

PERTH RECRUITMENT SERVICES Pty Ltd

TERMS OF BUSINESS

Business Hours

Perth Recruitment Services Pty Ltd are contactable 24 hours per day, 7 days per week.

Inclusive Rates

All charge rates are inclusive of Workers Compensation Insurance, Payroll Tax, Annual Leave and Sick Pay.

Normal Time / Penalty rates / Public Holidays

Unless otherwise advised, Normal Time is deemed to be 38 hours per week Monday through Friday at 7.6 hours per day. Penalty rates will apply after the completion of 7.6 normal time hours. The first two hours are charged at time and one half and all hours after are double time. Saturdays are charged at time and one half for the first two hours and all hours after are double. Sunday is double time for all hours worked. Any assignment commencing after 12pm will incur a 15% shift loading and time and one half and double time will apply when normal time hours are exceeded. Public holidays worked are paid and charged at double time and one half for all hours worked.

Minimum Period Of Hire

Four hours on any given day.

In the event of rain or any other unforeseen disruptions the minimum charge of four hours will apply regardless of actual hours worked.

Termination of Hire

The client is required to give a minimum of one hours notice to Perth Recruitment Services Pty Ltd prior to the completion of the shift.

Guarantee

Perth Recruitment Services Pty Ltd will replace the employee at no charge if notified within the first four hours of the assignment that the employee is unsuitable.

Client Obligations

The client acknowledges that we are not performing the services required of our employees or independent contractors; but are instead the supplier of our employees and independent contractors, at the client's request, to perform the work that it has requested. From the time that our employees or independent contractors report to the client for their duties they are under the care, control and supervision of the client for the duration of the assignment. In these circumstances, the client agrees we will not be liable to the client in respect of any damage, loss or injury of whatsoever nature or kind, however caused, whether by our negligence or the negligence of one of our workers, their servants or agents or otherwise, which may be suffered or incurred, whether directly or indirectly, in respect of the services provided under these conditions of assignment.

Time Sheets

Time sheets are submitted weekly.

Our pay week cycle begins Monday and runs through until Sunday. Time sheets for that cycle are required to be emailed to our office the following day, (Monday) by 6pm. We appreciate your punctuality and help with this matter.

Payment

Invoices are issued weekly and the total amounts, as provided on the authorised timesheet, of all accounts are payable within 14 days of receipt. The client agrees to pay the cost of any fees associated with debt collection should full payment not be made within this time frame.

Permanent or Casual Engagement

The client shall be liable for a placement fee if any employee introduced by Perth Recruitment Services Pty Ltd is directly engaged in any permanent or casual employment within 6 months of completion of any assignment unless prior arrangements have been made.

Occupational Health and Safety

It is a standard condition of hire that the host employer agrees to the following:

- To provide Perth Recruitment Services Pty Ltd employee's an on site induction prior to commencing work covering site hazards, instruction and training to enable them to safely carry out their job.
- To provide Perth Recruitment Services Pty Ltd employees effective supervision to enable the employee to work safely.
- To notify and gain permission from Perth Recruitment Services Pty Ltd before an employee undertakes tasks not contained in the original job description or changes to a different location or site.
- To notify Perth Recruitment Services Pty Ltd of any near miss, accident or incident involving employees of Perth Recruitment Services Pty Ltd.
- To provide Occupational Health and Safety details and records as requested by Perth Recruitment Services Pty Ltd for the purpose of Risk Management.
- Comply with Occupational Health and Safety laws relating to employees and employers.