

Flex Worker Employment Agreement

Between

Whizdom Pty Ltd trading as Whizdom Recruitment (ABN 52 119 884 945) of Unit 7, 28-34 Thynne Street, Bruce ACT 2617 ("**Firm**")

And

The person named in Schedule 2 ("**Flex Worker**" or "**you**")

Background

- A. The Firm is an Australian company in the business of providing recruitment services and has made or proposes to make a commercial agreement with the Client for the engagement of a Flex Worker. The Firm holds a valid labour hire licence.
- B. The Flex Worker accepts the Firm's offer to be employed on a casual basis in accordance with the terms and conditions set out in this Agreement and any Assignment Description issued from time to time.
- C. This Agreement is made between the Parties on [Date]

1 Definitions and Interpretation

- 1.1 See Schedule 1.

2 Information Statements

- 2.1 The Fair Work Information Statement and the Casual Employment Information Statement that you are required to receive are enclosed.

3 Warranty

- 3.1 You warrant that:

- (a) you possess the skills, competence and qualifications required to carry out the duties and responsibilities under this Agreement, and any representation made by you as to your qualifications and experience is true and correct;
- (b) there are no contracts, restrictions or other matters which would interfere with your ability to discharge your duties under this Agreement that you have not already disclosed to the Firm;
- (c) you are legally entitled to work in Australia; and
- (d) you have provided the Firm with all information and documentation relevant to your current and/or prospective Australian residence or visa status, and that all such information and documentation is true, genuine and correct.

4 Employment Status and Engagement

- 4.1 This Agreement shall commence on the first occasion you work on an Assignment and will apply during any subsequent Assignment(s) offered by the Firm and accepted by you unless it is terminated in accordance with clause 11 of this Agreement. You acknowledge and agree that each Assignment is a new period of employment with the Firm and will not be considered continuous with any previous Assignment you have performed for any Client.
- 4.2 The termination of an Assignment will not of itself constitute the termination of this Agreement.
- 4.3 Should a Client or the Firm terminate an Assignment before its end date, you agree that you have no claim against the Firm or the Client, other than for unpaid amounts of your hourly rate and allowances (if any) for the actual days of service provided under the Assignment Description up to the date of termination of the Assignment.
- 4.4 If the provisions of any Workplace Law apply to your employment, they will be specified in Schedule 2 and apply as a matter of law but do not form part of this Agreement or any Assignment Description. Any additional terms and conditions set out in an Assignment Description will also apply to your employment.
- 4.5 You acknowledge that you are employed by the Firm on a casual basis and that:
- (a) This offer of casual employment is made on the basis that the Firm makes no firm advance commitment to continuing and indefinite work according to an agreed pattern of work, and you accept the offer on that basis;
 - (b) there may be periods when there is no suitable work available; and
 - (c) the Firm is under no obligation to continue to offer you Assignments.

5 Assignment to a Client

- 5.1 You acknowledge that an Assignment is subject to the completion of satisfactory background checks at the discretion of the Firm, including criminal record and bankruptcy checks and qualification and reference checks. In the event that a background check reveals unsatisfactory results after you have commenced work on an Assignment, the Firm reserves the right to immediately terminate this Agreement (and therefore the employment relationship between you and the Firm).
- 5.2 The details of any offer of work on an Assignment will be set out and provided to you in the Assignment Description. You must use your best endeavours to accept an Assignment when offered to you or alternatively to give the Firm notice of any unavailability.
- 5.3 An offer of work on an Assignment will be accepted by you by:
- (a) signing and returning a copy of the Assignment Description to the Firm;
 - (b) informing the Firm that you accept the Assignment Description; or
 - (c) commencing work in accordance with the Assignment Description that was provided to you.
- 5.4 Although the duties and duration of an Assignment will be advised at the time the Assignment is offered to you, these may alter during the Assignment in accordance with the needs of the Firm or the Client.
- 5.5 The terms of any Assignment Description will prevail to the extent that they are inconsistent with the terms of this Agreement.

6 Hours of work

- 6.1 You may be offered work in accordance with the ordinary hours set out in an Assignment Description, as well as any reasonable additional hours required by the Client or the Firm (however only if you receive written notice of the requirement to work reasonable additional hours from the Firm).
- 6.2 The hours of work set out in an Assignment Description reflect commercial arrangements between the Firm and the Client only, and do not represent any advance commitment to continuing and indefinite work according to an agreed pattern of work.
- 6.3 You may accept or reject any offer of work on an Assignment. Similarly, the Firm does not guarantee to provide you with a minimum or maximum amount of work.
- 6.4 You must complete timesheets in accordance with the Firm's directions. Timesheets must be completed accurately and approved by the Client. The submission of false timesheets may result in the immediate termination of this Agreement (and therefore the employment relationship between you and the Firm).

7 Duties

- 7.1 You agree that, while working on an Assignment, you will:
- (a) report for work at the location set out in the Assignment Description or such other location as notified to you in writing by the Firm;

- (b) fulfil the duties set out in the Assignment Description with due care, skill, timeliness and diligence;
- (c) ensure you are professionally and appropriately dressed;
- (d) comply with all lawful and reasonable directions given to you by the Firm or which the Firm permits the Client to issue for the purposes of the Assignment;
- (e) exhibit a professional and courteous attitude when dealing with the Firm, the Client, their customers, employees, suppliers and other members of the public;
- (f) comply with the Firm and the Client's workplace policies and procedures (provided that where there is any inconsistency between the policies and procedures of the Firm and those of the Client, the Firm's policies and procedures will apply to the extent of the inconsistency unless otherwise agreed or stated by the Firm). Neither the Firm's nor the Client's policies and procedures confer any legal right on you, nor are they incorporated as terms and conditions of this Agreement. A link to relevant policies was provided in the offer email;
- (g) comply with all applicable laws including workplace health and safety laws;
- (h) act in the best interests of the Firm and the employment relationship;
- (i) not disclose your hourly rate to the Client except if required to do so by law;
- (j) contact the Firm and/or the Client immediately if you believe that your safety is at risk while working on an Assignment;
- (k) direct any complaint or query in respect of an Assignment or your employment to the Firm as soon as is reasonably practicable. You must not take the matter up directly with a Client;
- (l) complete the duties set out in the Assignment Description (subject to clause (m) below) recognising that your failure to do so may expose the Firm to claims for liquidated damages from the Client; and
- (m) contact the Firm immediately if:
 - (i) the Client requests you to work in a different location or position than the one set out in the Assignment Description or as notified to you in writing by the Firm; and
 - (ii) for any reason whatsoever, you become unable to complete the duties set out in the Assignment Description.

7.2 You will report to the Firm's Consultant named in the Assignment Description or to any other representative whom the Firm may designate from time to time.

7.3 During an Assignment, you will also report to the Client Supervisor nominated by the Client.

8 Working from home

8.1 If, during an Assignment, you are permitted or required to work from home, either on an ongoing or ad-hoc basis, you must comply with the Firm's and/or the Client's working from home and work, health and safety policies and procedures as relevant to your position and complete a working from home WHS checklist.

- 8.2 If you work from home, you agree to comply with any such policies and procedures that the Firm and/or a Client may implement in respect of working from home, as varied from time to time, and that you will regularly familiarise yourself with these policies and procedures.
- 8.3 Notwithstanding clause 8.1, you acknowledge and agree that you will attend for work at any premises or location at the Firm's reasonable direction.
- 8.4 Even if you do not work in a role that involves you working from home, the Firm reserves the right to direct you to work from home for either operational or health and safety reasons.

9 Payment for hours worked

- 9.1 In respect of an Assignment, you will be paid:
- (a) for all ordinary hours and reasonable additional hours, you work at the hourly rate set out in the Assignment Description, which includes a casual loading and superannuation contributions in accordance with clause 9.6;
 - (b) the allowances (if any) set out in the Assignment Description; and
 - (c) at the intervals set out in the Assignment Description to the bank account nominated by you.
- 9.2 The hourly rate includes a casual loading. As a casual employee, you are not entitled to a number of entitlements attributed to full-time or part-time employment such as paid annual leave, paid personal/carer's leave, paid compassionate leave, payment for absence on a public holiday, payment in lieu of notice of termination and redundancy pay (**Entitlements**). The casual loading is paid in order to compensate you for the absence of the Entitlements and is paid to you on the mutual understanding that you are a casual employee. If that understanding is wrong and during any period of employment you are employed other than as a casual employee, the casual loading is not payable and would not have been paid to you for work performed during that period.
- 9.3 The hourly rate and allowances (if any) paid to you include all payments and benefits that the Firm is legally obliged to provide to you or pay on your behalf. The hourly rate paid to you compensates you for, and can be specifically set off against, applied to and absorb any existing or newly introduced payments or benefits to which you are or may become legally entitled (including any requirement to pay a minimum hourly rate of pay for each hour worked, allowance, loading, overtime, penalty rate and/or shift loading) under a Workplace Law. For the purposes of calculating any entitlements you may receive under any Workplace Law, your ordinary time rate is the minimum rate specified for the relevant classification in the applicable Workplace Law.
- 9.4 To the extent that your employment is deemed at any time by any authority, body, or court to be permanent employment, you agree that the Company can:
- (d) set off and apply any casual loading paid to you against any Entitlements that fall due; and/or
 - (e) require you to immediately repay the casual loading paid during your employment as a debt.
- 9.5 You acknowledge that the hourly rate or allowance (if any) paid to you on an Assignment will not necessarily be paid on any subsequent Assignment provided that the hourly rate is never less than the minimum rate in an applicable award or the national minimum wage.

- 9.6 The Firm will make superannuation payments on your behalf as required under Superannuation Guarantee legislation to a complying fund nominated by you prior to signing this Agreement. If no such fund is nominated by you, then such contributions will be paid into a complying fund nominated by the Firm.
- 9.7 The Firm will reimburse you for expenses reasonably and properly incurred by you in the performance of your duties on an Assignment, provided that you produce appropriate receipts to us when requesting reimbursement.
- 9.8 If you are required to travel as part of your duties on an Assignment, the Firm will reimburse you for your reasonable work-related travel and accommodation costs upon production of appropriate receipts.

10 Leave

- 10.1 For the avoidance of doubt, as a casual employee, you are not entitled to any paid annual leave, personal/carer's leave or paid public holidays.
- 10.2 You may however be entitled to take unpaid leave, (including unpaid carer's leave, compassionate leave, parental leave, community service leave and/or family and domestic violence leave) in accordance with applicable Workplace Law.

11 Termination of employment

- 11.1 As a casual employee, your employment terminates at the end of each rostered day that you work on an Assignment and the Firm is not required to provide you with notice of the termination of your employment.
- 11.2 Notwithstanding clause 11.1 this Agreement (and therefore the employment relationship between you and the Firm) may be terminated for any reason at any time by:
- (a) the Firm giving you one hour's written notice of termination or, if you are currently engaged on an Assignment, a payment in lieu of that notice; or
 - (b) you giving the Firm the written notice of termination set out in an applicable Assignment Description.
- 11.3 The Firm may immediately terminate this Agreement (and therefore the employment relationship between you and the Firm) where you:
- (a) commit an act of Serious Misconduct;
 - (b) are in breach of any material provision of this Agreement in a way which the Firm reasonably considers to be materially prejudicial to the Firm's business or reputation, including if you commit a breach of clause 13 "Confidentiality" or clause 14 "Intellectual Property";
 - (c) are unable or unwilling to perform the duties or inherent requirements of the Assignment;
 - (d) are charged with a criminal offence (other than one which in the Firm's reasonable opinion does not affect your position with the Firm);
 - (e) are found to be, in the Client's reasonable opinion, negligent or inefficient in, or technically unsuitable for, carrying out the duties set out in the Assignment Description; or

- (f) carry out work for another person and such work:
 - (i) creates a conflict of interest (direct or indirect) between you and either the Firm or a Client; or
 - (ii) impairs your ability to carry out the duties set out in the Assignment Description.

12 Return of Firm Property

- 12.1 Upon the termination of this Agreement for whatever reason, or at any other time if so requested by the Firm, you must immediately return to the Firm or the Client (as relevant) all information, material or property (including but not limited to computer disks, printouts, manuals, reports, letters, memos, plans, diagrams, security cards, keys, and laptop computers) either belonging to or the responsibility of the Firm or the Client and all copies of that material, which are in your possession or under your control.

13 Confidentiality

- 13.1 You acknowledge that:
- (a) Confidential Information is confidential to the Firm or Client (as the case may be); and
 - (b) through your employment with the Firm and work on an Assignment, you may obtain or become aware of Confidential Information.
- 13.2 You agree that:
- (a) during your employment, you will not disclose or use, or attempt to disclose or use, any Confidential Information you obtain for any purpose other than the purpose of the business of the Firm or the Client;
 - (b) after termination of this Agreement and following the cessation of any Assignment, you will:
 - (i) not disclose or use, or attempt to disclose or use, any Confidential Information;
 - (ii) return all Confidential Information to the Firm or Client (as relevant) together with any other property in your possession or control as a consequence of the employment or the Assignment; and
 - (iii) not keep copies in any form of any of the Firm's or Client's records including, without limitation, computer programs, data and manuals.
- 13.3 Despite clause 13.2, you may disclose Confidential Information required by law to be disclosed or with the written consent of the Firm or the Client.

14 Intellectual Property

- 14.1 You acknowledge that any Intellectual Property rights arising in relation to any Works created or developed by you (whether alone or in conjunction with others) through your employment or work on an Assignment vest in and are the sole property of the Firm or the Client (as the Firm may nominate) and, to the extent required, you agree to assign all current and future right, title and interest in the Intellectual Property rights arising in relation to the Works in full to the Firm or Client (as the case may be) immediately on creation.
- 14.2 You consent (for the Firm's or Client's benefit) 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 with the Firm which might otherwise infringe your Moral Rights in any of those Works.

- 14.3 You warrant that you have given the consent in clause 14.2 genuinely and without being subjected to duress by the Firm, the Client or any other third party, and without relying on any representations other than those expressly set out in this Agreement.

15 Privacy

- 15.1 You must comply with the obligations set out in the *Privacy Act 1988* (Cth) (**Privacy Act**). You must not breach the privacy attaching to any co-worker, customer or client information obtained in the course of your employment.
- 15.2 You agree that during the course of your employment, the Firm may transfer personal information to a related company of the Firm without breaching your rights under the Privacy Act.

16 Surveillance in the Workplace

- 16.1 You acknowledge and agree that on commencement of employment with the Firm and for the duration of your employment, including working on an Assignment, you may be subject to:
- (a) continuous and ongoing monitoring, recording, blocking and surveillance of all communications carried on or received through the Firm's or the Client's communications and technology systems and all other use of the Firm's or the Client's software, information technology and electronic resources (including but not limited to internet use, email and any GPS device); and
 - (b) continuous and ongoing camera surveillance whilst on the Firm's or the Client's premises or any site at which you are directed to work.
- 16.2 You must comply with all applicable laws and the Firm's policies relating to the use of all communications, information technology and electronic resources as amended from time to time.

17 Work Health and Safety

- 17.1 You acknowledge and agree that a safe and secure workplace is important and that during an Assignment you will:
- (a) comply with all occupational health and safety laws and regulations;
 - (b) ensure the safety of yourself as well as your co-workers and any other person at the workplace;
 - (c) wear and use any safety and protective equipment or clothing required;
 - (d) comply with the Firm's and the Client's occupational health and safety practices and procedures and that if you do not, you will face disciplinary action, which could include the termination of your employment;
 - (e) notify the Firm if you are not inducted by the Client's work health and safety officer within one (1) day of starting an Assignment;
 - (f) notify the Firm if a Client requests or directs you to perform duties that are outside of the Assignment Description. You must not commence any such new duties without obtaining authority in advance from the Firm's Consultant;

- (g) subject to clause 7.1 (j), immediately report to the Client any accidents, “near misses”, incidents or hazards arising in the course of the Assignment; and
- (h) fully co-operate with the Firm and the Client in any action to maintain a working environment which is safe and without risk to health.

17.2 You must under no circumstances attend work having consumed alcohol or drugs, or consume any alcohol or drugs while at work, unless the drugs are prescribed by a doctor, and then only on the basis that you are certified fit for work. You agree that the Firm can request that you attend drug and alcohol testing or another medical examination to establish that you are fit for work.

18 Conflict of Interest

18.1 During your employment, you must:

- (a) immediately advise the Firm of any other employment or work you are engaged to do for any other person;
- (b) not directly or indirectly be involved in any projects for any competitor of the Client whilst on an Assignment, unless you have the Client's written permission to do so; and
- (c) not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity, other than the Firm, any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Firm.

18.2 If, while performing your duties and responsibilities under this Agreement, you become aware of any potential or actual conflict between your interests and those of the Firm or a Client, then you must immediately inform the Firm. If the Firm forms the view that such a conflict does or could exist, the Firm may instruct you to take action to resolve that conflict, and you must comply with any such direction.

19 Restraint

19.1 Except with the Firm's prior written approval, the Contractor must not during the Service Period:

- a directly or indirectly approach, solicit, endeavour to entice away, contract with or employ, any employee or contractor of the Firm or of the Client who is engaged or employed by the Firm or the Client;
- b directly or indirectly approach, solicit, canvass or try to entice away any Client from the Firm;
- c counsel, procure or otherwise assist any person, firm or corporation to do any of the acts referred to in 19.1 (a) and 19.1 (b) above; or

19.2 The Contractor and the Firm agree that the provisions of this clause 19 are reasonable and the parties intend the provisions to operate to the maximum extent.

20 Insurances and personal liability

20.1 If the Client requests you to use a vehicle, travel nationally or internationally, handle cheques, cash, valuables, documentation or equipment, whether on or off the Client's premises, you must obtain confirmation from the Firm that appropriate insurance arrangements have been made

which cover you and the Firm against liability to any third party. If you fail to advise the Firm, you may be personally responsible for any damage, fine or loss incurred or suffered.

20.2 If you incur any parking, towing or traffic fees or fines in respect of any vehicle used by you while working on an Assignment, you will be personally liable for such fines or fees.

20.3 You are responsible for the safety and security of your own personal belongings and property during an Assignment and while travelling to and from an Assignment.

21 Variation of Agreement

21.1 The parties may vary this Agreement, provided that no variation will be effective or binding on either party unless it is in writing and signed by both parties.

22 Non-Assignment

22.1 You must personally perform the duties and responsibilities under this Agreement and no subcontracting or assignment by you is permissible.

23 Continuing obligations

23.1 Clauses 9.4, 12, 13, 14, 15, 21, 22, 23, 24, 25 and 26 survive the expiry or termination of this agreement for whatever reason.

24 Severability

24.1 If any provision of this Agreement is viewed as contrary to law or unenforceable by any authority or court with jurisdiction to consider such matters, the provision will apply as modified by the authority or court, or in the event it is not modified by the Authority or Court, it will be severed from this Agreement and the remainder of this Agreement will continue to be enforceable by the parties.

25 Entire Agreement

25.1 Each party acknowledges that this Agreement, including its Schedules, contains the whole and entire agreement between the parties as to the subject matter of this Agreement.

26 Jurisdiction

26.1 This Agreement is governed by the laws of Australian Capital Territory.

SCHEDULE 1 Definitions and Interpretation

1 Definitions

The following definitions apply unless the context requires otherwise.

“Agreement” means this Flex Worker Employment Agreement.

“Assignment” means a temporary role to be performed on behalf of the Firm for a Client on the terms set out in the relevant Assignment Description.

“Assignment Description” means the details relevant to an Assignment as applicable from time to time as set out in the form of the attached Schedule 2.

“Client” means the client set out in an Assignment Description with whom the Firm has an agreement for the engagement of a Flex Worker.

“Confidential Information” means any information confidential to the Firm or a Client including trade secrets, know-how and information relating to the business or financial affairs of the Firm or a Client which is generally not available to the public.

“Flex Worker” means a person employed on a casual basis who has the skills and expertise to carry out the duties set out in an Assignment Description.

“Intellectual Property” means, without limitation, any present and future intellectual and industrial property rights throughout the world conferred by statute, common law or equity including in relation to patents, copyright (including all copyright in software), trademarks, inventions, improvements, designs, creations and developments, circuit layouts and know-how, trade secrets and confidential information, whether or not capable of being patented, secured, registered or protected by any means.

“Moral Rights” means the right of attribution of authorship, the right not to have authorship falsely attributed and the right of integrity of authorship, as conferred on an author of a copyright work under the *Copyright Act 1968* (Cth) and any similar rights that exist or may come into existence under foreign legislation.

“Serious Misconduct” means:

- (a) wilful or deliberate behaviour by a Flex Worker that is inconsistent with the continuation of the employment under this Agreement;
- (b) conduct that causes serious and imminent risk to the health and safety of a person or the reputation, viability or profitability of the Firm's or a Client's business;
- (c) theft, fraud or assault engaged in by the employee in the course of the employment;
- (d) being intoxicated or under the influence of illegal drugs at work; or
- (e) a refusal to carry out a lawful and reasonable instruction which is consistent with this Agreement.

“Workplace Law” means an applicable award, modern award (including any applicable award referred to in an Assignment Description) or enterprise agreement, any individual flexibility arrangement made under a modern award, industrial instrument or enterprise agreement, and any

rule, order or legislative requirements (including but not limited to the *Fair Work Act 2009* (Cth) or any successor legislation), in force and as varied from time to time.

“Works” means all programs, programming, inventions, designs, drawings, plans, software, hardware, reports, documents, systems, databases, improvements and other materials, and includes all literary, dramatic, musical and artistic works and cinematographic films in which copyright subsists whether under the within the meaning of the Copyright Act 1968 (Cth) or otherwise.

2 Interpretation

In this Agreement, unless the contrary intention appears:

- (a) if a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (a) a reference to “includes” or “including” must be construed without limitation;
- (b) a reference to a person, corporation, trust, partnership, unincorporated body or other entity includes any of them;
- (c) a reference to legislation or to a provision of legislation includes a modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it;
- (d) a reference to conduct includes, without limitation, an omission, statement or undertaking, whether or not in writing;
- (e) a reference to any thing is a reference to the whole or any part of that thing;
- (f) the singular includes the plural and vice versa;
- (g) a reference to a clause or schedule is a reference to a clause or schedule to this Agreement and a reference to this Agreement includes any schedules;
- (h) a reference to an instrument, a document or agreement, including this Agreement, includes a reference to that instrument, document or agreement as novated, altered or replaced from time to time;
- (i) a reference to \$ is a reference to Australian currency;
- (j) a reference to writing includes typewriting, printing, photocopying and any other method of representing words, figures or symbols in a permanent visible form;
- (k) no provision of this Agreement will be construed adversely against a party because that party was responsible for drafting the provision; and
- (l) headings are for ease of reference only and do not affect the meaning of this Agreement.

I confirm that I have read, understood and accept the offer of casual employment by Whizdom Pty Ltd by signing this copy of the Agreement.

Signed for and on behalf of **Whizdom Pty Ltd (Whizdom Recruitment)** (ABN 52 119 884 945)

Signature of Whizdom Representative



Name of Whizdom Representative (print)

Choose an item.

Date

Signed by Enter Employee Full Name

Signature of Employee



Date

Draft

SCHEDULE 2 Assignment Description

1. **Flex Worker:** **Name:** Enter Employee Full Name
2. **Firm Consultant:** **Name:** Choose an item.
3. **Position:** **Job Title:** [insert]

Description: [insert general description of services from the work order]

Security Requirements: [insert any security levels or police checks needed for the contract]

Specific Client Requirements: [insert any other requirements specific to the client from the work order, e.g., drug test, confidentiality agreements, etc.]

Reduced Activity Period: as per department guidelines – usually public holidays and Christmas/New year stand down.
4. **Assignment start date:**
5. **Assignment end date:**
6. **Modern Award or enterprise agreement:** [insert Award] or [Not applicable]
7. **Classification:** [insert] or [Not applicable]
8. **Client:** [insert Client]
9. **Location:** [insert client address or site-specific address per work order]
10. **Hours:** **Total hours:** [insert from work order]

Core Hours: [insert from work order, example: not to exceed 8 hours per day between 7am and 7pm]
11. **Hourly rate (inclusive of casual loading and superannuation):** **\$[insert]** per hour, made up of:
 - a base rate of pay - currently **\$[insert]**; plus
 - a 25% casual loading – currently **\$[insert]**; and
 - superannuation contributions in line with clause 9.6.

[If any, please insert details of all other applicable rates, if any e.g.: penalties or loadings; bonus, etc.]
12. **Allowances (if any):** [If any, please insert details of all other applicable rates, e.g.: rate whilst “on-call”.]
13. **Pay Cycle:** Choose an item.
14. **Pay day and arrangements:** **Your 1st pay cycle dates are:**

Timesheets: Client approved timesheets must be submitted to the Firm within 3 business days at the completion of the nominated pay cycle.

Please quote your Choose an item. listed below on all timesheets

Number: [insert contract or PO number]

Payment: payments will be made within 1-2 business days on receipt of the Client approved timesheets/expenses at the completion of each pay period.

15. Travel and Expenses:

You will only be entitled to receive payment from the Firm for those travel or expense items after they have been authorised by a Client in writing.

Client Specific Information:

[insert info from panel deed or work order]

16. Notice of termination by Flex Worker:

[insert]

Signed:

Enter Employee Full Name

Employee

Date

Choose an item.

Authorised Firm Representative

Date