

Full Time (Non-Award) Employment Contract

and

This Contract

is made on

Between

See **Item 1** of the Schedule (**Employer**)

and

See **Item 2** of the Schedule (**You**)

**BACKGROUND**

1. The Employer has agreed to employ you and you have agreed to work for the Employer in the position described at **Item 3** of the Schedule.

B. The Employer and you have agreed to enter into this Contract to record the terms and conditions of your employment.

C. The Employer acknowledges its obligation to apply the applicable employment protections to you and to abide by the provisions contained in any relevant legislation.

The Employer And You Agree that:

# DEFINITIONS

**Associated Entities** has the same meaning as in the *Corporations Act 2001 (Cth)*.

Confidential Information means all the information including trade secrets, Intellectual Property, marketing and business plans, client and supplier lists, computer software applications and programs, business contacts, finance, remuneration details, data concerning the Employer or any of its associated entities or any client of the Employer’s, finances, operating margins, prospect’s lists, and transactions of the Employer, but does not include information in the public domain otherwise than through a breach of an obligation of confidentiality.

Contract means this employment contract.

**Intellectual Property** means all form of intellectual property rights throughout the world including but not limited to present and future copyright, registered and unregistered trademarks, patent, design, rights, trade mark, any other intellectual or industrial property rights, discovery, invention, secret process or improvement in procedure of any kind whether arising from statute, under common law or in equity and confidential information including know-how and trade-secrets.

**Moral Rights** has the meaning given to it in the *Copyright Act 1968 (Cth)* and includes rights of integrity of authorship, rights of attribution of authorship and similar rights that exist or may come to exist anywhere in the world.

The Act means the *Fair Work Act 2009 (Cth)*.

**Works** means all inventions, policies, practices, designs, drawings, plans, software, hardware, reports, documents, systems, improvements and other materials.

# COMMENCEMENT AND WARRANTIES

* 1. Your date of commencement of employment with the Employer is identified at **Item 4** of the Schedule.
  2. You agree that:

### you hold the qualifications and have the skills as represented by you to the Employer

### you have disclosed to the Employer any restraint or restriction which may affect your performance of work

### you enter into this contract without any form of coercion

### you are legally entitled to work in Australia, and agree to produce the appropriate documentation where requested by the Employer and

### you have and will maintain the licences and qualifications necessary to fulfil your role.

# PROBATION

## Your employment is probationary for the first six months of employment with the Employer.

## During the probationary period, your employment may be terminated with one week's notice by either party, or payment in lieu of such notice.

## The Employer may, at its discretion, extend the probation period.

# POSITION AND TITLE

## You are employed on a full time basis in the position described at **Item 3** of the Schedule.

## You may be required to perform other tasks from time to time, as reasonably requested by the Employer.

# PRINCIPAL DUTIES

## You have general duties to:

### comply with reasonable directions given to you by the Employer

### at all times act faithfully, honestly and diligently

### ensure you are performing solely work related activities in work time

### exhibit a professional and courteous attitude when dealing with the Employer, its customers, employees, suppliers and other members of the public and

### act in the Employer’s best interests at all times.

# EMPLOYER POLICIES AND PROCEDURES

You agree that:

### you will comply with all the Employer’s policies and procedures, as amended from time to time at the sole discretion of the Employer

### the specific detail of the Employer’s policies do not form a term of your contract and

### failure to comply with the Employer’s policies may result in disciplinary action, up to and including dismissal.

# PLACE OF EMPLOYMENT

## The Employer’s current primary business location is described in **Item 5** of the Schedule.

## You will be required to work at this location, unless otherwise reasonably requested by the Employer.

## You may also be required to travel as reasonably necessary for the performance of your duties.

# HOURS OF WORK

## The business’ normal span of hours of operation are outlined at **Item 6** of the Schedule.

## You will be required to work 38 hours per week plus any additional hours which are reasonably necessary to fulfil the requirements of your duties, or as reasonably required by the Employer.

# TIME RECORDING

## You are required to complete regular time recordings as directed by management.

## You are responsible for the completion of your own time record. Completing time records on behalf of another employee or permitting another employee to do so on your behalf, may result in disciplinary action, up to and including dismissal.

# REMUNERATION

## Your pay is set out at **Item 7** of the Schedule.

## This represents an annual salary that is paid in satisfaction of any and all monetary entitlements that you may otherwise be entitled to receive. This includes but is not limited to entitlements owing under any industrial instrument or law, including any entitlement to minimum wages, allowances, overtime, penalty rates and annual leave loading. As such, your pay takes into account any hours that you are required to work outside of your standard hours of employment.

## Where your pay exceeds any legislative minimum entitlements, any amount paid in excess of these minimum entitlements may be used to offset any entitlement that may otherwise have been applicable.

## The Employer will make Superannuation contributions on your behalf in accordance with legislation.

# COMMISSION SCHEME

## You may be entitled to commission in accordance with the Employer's commission scheme.

## The Employer will provide details of any applicable commission scheme to you upon the commencement of your employment, or at the time any such scheme is introduced.

## The Employer at all times retains the absolute discretion to vary, alter, amend or remove any such commission scheme at any time. The Employer will notify you of any such changes.

# COMPANY MOTOR VEHICLE

## You are entitled to the use of a company motor vehicle to enable you to efficiently perform your duties. This vehicle is provided for work-related use as well as reasonable incidental personal use within a 150 kilometre radius of Alice Springs on field roads.

## You are not permitted to drive on field roads unless signed off by the director or operations manager to be competent

## The continued provision of a company motor vehicle is conditional upon you at all times holding a valid driver's licence.

## The type of company motor vehicle provided is at the discretion of management, and may be swapped at any time in accordance with the Employer’s operational requirements.

## At the direction of the Employer, this motor vehicle must be returned to the Employer during any period of leave, whether paid or unpaid.

## Additional rules regarding vehicles and driving are set out in the Handbook which you are expected to read and fully comply with. The Employer reserves the right to vary, alter or withdraw these arrangements and will provide reasonable notice of any such changes.

# COMPANY MOBILE PHONE

## You may be provided with a company mobile phone and/or iPad and/or Macboook in order to complete your duties as directed by the Employer.

## This mobile phone may only be used for business purposes. Reasonable personal use is only permitted where specifically authorised by the Employer.

## The use of the company mobile phone is subject to the terms and conditions contained within the Handbook.

# COMPANY PROPERTY

## You may be provided with company property in order to complete your duties as directed by the Employer.

## This property may only be used for business purposes. Reasonable personal use is only permitted where specifically authorised by the Employer.

## The use of the company property is subject to the terms and conditions contained within the Handbook.

# ANNUAL LEAVE

You will accrue up to four weeks of annual leave each year in accordance with the Act.

# LONG SERVICE LEAVE

## Long service leave will accrue in accordance with the relevant legislation.

1. **PERSONAL LEAVE (SICK/CARER'S LEAVE)**

## You will accrue up to 10 days of paid personal leave each year in accordance with the Act.

## To be entitled to a period of paid or unpaid personal leave, you must provide satisfactory documentary evidence in accordance with the Employer's policies.

# OTHER LEAVE

## All other leave, including compassionate leave, parental leave and community service leave, will be provided to you in accordance with the Employer’s policy and/or the Act, whichever is more generous.

# PUBLIC HOLIDAYS

## You are entitled to be absent from work on a day or part day that is a public holiday in accordance with the Act, unless reasonably required to work by the Employer.

# CONFIDENTIAL INFORMATION

## You agree at all times during and after your employment with the Employer:

### to refrain from directly or indirectly disclosing to a third party Confidential Information except in the proper course of carrying out your duties

### not to use the Confidential Information for any purpose other than for the benefit of the Employer

### to keep confidential all Company Confidential Information and

### to comply with the terms of this Contract unless otherwise required by applicable laws or regulations.

# INTELLECTUAL PROPERTY

## All Intellectual Property rights arising from any Works created or developed by you in the course of your employment (whether alone or with others) will belong to the Employer and you agree to immediately disclose to the Employer all such Works.

## You agree that all existing Intellectual Property rights, title and interest in all Works created or developed by you in the course of your employment (whether alone or with others) are vested in the Employer and upon their creation, all such rights will vest in the Employer. You agree to execute all documents and do all acts required to secure any Intellectual Property rights for the Employer.

## For the benefit of the Employer, you consent to any and all acts or omissions (whether occurring before or after this consent is given) in relation to all Works made or to be made by you in the course of your employment which might otherwise infringe your Moral Rights in those Works.

## You warrant that you have consented without coercion or without relying on any representations other than those set out in this contract.

1. **NON-DISPARAGEMENT**

You must not at any time, either during your employment, or at any time after termination, disparage or otherwise make any statement, or permit or authorise any statement to be made, which is calculated or reasonably likely to damage the reputation or cause other damage to the Employer or any Associated Entity, or any of their respective employees or officers.

1. **RELIEF FROM DUTIES**

## Without limiting anything the Employer may require you to do, the Employer may, at any time during your employment (including during any notice period) require you to:

### not undertake any of your employment duties

### carry out alternate duties

### perform work in a different physical location or from your home

### not attend work or any premises operated by the Employer, its Associated Entities or clients

### not access the computer systems of the Employer or its Associated Entities

### not have any contact with any clients, suppliers or employees of the Employer or its Associated Entities, or other persons or entities as advised by the Employer and/or

### not use or otherwise immediately return Employer property to the Employer,

### provided the Employer continues to make payment to you of your remuneration during the period in which you are directed to do any of the above.

## The circumstances in which the Employer may give you such direction includes, but is not limited to, circumstances in which the Employer is carrying out an investigation into allegations of misconduct (whether or not such allegations have been made against you) or in circumstances whereby such action is deemed necessary by the Employer to ensure it satisfies its health and safety obligations.

## Nothing in this clause in any way limits the Employer’s right to stand you down without pay in accordance with any applicable legislation or in accordance with any other provision of this Contract.

# TERMINATION OF EMPLOYMENT

## The Employer may terminate your employment without notice or without a payment in lieu of notice for any of the following reasons, if you:

### commit any serious or persistent breach of any of the terms of the Contract

### are guilty of dishonesty, misconduct or neglect in the performance of your obligations under the Contract

### become insolvent or bankrupt or make any assignment or arrangement with your creditors

### are convicted of any criminal offence relevant to the performance of your obligations under the Contract

### refuse to comply with any reasonable instruction or direction including any failure to comply with your obligations under any of the Employer’s rules, policies and/or procedures and any directions given by management of the Employer

### fail to perform to the standard reasonably expected by the Employer, including persistent failure to achieve targets

### obtain a medical assessment result that is not satisfactory to the Employer and which objectively results in you being unable to perform your duties set out in the Contract

### abuse alcohol or drugs whilst on the Employer’s premises, or just prior to commencing work on the premises, which adversely affects your ability to carry out your duties or

### engage in physical abuse or display unreasonable verbal aggression.

## Following completion of your probationary period, at any time during the operation of the Contract, the Employer may terminate your employment by providing written notice in accordance with the table below:

## Following completion of your probationary period, at any time during the operation of the Contract, the Employer may terminate your employment by providing written notice in accordance with the table below:

|  |  |
| --- | --- |
| Length of continuous service | Period of notice |
| Not more than 1 year | 1 month |
| More than 1 year, not more than 2 years | 1.5 months |
| More than 3 years | 3 months |

## Following completion of your probationary period, you may terminate this contract at any time by providing the Employer with written notice in accordance with the above table.

## The Employer may, at its discretion, make payment to you in lieu of all or part of this notice period. On termination, you are also entitled to payment for any untaken annual leave entitlements.

## During the whole or any part of the notice period, the Employer is under no obligation to assign you duties or functions or to provide any work to you and may direct you not to attend work during all or part of the notice period.

## On termination of employment for any reason, you must immediately return to the Employer all property, documents and items relating to the business of the Employer which you have in your possession or control. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information, programs, records and documents, intellectual property and other information, in whatever form, relating in any way to the Employer or its clients.

## On termination of employment for any reason, you must also irretrievably delete any Confidential Information stored on any computer, magnetic or optical disk or memory, and all matter derived from those sources in your possession, custody, care or control outside the Employer’s premises.

## You will repay to the Employer the balance of any loans or advances made by the Employer against your pay or leave entitlements, or any money otherwise owed to the Employer by you. The Employer reserves the right to request to deduct any moneys owing to the Employer from your final pay.

# REDUNDANCY

## If your position is made redundant, you shall not be entitled to any payment except as required under the Act.

# ASSIGNMENT

## You may not assign or transfer the rights and benefits under this contract.

## The Employer may assign its rights and obligations under the Contract to any person, business, company or entity.

# GOVERNING LAW

## The Contract shall be governed by the jurisdiction of the courts in the State or Territory as described at Item 8 of the Schedule.

# VARIATION OF TERMS

## The terms of the Contract may be varied from time to time by mutual agreement in writing between the parties.

# SEVERABILITY

## If any of the terms and conditions of the Contract are void, or become voidable by reason of any statute or rule of law then that term or condition shall be severed from the Contract without affecting the enforceability of the remaining terms and conditions.

# ENTIRE AGREEMENT

## The contents of the Contract constitute the entire agreement between you and the Employer. Any previous agreements, understandings, and negotiations on this subject matter cease to have effect.

# FAIR WORK INFORMATION STATEMENT

## By signing the Contract you acknowledge that the Employer has provided you with a copy of the Fair Work Information Statement.

|  |  |  |
| --- | --- | --- |
| **SIGNED BY AN AUTHORISED OFFICER OF THE EMPLOYER**  .........................................................  Authorised Officer  .........................................................  Title of Authorised Officer |  | ..............................................  Witness  ..............................................  Name of Witness (printed) |
| ..............................................  Dated  **SIGNED BY YOU**  .........................................................  Employee  ..............................................  Dated |  | .............................................  Witness  ..............................................  Name of Witness (printed) |

|  |  |  |
| --- | --- | --- |
| **Schedule** | | |
|  | Employer name and details | ABN:  Address: |

|  |  |  |
| --- | --- | --- |
|  | Your name and details |  |

|  |  |  |
| --- | --- | --- |
|  | Position |  |

|  |  |  |
| --- | --- | --- |
|  | Commencement date |  |

|  |  |  |
| --- | --- | --- |
|  | Location |  |

|  |  |  |
| --- | --- | --- |
|  | Business normal hours of operation | Monday to Friday 7.00am to 6.30pm |

|  |  |  |
| --- | --- | --- |
|  | Pay | $ per annum exclusive of superannuation |

|  |  |  |
| --- | --- | --- |
|  | Governing Law |  |