1.1. Global Resource Corp provides recruitment services to a range of companies and projects in the construction, manufacturing and service sectors where demand for efficient and committed staff is a priority. Frequently our clients are working to tight schedules and as a consequence they want staff to be performing from day one – on the job.

1.2. Global Resource Corp as a certified quality management company with WHS accreditation has set high levels of performance for both its internal and hire staff so that our benchmark outcomes constantly display a measure of continual improvement.

1.3. Our benchmark outcomes are linked to sound and thorough training (of all staff) which leads to “doing it right – every time.”

1.4. Staff are trained to respond correctly every time – for example you will be shown how to complete time sheets and we then expect it to be completed correctly each week and forwarded to Global Resource Corp, on time, to enable payments to be processed.

2. GENERAL POLICIES

2.1. Global Resource Corp adheres to all legislative and regulatory requirements regarding the following:

2.2. Accepting Work

2.2.1. If you have accepted a job, you must attend the assignment unless we advise you otherwise. If you do not show up to work, your assignment and employment will be terminated.

2.2.2. If you have accepted an assignment and you cannot make it, you must give Global Resource Corp a minimum of 2hrs notice advising that you won't be able to attend. 10 minutes' notice before you are due to start is NOT ACCEPTABLE. We are a 24 hr. service!

2.2.3. Once you have commenced a shift at one of the Global Resource Corp client sites, you must complete the shift. Leaving a site early is NOT ACCEPTABLE! If an emergency arises, please speak to your supervisor & call Global Resource Corp. 2.2.4.

If you are in an ongoing role and you have a day off sick, you must provide Global Resource Corp with a doctor's certificate. 2.3. Dress and Identification

2.3.1. While you are at work you are representing Global Resource Corp. A clean, neat and tidy appearance is essential and if safety PPE (such as protective clothing, goggles, gloves, earmuffs, masks, steel capped boots etc.) is required for job tasks it must be worn at all times. Sandals, thongs or open toed shoes are not acceptable.

2.4. Mobiles Phones

2.4.1. Although a short personal phone call may be necessary at times, these must be limited – in number as well as in time involved. Reports from clients of over use of mobile phones will attract a reprimand from Global Resource Corp. However, Global Resource Corp requires all hire staff to have a mobile phone. Keep it switched on to enable us to contact you in respect of future work.

2.5. Timesheets & Pay Enquiries

2.5.1. It is your responsibility to complete and submit a timesheet for all contract jobs.

2.5.2. Timesheets can be downloaded from our [website www.globalresourcecorp.net](http://www.globalresourcecorp.net)

2.5.3. Your timesheet must be signed off by an authorised client representative daily & sent to Global Resource Corp by 9 am Tuesday of each week. NO VALID TIME SHEET, NO PAY!

2.5.4. Time Sheets can be sent via

2.5.6. Payment of Timesheets may be delayed or refused if a Timesheet: Is not in the approved form; If not submitted in the correct method (fax, email or in person) Is submitted after the weekly deadline of 9:00 AM EST each Tuesday; Is illegible or incomplete; Has not been approved by the Client Representative; Has not been signed by the Employee; Does not clearly identify all dates and hours worked; or Contains false or misleading information.

2.5.7. All pays are processed weekly and are paid on Fridays a week in arrears

2.5.8. Please direct any pay enquiries to the payroll officer on (02) 9503 2666 alternately you can email timesheets@GlobalResourceCorpsolutions.com.au and a Payroll officer will endeavor to respond within 48 hours.

2.6. Compensation

2.6.1. If you have accepted a job that requires further training eg weld testing, medicals, inductions etc. Global Resource Corp will incur the cost. Any costs that Global Resource Corp incurs on your behalf will result in Global Resource Corp obtaining compensation from you.

2.7. Abusive Language, Swearing, Arguments, Bullying and Harassment

2.7.1. The above are prohibited at all work sites at all times and any report of hire staff being engaged in these practices will result in them being dismissed immediately. Any activities which break the Law will be reported to police immediately.

2.8. Drug Use

2.8.1. The use & consumption of illicit drugs are prohibited **at all work sites at all times** and any report of hire staff being engaged in these practices will result in them being dismissed immediately. Any activities which break the Law will be reported to police immediately.

2.9. Smoking

2.9.1. In most work sites smoking is prohibited for safety reasons – smoking can cause fire in manufacturing or welding situations and must not be permitted. Many sites have a designated smoking area. Global Resource Corp hire staff are requested to respect the wishes at client sites and confine smoking to these areas and not to take excessive breaks to smoke.

2.10. Alcohol Use & Consumption

2.10.1. Alcohol use in the work place is prohibited at all times and any hire staff consuming alcohol or suspected of being under the influence of alcohol will be removed from the site immediately and disciplinary action will be taken.

2.11. Grievance Policy

2.11.1. Global Resource Corp is committed to achieving and maintaining a dynamic and pleasant working environment, where work related concerns or grievances are dealt with quickly, impartially

and fairly. Some examples of what a grievance may be about: ☐ Safety in the workplace ☐ Discrimination or harassment ☐ Victimisation ☐ Workplace communication and interpersonal conflict ☐ Work allocation or development opportunities

2.12. Solicitation

2.12.1. Solicitation includes any communication for the purpose of selling or political campaigning eg, such as requests for signatures, contributions for charities, support of political organisations etc. Such activities cannot be conducted at work sites and any hire staff engaging in these practices will be immediately removed from the site.

3. WORK HEALTH AND SAFETY REQUIREMENTS

3.1. Global Resource Corp ensures that all hire staff allocated to clients and their projects are fully inducted in our WHS requirements and informed of their responsibilities once they take up placements at these sites. The main focus of our induction is to enable hire staff to perform work duties on site in a responsible and safe manner and to avoid any injuries or breaches of WHS legislation.

3.2. Global Resource Corp is committed to complying with the Work Health and Safety Act 2011 and any other relevant WHS legislation.

3.3. Global Resource Corp insists that all hire staff have undertaken a general WHS Induction before they are sent to a client's site.

3.4. Global Resource Corp endeavors to match staff skills and experience to job tasks – this is a fundamental safety requirement – miss-matching of staff to jobs can increase the potential for accidents and injuries. To ensure that this outcome does not occur Global Resource Corp thoroughly checks all applicants' qualifications, experience and referees.

4. SAFETY ON SITE

4.1. You must wear steel capped boots and have your Construction OHS White Card on you for every assignment unless advised otherwise. If you arrive without steel capped boots and your White card you will be sent home without pay.

4.2. You are required to wear appropriate clothing; no singlet's, no offensive language on t-shirts and no ripped clothing on site.

4.3. You must wear the appropriate safety equipment at all times

4.4. IF YOU INJURE YOURSELF ON ANY WORK SITE PLEASE ENSURE YOU REPORT IT TO YOUR DIRECT SUPERVISOR AND CONTACT GLOBAL RESOURCE CORP ASAP.

5. REPORTING INJURIES

5.1. All work related injuries or illness are to be reported immediately to your site supervisor and Global Resource Corp ASAP. Please ensure that the appropriate Accident/Incident Report is completed at the work site for every on-the-job injury that results in medical treatment.

5.2. An employee who has been excused from work as a result of an injury or illness will be required to report to Global Resource Corp on a weekly basis and failure to do so may lead to disciplinary action and loss of benefits.

6. CODE OF CONDUCT

6.1. The undersigned staff member engaged by Global Resource Corp for hire placement work has read and fully understands the company's Code of Conduct and will comply with all aspects of the code when working at sites including the following requirements:

6.1.1. Respect client property in all formats – fixtures, furniture, ornaments, books, files, electronic equipment (and contents), consumables, temporary items stored at sites and the property of client staff.

6.1.2. Handle property only as part of the work process and return it to its normal place – e.g. tools in tool cupboards and plant equipment in the correct location.

6.1.3. Do not open files on desks, do not read open documents on desktops.

6.1.4. Do not turn on any computer terminal, do not use a terminal if it has been left on by a client staff member, do not use machines such as copiers, faxes and televisions, do not use client telephones or other devices – without specific permission.

6.1.5. Do not handle equipment accessories e.g. CD's or memory sticks

6.1.6. Do not use client consumables e.g. pens, coffee, milk or food from kitchen and lunch room areas – unless given permission to do so

6.1.7. Do not handle clothing that may be left by client staff

6.1.8. Do not leave security doors or site gates unlocked or open while working on site – unless specifically requested to do so.

6.1.9. Do not permit entry by unauthorised persons to the site.

6.1.10. Do not accept any deliveries to clients when client staff are not present

6.1.11. Do not mention to others anything that you have accidentally read or noticed, of a confidential nature, while working at the premises.

6.1.12. Do not engage in any activity while at sites that may cause any of the above situations to occur

6.1.13. When sites are inspected respond fully regarding work issues to supervisors and client representatives

6.1.14. Report any breakage, damage, spillage or un-necessary movement or accidental usage of any of the above items to supervisors as soon as possible

6.1.15. Report any unauthorised entry to supervisor and client (if in specifications)

6.1.16. Report any unauthorised deliveries to supervisor and client (if required)

6.1.17. Report breaches of these rules by other staff immediately to supervisors

6.1.18. Damage to client property – fixtures and intellectual property

7. STANDARDS OF SERVICE

7.1. Global Resource Corp expects a high standard of behaviour from staff at all times. Be uncompromising in your honesty and integrity and always ensure your personal conduct is the very best it can be at all times. 7.2. Staff Are Expected To

7.2.1. Obey all laws and follow all policies and procedures. Please keep informed of policy and procedural changes by noting decisions at meetings and reading company newsletters. This will ensure prompt and accurate service to our clients.

7.2.2. Be a good listener. When working at client sites listen to their point of view. Understand occasional frustration or anger if there has been a breakdown in service – e.g. an unsatisfactorily completed task.

7.2.3. Ask questions. Ask your supervisor any questions you may have about your job and performance guidelines and how you can assist where possible.

7.2.4. If you are unable to report for work, for any reason – notify your supervisor at your placement site ASAP and then follow up with a call to Global Resource Corp – so we can arrange a replacement.

7.2.5. If a hire staff employee cannot report to management due to hospitalisation etc. it is requested that a relative contact Global Resource Corp or the employee's immediate supervisor to inform them of the situation.

ACKNOWLEDGEMENT & CONSENT

YOUR CONSENT TO THE COLLECTION, USE AND STORAGE OF YOUR PERSONAL INFORMATION

I give my consent for:

Personal and sensitive information about me being collected, used and stored where appropriately by Global Resource Corp in the course of obtaining and placing me in employment

GLOBAL RESOURCE CORP PAYMENTS & INFORMATION

1. I agree to keep confidential any Global Resource Corp or Global Resource Corp customer's information obtained during my assignment with Global Resource Corp.
2. I agree to notify Global Resource Corp immediately in the event that a direct offer of employment either temporary or permanent is made to me by any customer, or by me to any customer of Global Resource Corp, to whom I am introduced by Global Resource Corp, for a period of twelve (12) months following my last assignment with that customer.
3. I agree to perform all work and associated functions as directed by the client in the safest possible manner, to obey all lawful written and verbal health and safety instructions issued by either Global Resource Corp or its client, to comply with all local site rules and requirements that may be introduced or varied from time to time, to strictly follow all standard operating procedures and safe systems of work laid down for particular equipment or tasks and to correctly use all personal protective clothing and equipment in appropriate circumstances.
4. My employment with Global Resource Corp is as a temporary on an assignment basis, with each assignment representing a discrete period of employment. I understand I can accept or reject any offer of assignment and that on completion of an assignment (whether satisfactory or otherwise) Global Resource Corp is under no obligation to offer any further assignments. I understand that Global Resource Corp does not control the length of any assignment and accept that whilst Global Resource Corp will indicate the potential length of an assignment with a customer in good faith, the customer may vary assignments at any time.

5. Payment will be made by Global Resource Corp on a weekly basis only on receipt of a Global Resource Corp timesheet, correctly completed and with appropriate authorization by an approved supervisor or our customer confirming the hours completed. Payment by Global Resource Corp will be made by EFT to the nominated bank account details supplied by the employee and Global Resource Corp takes no responsibility for incorrect details that have been supplied by yourself.

6. I agree that it is my responsibility to provide my authorized Global Resource Corp timesheet to my Global Resource Corp client to whom I am working for and that I will make sure that my timesheet is faxed to Global Resource Corp office by 9am every Tuesday morning for the previous week worked.

7. I agree that future wage payments may be adjusted should actual details differ from information provided on the authorized timesheets received by Global Resource Corp. Timesheets can be downloaded from our website www.GlobalResourceCorpsolutions.com.au or visit our office for copies. PLEASE NOTE LATE TIMESHEETS MAY DELAY PAYMENTS.

EMPLOYEE INDUCTION AND INFORMATION BOOKLET CONFIRMATION

I acknowledge receipt of a copy of the Global Resource Corp Employee Induction & Information Booklet (effective Jan 2014) and have read and understand its contents relating to:

General Policies Work Health & Safety Requirements Code of Conduct Standards of Service Privacy Collection Statement Global Resource Corp Payments and Information

FAIR WORK INFORMATION STATEMENT

You will be provided with a Fair Work Information Statement. This statement contains information about:

the National Employment Standards how a transfer of business affects entitlements modern awards agreements under the Fair Work Act 2009 individual flexibility arrangements freedom

of association ☐ termination of employment ☐ right of entry (including privacy laws to protect personal information) ☐ the Fair Work Ombudsman and the Fair Work Commission.

EMPLOYEES NAME:

EMPLOYEES SIGNATURE:

DATE:

CHECKED BY GLOBAL RESOURCE CORP RECRUITMENT STAFF:

COPY IS KEPT IN EMPLOYEE'S PERSONNEL FILE