



JAYS VENTURES PTY LIMITED  
T/As SIGNPAC SALES  
A.B.N. 80 092 205 206

Signpac: Employment Policy

Revised: 12 February, 2011

Next Revision Due: 12 August, 2011

Signpac is an equal opportunity employer and values the contribution of our staff and contractors. Our Employment policy outlines Signpac's views on specific parts of employment in Signpac.

#### Hours of Business

Signpac's hours of business are flexible within the normal hours of business trading for all staff.

It is important, however, that:

- Jobs are completed by the due date as arranged with the customer
- Jobs are delivered/ Installed at the correct time as arranged with the customer
- Hours of work are accurately recorded and given to Jay at the end of each week for payment.

#### Insurance

Signpac is insured for Workers Compensation and General Business Insurance to cover all staff and contractors working at Signpac Hornsby or on- site on behalf of Signpac.

To ensure this insurance remains valid, all staff must have:

- Unrestricted NSW driver's license
- NSW Workcover white card

Some staff must have (where appropriate)

- First Aid Certificate
- Working at Heights certification

Copies of above certification must be kept at Signpac.

#### Drugs and Alcohol

Alcohol and Non-Medical drugs are not permitted to be used in Signpac.

- In the factory
- Driving to and from customers site
- At Customer's site

Any medication required by staff should be discussed with management to ensure safety when using equipment in-store and when driving.

Smoking (of cigarettes) is not permitted in the factory, vehicles or on customer's site. This may only be done away from the factory on breaks from work.

#### Occupational Health and Safety

Signpac has a comprehensive OH&S policy. All staff must comply with the requirement of this.

- Participate in Risk Management assessments of workplace
- Regularly attend toolbox talks
- Know Signpac's Emergency Response Plan
- Know the location of Fire Extinguishers and how to use these
- Use Personal Protective Equipment (PPE) whenever directed or appropriate

It is important that all known or discovered hazards be brought to the attention of Signpac management as soon as possible and that the hazardous process be:

- Substituted
- Isolated
- Managed

#### Harassment

Harassment or discrimination for any reason is not accepted at Signpac. Any incidents should be immediately reported to owner/ manager as soon as possible.

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Signpac aims to have a safe and enjoyable workplace for all staff. Comments for improvement of working conditions are always welcome. Please contact Owner/ Manager with suggestions or email to [jay@signpac.com.au](mailto:jay@signpac.com.au)

Thank you,