

CONDITIONS OF EMPLOYMENT

All new employees of Simon Transport Pty Ltd must, before employment, read, understand and accept the following Conditions of Employment. These are not designed to disadvantage the employees, but to lead to your better understanding of what is required of our staff and thus to facilitate your easy and comfortable integration with other staff and our Company. If you are not happy with these conditions, you are advised to seek other employment, which you feel is more suitable for you.

These conditions are designed to help make our Company one of which you will be happy and proud to be a part.

1. EMPLOYMENT APPLICATION

- a) All details supplied on the application have been answered in full and are true and correct at the time of application.
- b) The company is to be notified in writing immediately of any changes to the application details.

2. DRESS AND APPEARANCE

- a) Company uniforms will be worn at all times by staff to whom they are provided.
- b) Personal hygiene is essential – all employees must bathe and change clothes daily and nails must be clean and neatly clipped.
- c) All male employees must be clean-shaven at all times and hair must not be over ears or collars, unless medical or other special circumstances exist.
- d) Males may not wear earrings and similar ornaments and we would encourage you to consider not wearing rings whilst at work.
- e) Safe shoes or boots, (not THONGS) must be worn at all times.

This is important in your association with staff and it is equally important that all staff is neat and tidy in appearance for our clients and other members of the public.

3. DRUGS AND ALCOHOL

- a) Under no circumstances will the use of illegal drugs or alcohol be tolerated either in working hours including lunch breaks, or out of working hours if this in any way affects your work and any such use will result in immediate termination of employment.
- b) You may be required to undertake a medical examination at any time either prior to or during employment – the Company will pay the cost of this.
- c) Smoking is banned in and on all Company property and vehicles, except in any designated and marked areas.
- d) You may be required to undertake random drug tests at any time during your employment. A positive sample will result in formal testing by a qualified medical practitioner.

4. PASSENGERS IN COMPANY VEHICLES

At NO time may passengers be carried in Company vehicles without the prior permission of The National Operations Manager, or the Managing Director. Permission will never be given for women other than the driver's wife to travel in any of our trucks and then only under special conditions which will vary with circumstances at the time.

5. SUPERANNUATION

The Company provides superannuation to all full time employees and to all part time employees who work more than 20 hours per week. A leading financial advisory firm of actuaries administers this fund. Details of the Fund are given to all employees on joining the Company. Members who meet minimum investment levels are offered a choice of investment type to suit their individual requirements.

6. PERSONAL DEVELOPMENT

- a) You agree to undertake any tests or training required by the Company to ascertain or develop your skills and you will be required to reach set standards of proficiency before progressing to higher positions within the Company.
- b) Training may involve periods up to three weeks away from your home – accommodation and travelling expenses will be the Company's responsibility.
- c) It is our aim to promote staff from within rather than obtain outside staff for supervising and management positions.
- d) You agree to reimburse the company for the external cost of any approved training paid for by the company should you cease employment with the company within 12 months of the training date.
- e) External training provided outside normal working hours will be paid for by the company, with the employee contributing their time.

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7. COMPANY ISSUED ITEMS

- a) All Company issued items remain the property of the company and issued with the understanding that responsibility for the security and maintenance is yours.
- b) Any fair wear and tear will be accepted at the company's expense.
- c) Lost items or any fines incurred due to defective or incomplete equipment will be at your cost.

8. DEBTS TO THE COMPANY

You agree to allow us to deduct from your wages any expenses incurred by our Company on your behalf at your request, or any debts owing by you to us or associated Companies, or expenses incurred to the company due to your inefficiency or damage done to freight or equipment.

9. SPECIAL DRIVER CONDITIONS

Applicants wishing to apply for a position as a driver with our Company must first familiarise themselves with our driver's manual and feel that they can happily fit in with our conditions and systems of driving before agreeing to these conditions. If you feel that you would not be happy with our operation, please return the drivers manual.

10. DRIVERS LICENSE

Applicants who will be required as part of their job to drive Company vehicles must have a current driver's license in the state in which they are employed. Loss of license may result in immediate termination of employment.

11. PAYMENT OF WAGES

Wages are paid into a bank/building society/credit union account. Wages are paid weekly.

12. PARKING AT DEPOTS

Any vehicle and personal effects in the vehicle, parking in any of our depots are there at the owner's risk.

13. PROBATION

All employees are subject to a 12-month probationary period during which employment will be on a casual basis until otherwise advised..

These Conditions of Employment are designed to ensure that we retain a staff who have a common interest and pride in helping to develop the Company for the benefit of our staff, customers and shareholders. I feel that your acceptance of and working within these conditions will lead to a better working environment for us all.

David Simon
Managing Director

I have read, understand and agree to abide by the foregoing Conditions of Employment of Simon Transport Pty Ltd.

Name (printed)..... Signature.....

Witness (printed)..... Signature.....

Date.....