

HR Employment Policy



Maxima Cleaning Group

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Introduction



Maxima Cleaning Groups’ well-crafted HR employment policy is crucial in ensuring that our company's workforce is effective and efficient.

Our HR employment policy addresses a range of issues, including employment applications, probation period, hours of work, overtime, and additional hours. By creating a policy that reflects the company's values and culture while also adhering to legal standards, organisations can foster a positive and productive work environment that benefits both employees and the bottom line.

Review Procedure

The Managing Directors will review the policy as required. The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, company representatives, and other relevant parties. All relevant persons will be made aware of changes made because of the review.

This policy will be reviewed if:

- there are changes in the workplace that may affect the policy;
- the policy is not effective;
- there are legislative changes that affect the policy;
- there is a breach of this policy.

This policy is reviewed at least annually.

Terminology

Definitions

We, us, our, our company or the organisation" means Maxima Cleaning Group.

Worker: is a person who carries out work in any capacity for an Organisation, including work as:

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| a. An employee, or | f. A person of a prescribed class, or |
| b. Outworker, or | g. A contractor or subcontractor, or |
| c. An apprentice or trainee, or | h. A worker of a contractor or subcontractor, or |
| d. A student gaining work experience, or | i. A worker of a labour-hire company. |
| e. A volunteer, or | |

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft, or other mobile structure; and
- b. Any waters and installations on land, on the bed of any waters or floating on any waters.

HR Employment Policy

Employment with Maxima Cleaning Group is voluntarily entered. Workers are free to resign at any time, with or without cause.

EMPLOYMENT APPLICATIONS

Maxima Cleaning Group will consider new staff hires based on information contained in the employment application. Therefore, it is expected that applicants check the accuracy of data presented throughout the hiring process and employment process. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from consideration.

PROBATION PERIOD

All new workers are subject to a probation period of three (3) months. The probation period is intended to allow new workers to demonstrate their ability to a satisfactory performance level and determine whether the new position meets their expectations. During this period, we will evaluate worker's capabilities, work habits, and overall performance.

Supervisors and workers are encouraged to regularly discuss job performance and goals on an informal basis. Formal performance evaluations will also be conducted to provide both supervisors and workers with the opportunity to review job tasks and discuss positive, purposeful approaches to meeting goals.

If it is determined the designated probation period does not allow sufficient time to thoroughly evaluate the worker's performance, the probation period may be extended for a specified period.

Upon satisfactory completion of the probation period, workers will enter a "regular" employment classification.

An annual salary review of all workers is based on performance and is evaluated in May and any changes made effective July 1st of the current year.

HOURS OF WORK (EXAMPLES)

Normal Shift Times	
Monday to Friday Standard Rates	6:00 am – 6:00pm
Monday to Friday Afternoon Rates	6:00 pm – 6:00 am
Allowances	
<i>Saturday Rates</i>	All day Saturday
<i>Sundays Rates</i>	All day Sunday
<i>Public Holidays Rates</i>	All Public Holiday
<i>Non rotating shift finishes after midnight and at or before 8am</i>	Monday to Friday
<i>Shift longer than 8 hours</i>	Every day – if work more than the standard hours, overtime to apply


Work hours are based on business needs and the requirements of the work assigned. Managers will work with workers to establish standard hours of work and break times.

OVERTIME AND ADDITIONAL HOURS

Overtime is classed as any work performed more than your contracted hours of work and may be performed only at the manager's direction. All overtime work must be approved before commencing the overtime work. Workers must notify their manager as soon as practicable if they cannot conduct planned overtime work.

LATENESS FOR WORK

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



Date: 01/04/2024

Signature:
