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EMPLOYEE HANDBOOK

Microtech Pty Ltd

ACN 234 726 283

Issue Date: _____

Address: Level 12 Help Street St Leonards

Phone: 05 2833 2854

EMPLOYEE HANDBOOK

PART I – PRELIMINARY INDUCTION PROCEDURE FOR NEW STAFF MEMBERS

Microtech Pty Ltd (“the Company”) reserves the right to change, add to or modify any of the provisions of this Handbook.

Introduction

On behalf of the Company and your colleagues, we welcome you and wish you every success during your employment with us. We believe that each and every employee contributes directly to our growth and success. We hope that you will take pride in being a member of our team.

This Employee Handbook is not a Workplace Agreement. It describes some of our expectations of our employees and outlines our policies and procedures. We ask all employees to carefully review and familiarise themselves with this Employee Handbook. It will answer many of your questions concerning your employment with us.

If you have any questions about anything in this Employees Handbook, please speak with our HR Manager.

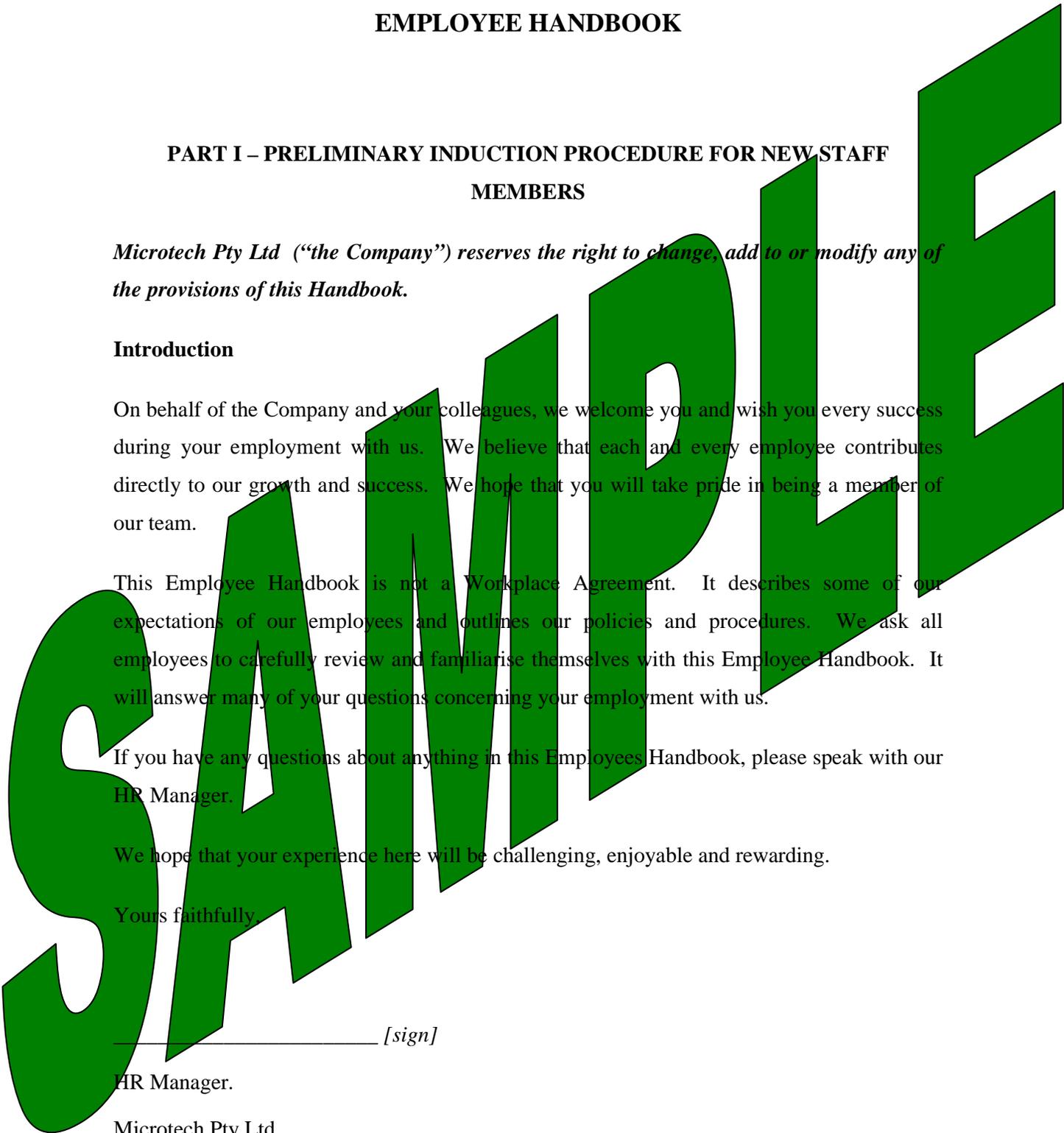
We hope that your experience here will be challenging, enjoyable and rewarding.

Yours faithfully,

_____ [sign]

HR Manager.

Microtech Pty Ltd



EMPLOYEE COMMITMENT FORM

I understand that this Employee Handbook describes important information about the policies and procedures of the Company. I will read it carefully and refer to it during the course of my employment.

I acknowledge that I should consult with the HR Manager regarding any questions I may have regarding this Employee Handbook.

I appreciate that the information described in this Employee Handbook is subject to change from time to time and that those changes will be communicated to employees by inter office memos.

I have received this Employee Handbook and I understand that it is my responsibility to read and comply with the policies and procedures contained in it and with all revisions that may be made to it. I understand that my compliance with the policies and procedures in this Employee Handbook is an essential term of my employment.

[Sign here]

[Employee print name]

Date: _____



PART II – GENERAL INFORMATION

1. OUR COMPANY AND ITS BUSINESS

- 1.1. Our Company Designs and manufactures custom lighting.
- 1.2. We believe our experience in the industry enables us to offer a high standard of customer service to our guests.
- 1.3. As in any organisation, the people who work together make a company what it is. We pride ourselves in selecting people with a unique blend of skills. Our staff possess backgrounds in both design and manufacture.
- 1.4. Our Company is dedicated to providing the highest quality lighting at an affordable price

2. YOUR EMPLOYMENT AND THIS HANDBOOK

- 2.1. The terms and conditions of your employment with the Company are set out in your contract of employment/ Collective Agreement/Award/Australian Workplace Agreement.
- 2.2. This Employee Handbook provides employees with a general understanding of our Company's policies and procedures. This Handbook contains information that you may need to assist you in your work and the standards, policies and procedures that apply in the day to day conduct of our business. However the Employee Handbook cannot anticipate every situation or answer every question regarding your employment.

3. INDUSTRIAL AWARDS/AWA/COLLECTIVE AGREEMENTS

- 3.1. You may have entered into an Australian Workplace Agreement (AWA) or you may be employed by the Company under a written common law employment agreement, Award or Collective Agreement. Where you have been employed under any of these arrangements then you will have been provided with a copy of your employment agreement, AWA or Collective Agreement.
- 3.2. If you are employed under an Award then the Company will provide you with a copy of the Award on request.
- 3.3. To the extent that there is any inconsistency between any applicable Award, Collective Agreement or AWA and this Employee Handbook, the Award, Collective Agreement or AWA will apply. The Australian Fair Pay and Conditions Standard (“the APCS”) as

defined in the *Workplace Relations Act 1996 (Cth)* apply to your employment. To the extent that there is any inconsistency between the APCS and this Employee Handbook or any applicable Award, Collective Agreement or AWA, the APCS apply to the extent that it is “more favourable” (as defined by the Act and/or the *Workplace Relations Regulations*) to the Employee.

- 3.4. Our Company sees its employees as key contributors in every aspect of its business. It is through your commitment to excellence, your positive attitude to your tasks and your willingness to work as a team that we will achieve our Mission Statement.

4. EXPERIENCE AND TRAINING

- 4.1. In your Application for Employment you provided us with details of your experience and training. We have relied on the complete truth of what you have told us in assessing your suitability for the position with our Company and in deciding to employ you in that position. Employees must promptly provide the Company with any information that concerns the Employee being unable to perform the Employee’s full range of duties.

- 4.2. If you believe there is a course or training program that will enhance your ability to perform your work, then we invite you to discuss this with your supervisor. We are committed to ensuring that all our employees are well trained to perform their work. If we can assist you with any further training, please speak with us.

- 4.3. Our Company does not undertake to pay your fees with respect to a training course or program that you undertake whilst employed with the Company. However, the Company may in some circumstances agree to pay or contribute towards such fees. Accordingly, you should discuss with us any courses you are planning to do.

- 4.4. From time to time you may be expected to undertake training at the request of the Company to develop your skills and expertise in your position with our Company.

5. EMPLOYEE RELATIONS

- 5.1. If you have concerns about the workplace, we encourage you to voice these concerns openly and directly with management. This facilitates clear communication and avoids many unnecessary problems. Our workplace policy is that if you as a valued employee have a concern about any matter, then management shares your concern. We may not always agree with the point that you have raised but we do want to hear what you have