

Workplace Expectations

General

Your employment with us is governed by your letter of employment, in conjunction with the policies in HR Central, relevant modern award and the National Employment Standards (NES).

Your required hours of work, work type (full time / part time / casual) and your eligible break times will be stated in your letter of employment.

Attendance at Work

It is essential that you are ready to commence work at your normal commencement time.

Any absence or late arrival due to illness, injury or any other reason must be reported to your direct manager as soon as practicable.

Subsequent to this, you must keep your manager up to date on your progress and likely arrival or return to work. This may include relevant medical or other information as requested.

No Smoking

Smoking is not permitted in any work environment outside your home.

This also applies when using any company vehicle.

Security

You must ensure that all confidential / sensitive documents are locked away at night.

You should make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by

company insurance.



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