



Employee Manual

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1.0 Commitment Statement

All CanRecruit employees have a responsibility to maintain proper standards of integrity, conduct and concern for the public interest.

This manual outlines what CanRecruit expects of you and what you can expect from CanRecruit. The nature of our work and our professional and ethical standards must be set high and in accordance with the Recruitment and Consulting Services Association (RCSA) and our core values. We must also ensure our standards are not compromised by inappropriate behaviour that may undermine respect for CanRecruit, its clients and its partners.

As your employer, CanRecruit also makes a personal commitment to you that all CanRecruit employees will be treated fairly and with respect.

Please read through the Manual and use it as a guide for your decision making and to help measure your actions.

2.0 Orientation

2.1 CanRecruit Discussion Points Day 1

CanRecruit values and expected behaviours of its staff

- CanRecruit roles, responsibilities, expectations, hours, leave entitlements
- Dress code and payroll/kiwi saver information
- PPE requirements (if applicable)
- Policies and procedures

2.2 CanRecruit Client Premises Day 1

- Meet the manager on site: discuss job brief, SOPs, responsibilities, expectations, hours
- Meet the Health and Safety representative
- Discuss reporting structures and meetings (if required)
- General administration e.g. document production/formatting etc. if applicable.
- Discuss personal and on-site safety and security requirements
- Explain office equipment if required (phones, computer, etc.)
- Discuss e-mail, internet and voice mail use (see policy 3.15)
- Provide a tour of the office/building, review parking and, facilities
- Other housekeeping

2.3 Induction including Health & Safety

- CanRecruit in-house induction (as per checklist appendix 1)
- Client premises – on-site induction (as per checklist appendix 2)

2.4 Complaint Procedure

If you experience any job-related harassment or feel you have been discriminated against unlawfully, whilst at CanRecruit or on CanRecruit client premises, you should promptly report the matter to CanRecruit. CanRecruit will undertake an investigation ensuring confidentiality to the greatest possible extent. Complaints may be lodged in writing or in person. Persons who file complaints will be advised, as is appropriate, regarding any investigation, action or resolution of the problem.

CanRecruit expressly prohibits any form of retaliatory action against any employee availing themselves of the benefits of this procedure. Retaliation is a violation of this policy and may result in discipline, up to and including termination.



No employee will be discriminated against, or discharged, because of a good faith bringing or assisting in the investigation of sexual or other unlawful harassment (see policy 3.9).

2.5 Personnel File

All information on CanRecruit employees is kept confidential.

2.6 Open Door Policy

Misunderstandings or conflicts can arise in any organisation. If you have a question or a complaint or are bothered by a job-related situation, you should first speak with your immediate supervisor or manager. This is usually the best way to seek resolution of problems and is a matter of professional courtesy.

Should your concern not be satisfactorily addressed or be one that you would rather not discuss with your immediate supervisor, you should contact your recruiter at CanRecruit. They will advise and counsel you on a wide range of issues, as well as clarify and answer questions regarding Human Resources policies, and are responsible for investigating all grievances brought to the CanRecruit's attention.





3.0 Company Policies

3.1 Code of Conduct

As an employee, it is important for you to know what personal conduct is expected of you while on the job. In most instances, your own good judgment will tell you what the right thing to do is.

In addition to complying with CanRecruit and CanRecruit Client (referred to herein as 'clients') policies and job specific requirements, you are also expected to obey the rules and regulations of CanRecruit (and 'clients') premises. If your performance does not meet position requirements, you may be subject to disciplinary action, up to and including immediate termination, with or without notice, and with or without cause at any time.

The following are examples of conduct prohibited by CanRecruit (and 'clients') policy:

The following examples are not intended to constitute a complete and exhaustive list of prohibited conduct. In addition, CanRecruit (and 'clients') reserves the right to change the examples listed below at any time with or without notice. While discipline for standard violations will follow a progressive disciplinary procedure, CanRecruit (and 'clients') reserves the right to implement discipline in accordance with the grievousness of the violation.

Violations of these or any other Company policies may subject you to disciplinary action, up to and including immediate termination:

- Theft, fraud, embezzlement or other proven acts of dishonesty.
- Any harassment of another employee (verbal, physical, or visual), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, vendor or customer.
- Obtaining employment or promotion on the basis of false or misleading information.
- Soliciting or accepting gifts (money, services or merchandise) in connection with CanRecruit (and 'clients') business.
- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on CanRecruit (and 'clients') premises or abusing such items while representing CanRecruit (and 'clients') or while conducting CanRecruit (and 'clients') business.
- Engaging in unauthorized employment elsewhere while on paid benefits related to illness, or while on an extended absence.
- Assisting anyone, whom you know or suspect to be involved in committing any crime or engaging in any conduct which rises to the level of a crime.
- Falsifying CanRecruit (and 'clients') documents or records, including misuse of timekeeping records, or falsely inputting payment data.
- Insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job.
- Disrupting the work environment.
- Excessive absenteeism or unacceptable patterns of absenteeism.
- Repeatedly failing to use a time-clock as directed.
- Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor, or leaving a job assignment prior to completion of your responsibilities.
- Conduct that is likely to cause another employee, customer or vendor of CanRecruit (and 'clients') embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment.
- Unauthorized use of CanRecruit (and 'clients') supplies, information, equipment, funds, or computer codes/passwords.
- Knowingly mishandling a CanRecruit (and 'clients') customer's or potential customer's account. This includes improper discriminatory practices.
- Refusing to repay documented overpayment of any compensation.



- Possessing firearms or weapons while on CanRecruit (and 'clients') premises or carrying them while on CanRecruit (and 'clients') business; or threatening the personal safety of fellow employees, customers, or vendors.
- Committing any act, on or off CanRecruit (and 'clients') premises, which threatens or is potentially threatening to the reputation of CanRecruit (and 'clients') or any of its employees, customers, or vendors.
- Repeatedly failing to meet job responsibilities, budget or quality requirements.

Expectations

As your employer, CanRecruit (and 'clients') has certain expectations of you. As an employee you have expectations of CanRecruit (and 'clients').

CanRecruit (and 'clients') expectations of employees

CanRecruit (and 'clients') expects you to:

- be present at work as required
- maintain agreed standards of performance
- comply with health and safety policies and procedures
- comply with all lawful and reasonable instructions
- maintain set standards of integrity, conduct, and concern for the public interest
- demonstrate commitment to Company name' vision, values and goals
- be active in your self-development

Employees' expectations of CanRecruit (and 'clients')

CanRecruit (and 'clients') has an obligation to behave in a fair and reasonable manner towards employees by acting in compliance with its legal commitments. To do this CanRecruit (and 'clients') will develop and implement human resource policies pertaining to their business.

These include:

- impartial and open selection and appointment procedures
- clear statements of duties and expectations
- regular and appropriate communication and feedback about work performance
- fair rates of remuneration for competence, responsibilities and performance
- a safe and healthy workplace and work processes
- good working conditions including freedom from harassment or discrimination
- appropriate training and equipment
- equal employment opportunities
- opportunities for development

Principles of the CanRecruit Code of Conduct

The Code of Conduct is based on three principles of conduct which all employees are expected to observe:

First Principle:

Employees should at all times maintain proper standards of integrity, conduct, and professionalism.

CanRecruit (and 'clients') and its stakeholders, and the job holder's professional colleagues have a right to expect that personal integrity, respect for people, impartiality, and respect for the law will be demonstrated at all times, together with technical expertise, personal effectiveness, and continuing professional development.

Second Principle:

Employees should perform their duties honestly, faithfully and efficiently, respecting the rights of CanRecruit (and 'clients'), colleagues and clients.



You should carry out your duties in an efficient and competent manner in compliance with the policies and prescribed operating standards and procedures of CanRecruit (and 'clients').

You are expected to:

- comply with all reasonable instructions and work as directed by your manager
- be familiar with, and consistently apply, the Acts and Regulations that directly affect your work
- be familiar with, and consistently apply, the requirements of CanRecruit (and 'clients') operational manual, as well as wider CanRecruit (and 'clients') policies and procedures that affect your work, for example policies for managing human resources
- be consistent and fair in requiring compliance with statutory obligations
- adhere to your delegations, not exploiting or abusing any power or authority accorded to you because of your role, Authority includes statutory, delegated and administrative authorities
- not give any false information or make any false declaration
- obtain permission from your manager before entering into any contract or agreement
- not create any liability for CanRecruit (and 'clients') beyond your authorisation
- consistently follow workplace procedures for documenting decisions for action, and the reasons for taking those decisions
- show reasonable care for CanRecruit (and 'clients') property, resources, and funds and neither use nor approve them to be used for anything other than authorised purposes
- contribute to a safe workplace by knowing and carrying out your responsibilities (as an employee or as a manager) under health and safety legislation
- contact your manager within 30 minutes of your normal/rostered starting time, or in accordance with local instructions, if you are unable to work because of sickness, or an emergency
- maintain the standard of dress and general appearance required in your workplace

Third Principle:

Employees should not bring their employer into disrepute through their private activities.

Personal behaviour

You should avoid any activity (work-related or private) which could reflect badly on CanRecruit (and 'clients') or jeopardise its relationships with Clients, employees, or the general public.

Whether any such activity constitutes misconduct will depend on the circumstances of the case and may vary according to the position you hold.

Minor offences against the law outside of your work may be of no concern to CanRecruit (and 'clients') where they do not involve breaches of trust, or otherwise impair your ability to carry out your duties.

However, other cases may be of concern and may call into question fitness for continued employment.

You must inform your manager immediately:

- of any criminal charge laid against you in a criminal court and any convictions you receive
- if you apply for bankruptcy or become bankrupt

Every situation will be judged on its own merits but, in general, if you are convicted of an offence and receive a custodial or community-based sentence your employment will be discontinued, at the discretion of the Directors. Some situations leading to a court appearance may constitute serious misconduct and thus render your continued employment inappropriate, even though you may be placed on diversion or discharged without conviction.

Breach of Code

Any behaviour or action which may be in breach of this Code will be given full and impartial consideration. If a breach is identified, disciplinary action may be taken.

CanRecruit (and 'clients') employment agreements, Employee Manual and company procedures describe the procedures for disciplinary action, the primary aim of which is to correct unacceptable employee behaviour or performance. A copy of the employment agreement that applies to you and the Manual are available. You should make yourself familiar with these procedures so you know what action may be taken if you breach this Code.



If you are unsure of the proper conduct for any situation, or the standards of performance expected of you, or think you might be at risk of breaching the Code, discuss the situation with your manager.

Refer to:

Disciplinary Policy
All other Policies.

3.2 Health & Safety Policy

CanRecruit is committed to providing and maintaining an environment and system of work that is safe and without undue risk to employees and others. We will strive to protect employees from accidental harm and our property from accidental damage through consultation and a focus on continuous improvement.

It is our intention that people at all levels in our business shall be committed to achieving the highest standards of Health & Safety management throughout the organisation. To this end, all employees will be inducted to CanRecruit standard and it shall be reinforced to them that health and safety management is an integral part of our workplace and work practices. Employees will share in the benefits of maintaining a healthy and safe place of work. Maintaining safe working practices and reporting any unsafe acts or incidents shall demonstrate their commitment to safety.

Safety is everyone's responsibility. No one in this organisation should feel compelled to work unsafely.

We shall at all times ensure that:

- Consultation with employee representatives regarding health and safety management is valued and occurs regularly.
- Hazard identification and control procedures are operating throughout CanRecruit's workplace to prevent personal injury.
- All equipment on CanRecruit's site is maintained in a serviceable state and any defect or fault reported immediately.
- Our clients' operate under a Health & Safety System which complies with the Health & Safety at Work Act 2015.
- All employees will be provided with the necessary support for the safe and structured return to work after an injury.
- All employees are provided with necessary instructions and adequate training.
- Personal protective equipment (PPE) is provided as required and its safe use is understood and its use is compulsory on assignments requiring PPE.
- All practicable steps and precautions are taken to ensure the safety of our employees, clients and other visitors.
- All operations in the workplace will comply with the applicable, relevant health and safety statutory requirements.
- A comprehensive and up-to-date plan for all emergencies is in place.

Individual employees will meet their obligations to take all practicable steps to ensure their own and others health and safety, and are encouraged to become actively involved in assisting management achieve a healthy and safe workplace.

Your CanRecruit Health and Safety Representatives are Greg Mackenzie who can be contacted on (03) 903 3101, 022 503 3101 or greg@canrecruit.co.nz.

Refer to:

Health & Safety Manual
Stress and Fatigue Management
Manual Handling Code of Practice
Drug & Alcohol Policy
Quality & Best Practice Policy

3.3 Personal Protective Equipment (PPE) Policy

The purpose of the Personal Protective Equipment Policy is to protect the employees of CanRecruit from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning.

Protective clothing or equipment includes anything used to protect against the effects of contamination or physical harm. Some typical examples are, but not limited to:

- Clothing to cover the body (such as overalls and aprons)
- Items to protect hands and feet (such as gloves and safety boots)
- High visibility clothing
- Breathing protection devices (such as dust masks or air-fed or canister respirators)
- Hearing protection devices (such as earmuffs and earplugs)
- Eye safety protection (such as safety glasses and goggles)
- Head protection (such as hard hats)
- Safety harnesses and related equipment
- Life jackets and buoyancy aids

CanRecruit is responsible for the development, implementation, and administration of CanRecruit's PPE policy. This involves;

1. Conducting workplace hazard assessments on CanRecruit client premises to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - An assignment changes
 - new equipment is used
 - there has been an accident
 - a CanRecruit client or employee requests it
 - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training on CanRecruit Client's request, guidance and assistance to CanRecruit employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.



Employees

The PPE user is responsible for following the requirements of the PPE policy. This involves

9. Properly wearing PPE as required.
10. Attending required training sessions.
11. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
12. Following CanRecruit (and 'clients') PPE policies and procedures.
13. Informing CanRecruit of the need to repair or replace PPE.

Non return of PPE

CanRecruit expects on termination of employment, that all PPE is returned to CanRecruit. Failure to return client or company property may result in monies being deducted from your final pay to an equivalent value, as per your employment agreement.

Refer to:

Code of Conduct Policy
Company Property Policy
Health and Safety Manual

3.4 Drug and Alcohol Policy

CanRecruit is aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment ([Health and Safety in Employment Act 1992](#)), and recognizes that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe, current and future legislation, and both CanRecruit and CanRecruit client policies and rules regarding the consumption of alcohol and/or drugs whilst on, or reporting for, duty or whilst on CanRecruit or CanRecruit client premises.

Drug and alcohol free workplace

This policy strictly prohibits:

- The use, sale, transfer or possession of drugs and/or alcohol while on company property or a company worksite (excluding alcohol at controlled functions with company management approval).
- Reporting to work with risk levels of drugs in the system
- Having any level of alcohol above 100 micrograms of alcohol per litre of breath. This is equivalent to zero alcohol tolerance
- Having an unacceptable urine level of a drug of abuse (and/or its metabolite), i.e. one that exceeds the confirmatory concentrations.
- Compromising or attempting to compromise the integrity of a urine specimen or the testing process.

CanRecruit Premises

The consumption of drugs or alcohol on CanRecruit premises is not allowed except at authorized company functions or with the prior consent of senior management. Any employees, regardless of status, found consuming either drugs or unauthorized alcohol on company premises, or thought unfit to carry out their normal duties through the unauthorized consumption of such, may be subject to disciplinary action.

CanRecruit Client Premises

The consumption of drugs or alcohol on any CanRecruit client premises by CanRecruit employees is not allowed unless at the consent of the client or approved client function. Any employees, regardless of status, found consuming either drugs or unauthorised alcohol on client premises, or thought unfit to carry out their normal duties through the unauthorized consumption of such, may be subject to disciplinary action up to and including dismissal from the assignment.



Drug and Alcohol Testing

CanRecruit expects all employees to co-operate with any justifiable request to produce breath, blood and/or urine samples, either by CanRecruit, CanRecruit clients or any officer of the enforcing authorities as per CanRecruit policy and/ or CanRecruit client policy. Failure to comply with such a request may be subject to disciplinary action.

Process

CanRecruit clients reserves the right to remove CanRecruit employees from site and suspend from work any employee suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any employee found to be in breach of legislation and/or either company or client policy or rules may be subject to disciplinary action for gross misconduct that may lead to summary dismissal.

Employees working on CanRecruit client premises, where relevant will be given a copy of the clients Drugs and Alcohol Policy which their supervisor will explain to them. When relevant, employees will be required to sign the 'Employee Declaration on Alcohol and Drugs', giving their consent to initial and random testing as per CanRecruit client **Drugs and Alcohol policy**.

Anyone taking prescribed or over the counter medication should inform his or her manager on reporting for duty and before actually commencing work.

CanRecruit would prefer to help employees who might have a problem, not penalize them. Employees who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by CanRecruit, and support will be given where possible.

Application of this Policy

This policy applies to our employees, contractors, volunteers and on-hired workers whether they are another organisations workers working within our workplace or those on-hired to our clients

This policy applies to all work within standard working hours as well as functions, events and training that are sponsored by us or by our Clients. E.g. conferences and Christmas parties.

Where a complaint arises during the course of an on-hired worker assignment with one of our clients we will work with our client to ensure the complaint is effectively managed and resolved.

Related Acts may be included: [Privacy Act 1993](#), [Bill of Rights Act 1990](#), [Human Rights act 1993](#)

Refer to:

Code of Conduct Policy
Disciplinary Policy
Drugs and Alcohol Procedures

3.5 Confidentiality Policy

Any information, which you acquire either directly or indirectly as a result of your employment with CanRecruit, including working with CanRecruit Clients (referred to herein as 'clients'), is deemed to be confidential and is to be treated in the strictest confidence. After termination of your employment you will still not be able to use or pass on any such information except where the information is already publicly known. This includes information such as but not limited to, records relating to customers, clients and staff, strategies, processes, materials, costs, or trade secrets relating to any aspect of our business or to our customers, associated companies, contractors, subcontractors, suppliers or business partners.

We also require that you do not make any statement or take any actions at any time which are intended to or likely to adversely affect CanRecruit (and 'clients') business or reputation and we also require that you do not make or release



media statements relating to CanRecruit (and 'clients') business or discuss CanRecruit (and 'clients') business publicly without our written consent, except within guidelines established for your position.

We require that you will not use confidential information for your own benefit (whether direct or indirect) as distinct from the benefit of CanRecruit (and 'clients') or use any confidential information in any manner that may injure or cause loss, whether directly or indirectly, to CanRecruit (and 'clients').

We wish to avoid the disclosure of any commercially sensitive information, even if by inadvertence, to CanRecruit (and 'clients') competitors. Therefore, you shall advise us if a partner, spouse, relative (meaning father, mother, sister, brother, grandparent, son or daughter), friend or close business associate is in employment, or at any time shall commence employment, with a competitor of CanRecruit (and 'clients'). If in our opinion or our clients opinion an unacceptable commercial risk may result as a consequence of any such relationship and both of us are not able to work out an acceptable solution to this issue, we shall be entitled at our discretion to transfer you to an alternative position in our organisation or an alternative client organisation; one which we consider is suitable for your skills. However, if this is not possible, you accept that we are able to terminate your employment.

Refer to:

Code of Conduct Policy

Disciplinary Policy

3.6 Conflicts of Interest Policy

CanRecruit require that you not engage in any activity, paid or unpaid, which impinges upon or is likely to impinge upon the proper performance of your responsibilities under this agreement. Where we form the view that such a situation does exist, or is reasonably likely to exist, we are able to direct you to cease or refrain from such activity and you will act accordingly.

As a CanRecruit Employee, you must perform your duties honestly and impartially and avoid any personal, financial or professional situations which might compromise your integrity or otherwise lead to a conflict of interest with CanRecruit and CanRecruit clients (referred to herein as 'clients').

You should ensure that no individual or organisation with which you are personally involved is given preferential treatment over any other individual or organisation, such as access to "inside information" at CanRecruit (and 'clients') premises.

You should avoid any financial or other interest or undertaking that could compromise the performance of your duties or the standing of CanRecruit (and 'clients') in its relationships with the public, clients or any other people. This would include any situation where actions you take in an official capacity could be seen to influence, or be influenced by, your private interests (e.g. company directorships, shareholdings, offers of outside employment).

Inform your manager promptly if you are involved in any activity, or have a commitment which may or could be seen by others to conflict with the performance of your duties or the goals of CanRecruit (and 'clients').

As a CanRecruit Employee, you will be allowed to act in a manner contrary to this policy only in circumstances where you have provided full information to CanRecruit (and 'clients') about the potential conflict and CanRecruit, after consultation with the Client if required, has provided consent permitting you, upon whatever terms and conditions are specified, to act in such a manner.

Refer to:

Code of Conduct

Disciplinary Policy

3.7 Company Property Policy



You agree to take good care of any documents and/or equipment of CanRecruit and CanRecruit Clients, which may from time to time be within your custody or control during your time of employment with CanRecruit.

On notice of termination of employment (however caused) all such documents and/or equipment as well as any other notes, memoranda, emails, computer software, photographs, drawings, records or other materials in any way relating either directly or indirectly to CanRecruit's and CanRecruit's Clients business, which you may have, will be immediately returned to us.

Refer to:

Code of Conduct

Disciplinary Policy

Termination Policy

3.8 Disciplinary Policy

The purpose of a disciplinary procedure is to discipline a CanRecruit employee for poor performance whether on site at CanRecruit or on a CanRecruit client premises, which has not improved even though the employee has been given an opportunity to improve it by CanRecruit or CanRecruit clients (referred herein as 'clients').

Performance management may require taking disciplinary action, but this should only be the final step in an ongoing performance management process.

Problem Resolutions

What is an employment relationship problem?

It can be anything that harms or may harm the employment relationship, other than problems relating to setting the terms and conditions of employment.

Clarify the problem

If either CanRecruit or you feel that there may be a problem in the employment relationship, the first step is to check the facts and make sure there really is a problem, and not simply a misunderstanding.

Either party might want to discuss a situation with someone else to clarify whether a problem exists, but in doing so they should take care to respect the privacy of other employees and managers at CanRecruit or CanRecruit client premises and to protect confidential information belonging to CanRecruit (and 'clients'). For example, you could seek information from: friends and family, the Department of Labour (MBIE), a lawyer, a community law centre or an employment relations consultant.

Discuss the problem

If either party considers that there is a problem, it should be raised as soon as possible. This can be done in writing or verbally. Provided you feel comfortable doing so, you should ordinarily raise the problem with your recruiter at CanRecruit or in some circumstances with the CanRecruit client manager where your role reports to for everyday work. Otherwise the problem can be raised with another appropriate manager. A meeting will usually then be arranged where the problem can be discussed. You are free to bring a support person with you to the meeting if you wish.

The parties will then try to establish the facts of the problem and discuss possible solutions.

The Next Steps

If the parties are not able to resolve the problem by talking to each other, a number of options exist:

- Either party can contact the Department of Labour or legal representative, who can provide information and/or refer the parties to mediation
- Depending on the nature of the problem, the issues involved may also be ones that the Labour Inspectors employed by the Department of Labour can assist with, i.e. minimum statutory entitlements such as holiday, leave or wages provision

- Either party can take part in mediation provided by their legal representative or Department of Labour (or the parties can agree to get an independent mediator)
- If the parties reach agreement, a mediator can sign the agreed settlement, which will then be binding on the parties
- The parties can both agree to have the mediator decide the problem, in which case that decision will be binding
- If mediation does not resolve the problem, either party can refer the problem to the Employment Relations Authority for investigation
- The Authority can direct the parties to mediation, or can investigate the problem and issue a determination
- If one or other of the parties is not happy with the Authority's determination, they can refer the problem to the Employment Court
- In limited cases, there is a right to appeal a decision of the Employment Court to the Court of Appeal

If the problem is a personal grievance, you must let the employer know about the grievance, and that you want something done about it, **within 90 days** of the action complained of, or the date you became aware of it, whichever is the later.

Employment Relations Act 2000

Personal grievances are covered under Part 9 of the Act.

Section 103: Personal grievance: an employee may make such a claim if they feel that they have:

- been unjustifiably dismissed; or
- had their employment affected to their disadvantage by an unjustifiable action of the employer; or
- been discriminated against; or
- been sexually harassed; or
- been racially harassed; or
- been subject to duress because of union or employee organisation membership or non-membership

This Act includes all the prohibited grounds of discrimination covered in the Human Rights Act, (section 105) and in addition prohibits discrimination on the basis of a person's involvement in the activities of a union (section 104). Sexual harassment (section 108) and racial harassment (section 109) are also included, and section 117 specifically covers harassment of an employee by a person other than CanRecruit (and 'clients') i.e. a colleague, a customer or client of CanRecruit (and 'clients'). Section 118 makes it clear that in the event that harassment does occur, CanRecruit has a duty to take steps to prevent repetition of the behaviour.

Corrective Action

CanRecruit takes appropriate corrective action based on its assessment of the seriousness of the situation and the circumstances (refer to code of conduct examples). The evaluation of the seriousness of the situation and the relevancy of the circumstances are made solely by CanRecruit.

Corrective action may be oral or written or may take the form of a performance appraisal indicating unsatisfactory or less than satisfactory performance in one or more areas, suspension, probation or termination. Which of these forms of corrective action are used, or whether any others are used prior to termination, will depend upon CanRecruit assessment of the seriousness of the situation. A Plan of Action / Expectations may be put in place, which may include the following;

1. The expectations of you going forward.
2. Areas which need to be improved immediately and be sustained.
3. Setting measurable, tangible improvement goals.
4. Training or special directions to be provided by CanRecruit (or if appropriate CanRecruit clients).
5. Interim checkpoints / reviews.
6. Your ideas (solicited during the conversation).

Refer to:

Code of Conduct Policy

Procedure for Performance and Disciplinary Management

3.9 Sexual and other Unlawful Harassment Policy

It is the policy of CanRecruit to prohibit any form of sexual harassment. Improper interference with the ability of you to perform your expected job duties will not be tolerated and should be reported to the appropriate person, namely your recruiter at CanRecruit.

Under Employment Law and regulations, unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when either:

- (1) Submission to such conduct is or becomes a term or condition of an individual's employment or is used as a basis for employment decisions relating in any way to that individual;
- (2) Such conduct substantially interferes with an individual's work performance; or
- (3) Such conduct creates an intimidating, hostile, or offensive working environment.

Other forms of unlawful harassment are also prohibited by this policy. Such harassment may include harassment based upon a person's race, national origin, religion, age or disability. Such forms of harassment may be reported pursuant to this policy.

If you as an employee of CanRecruit are found to have engaged in such conduct, or condone such action on the part of a subordinate, you will be subject to appropriate disciplinary action up to and including termination of employment. An employee may also be subject to individual liability and penalties as a harasser.

Complaint Procedure

If you experience any job-related harassment or have a related complaint, you should promptly report the matter to CanRecruit. CanRecruit will undertake an investigation ensuring confidentiality to the greatest possible extent.

CanRecruit expressly prohibits any form of retaliatory action against any employee availing themselves of the benefits of this procedure. Retaliation is a violation of this policy and may result in disciplinary action, up to and including termination. No CanRecruit employee will be discriminated against, or discharged, because of good faith bringing or assisting in the investigation of sexual or other unlawful harassment.

Application of this Policy

This policy applies to our employees, contractors, volunteers and on-hired workers whether they are another organisations workers working within our workplace or those on-hired to our clients

This policy applies to all work within standard working hours as well as functions, events and training that are sponsored by us or by our clients, e.g. conferences and Christmas parties.

Where a complaint arises during the course of an on-hired worker assignment with one of our clients we will work with our client to ensure the complaint is effectively managed and resolved.

Refer to:

Code of Conduct
Disciplinary Policy
Procedure for Performance and Disciplinary Management

3.10 Leave Policy

Sick leave

For most employees there is a minimum provision of five days' paid sick leave a year after the first six months of continuous employment and an additional five days' paid sick leave after each subsequent 12 month period.

Employees who do not meet these eligibility requirements, can however, access sick leave in some circumstances.

Accumulation of sick leave

Unused sick leave under the Holidays Act 2003 is automatically carried over. For example, if someone uses only one day's sick leave from the five-day entitlement in a 12-month period, he or she may carry over the other four days, so in the next 12-month period the total entitlement is nine days' sick leave. The maximum accumulation under the Act is 20 days' leave.

Accumulated sick leave cannot normally be exchanged for cash, or form part of any final payment to the employee on resignation or termination, unless the employment agreement requires this.

Sick leave entitlements are not pro-rated in any way. For example, even if a part-time employee works three days a week, she or he becomes entitled to five days' sick leave a year after being in employment for six months. Sick leave can also accumulate to up to 20 days for part-time employees.

Parental Leave

Parental leave is time off work available by law to new parents. The leave is to provide you with the opportunity to care for your new-born baby or an adopted child under six years. Where parents are taking leave to care for a baby born or adopted, there is also a tax-funded payment available to you.

It is important to be aware that it is a breach of the Parental Leave and Employment Protection Act, and the Human Rights Act, for your employer to discriminate against a woman on the grounds of pregnancy.

Your employer is required to provide you (unpaid) time off work when, at the expected date of birth or adoption, you will have worked for them for:

- The immediately preceding 6 or 12 months, and you have not taken parental leave in the 12 months before the parental leave period, and
- An average of 10 hours per week, on the basis of at least one hour every week or 40 hours every month in the 6 or 12 month period.
- If you work an irregular employment pattern, the normal pattern of hours over the period is used to establish your average hours.

Four types of unpaid leave are available to you. These are:

1. Up to 10 days **special leave**, which can be used before maternity leave begins to enable a pregnant woman to attend medical appointments, antenatal classes, etc. This unpaid leave is separate from, and additional to, the domestic/special leave provided for in the Holidays Act.
2. Up to 22 weeks **maternity leave** is available where the mother/primary caregiver has met the minimum hours test for the 12 months immediately preceding the expected date of delivery or adoption of a child. If your baby is due on or after 1 July 2020, up to 26 weeks maternity leave is available.
You can start maternity leave up to 6 weeks before the birth. You can start earlier if your doctor or lead carer directs you to. Your employer can also ask you to commence your leave at an earlier time for health and safety reasons, if you have a genuine inability to perform your normal duties. Alternatively, they can transfer you to another comparable position that would be safer for you. You and your employer can also agree to an earlier start date that is convenient to both of you.
3. Up to one week is available where the partner or father meets the minimum hours test for the six months immediately preceding the expected date of delivery or adoption of a child. This leave may be extended in some situations. Up to two weeks is available where the partner or the father meets the minimum hours test for the 12 months immediately preceding the expected date of delivery or adoption of a child.
4. Up to 52 weeks extended leave, from which any period of maternity leave will be deducted (e.g. if 6 weeks is described as maternity leave you both retain 46 weeks extended leave that you may share between you). This leave can be shared in any manner you choose, but must be taken in continuous periods. You can take leave simultaneously if you wish. This leave is only available to a mother and/or her partner if the hours of work test is met for their previous 12 months of employment.

You are required to give 3 weeks' notice (21 days) in writing of your intention to return to work.

Bereavement leave

For most employees there is a minimum entitlement to bereavement leave after the first six months of continuous employment. Employees who do not meet these eligibility requirements can, however, access bereavement leave in some circumstances.

On the death of an immediate family member, the Holidays Act 2003 provides for up to three days' paid leave. This can be taken at any time and for any purpose genuinely relating to the death. "Immediate family members" are the employee's spouse, parent, child, sibling, grandparent, grandchild or the spouse's parent. Where there is multiple bereavement, the employee is entitled to three days' bereavement leave in respect of each death.

For example, this would mean that if an employee was to have three "immediate family members" die at the same time, that employee would be entitled to up to nine days' bereavement leave.

In the event of a death outside the immediate family that causes a person to suffer bereavement, up to one day of paid leave may be taken if the employer accepts that the employee has suffered bereavement. In considering whether bereavement has occurred for that employee, the employer should take into consideration:

- how close the association was between the employee and the other person
- whether the employee is responsible for any aspects of the ceremonies around the death
- whether the employee has any cultural responsibilities he or she needs to fulfil in respect of the death

Jury Duty

If you are a permanent employee, where you are required to undertake jury service, the difference between fees (excluding reimbursing payments) paid by court and your normal pay for the period may be made up by CanRecruit, for a maximum of up to 5 days' jury service on any one year.

Annual Leave

The purpose of Annual Leave is to Manage fatigue levels.

Entitlements are per legislation and for example a FTE is entitled to 20 days p.a.

After working for a period of 12 months employees are eligible to "cash in" up to 5 days Annual leave with prior written agreement by Management.

Notice of any intention(s) to take Annual Leave is by way of verbal communication and once both parties have confirmed then the completion of a Leave Application form is required; ideally this is to be provided with the maximum amount of notice in order for the business to plan contingencies. A minimum of 3 weeks is expected.

Where ever possible Leave will be granted but this cannot be guaranteed due to the demand(s) on business operations.

Requests for Christmas and New Year period will be discussed as a collective and will be accommodated where/when possible

Refer to:

Code of Conduct
Disciplinary Policy

3.11 Occupational Rehabilitation Policy

Occupational Rehabilitation Policy

CanRecruit has a commitment to ensure exposure to any occupational health hazard is managed, and procedures for baseline and ongoing environmental and personal health monitoring are provided. The monitoring will be appropriate for assessing if an exposure is a significant hazard to health or for detecting changes in the individual's health that are known to be associated with exposure to the particular hazard.

Rehabilitation should commence as soon as possible after an injury has occurred. The injured worker should return to work as soon as possible to commence workplace based rehabilitation, consistent with medical advice. Appropriate duties will be provided for the injured worker where available and practicable; this may or may not be on the same CanRecruit client premises. Such duties are to be both meaningful and productive and be dependent on the advice of the medical and treating practitioner.

Active co-operation and participation in rehabilitation is strongly encouraged through open and clear communication with CanRecruit employees.

Refer to:

Health & Safety Manual
Rehabilitation Management plan

3.12 Termination Policy

You may resign at any time, provided you give reasonable notice as per your employment agreement with CanRecruit:

- You may terminate your employment by providing five work days' notice where the Assignment is four weeks or more, (per Schedule 1 of your agreement) or
- Two working days' notice where the Assignment is less than four weeks, (per Schedule 1 of your agreement).

Termination Process

Unless otherwise specified in your employment agreement with CanRecruit, where notice is given by either of us it shall be the period specified in your employment agreement with CanRecruit or less by mutual agreement. You acknowledge that once notice is given by either party, it may be necessary for us to protect our business in any one of the following ways:

- To require you to work out part or all of your notice period either at work, a CanRecruit client location where appropriate; and
- To require you not to work out your notice period either in part or in total and for you to take "garden leave" during this time, which means that you will remain employed by CanRecruit during the period of your notice, but not required to undertake any or part of your duties during this time.
- During your notice period in either of the above situations you will be required to comply with your employment agreement with CanRecruit, all relevant CanRecruit policies and all reasonable and lawful directions from us. After the notice period has expired, you will be required to comply with all provisions in your employment agreement with CanRecruit that survive termination of the employment relationship.
- In the event of serious misconduct, gross negligence or non-performance by you, termination without notice may occur. CanRecruit may suspend you on pay pending an investigation into any suspected serious misconduct or gross negligence involving you.
- In the event that you are unable to properly perform your duties by reason of ill-health, accident or otherwise, we may, after following a fair process, terminate your employment by giving notice in accordance with your employment agreement with CanRecruit. You will only be eligible for payment during the notice period in respect of time actually worked, unless you have outstanding sick leave available.
- Where, following notice given in accordance with your employment agreement with CanRecruit we do not require you to work out all or part of the notice period, we may terminate your employment at an earlier date, in which case payment in lieu of the remaining notice will be made. In this case employment will be deemed to have ended and all benefits under your employment agreement with CanRecruit to have ceased



on the last day of actual performance of work, unless we have specifically agreed otherwise in writing. After the notice period has expired, you will be required to comply with all provisions in your employment agreement with CanRecruit that survive termination of the employment relationship.

Return of Property

Immediately upon request or termination of your employment agreement (whether or not you dispute the request or termination) you will deliver to CanRecruit, any property or material that is in your possession or control, and that belongs to or concerns us, our business affairs, employees, contractors or customers, including (but not limited to) any keys and the copies or originals of any documents or any electronic information that is business related or that contains any confidential information or our intellectual property.

If you fail to return our property as required, or if the property is not returned in a satisfactory condition, we may:

- take legal steps to recover our property from you;
- deduct the replacement cost or current value of the property from any amount owing to you;
- recover the replacement cost or current value of the property from you;
- require you to pay us any costs that we incur enforcing our rights under this policy and as per your employment agreement.

This return of property clause will continue to apply after termination of your employment agreement.

Refer to:

Code of Conduct Policy
Disciplinary Policy

3.13 Abandonment of Employment Policy

Abandonment by an employee effectively terminates the employment relationship without notice. When an employee doesn't turn up for work, CanRecruit will make further inquiries about the employee's absence before terminating employment.

In the event that that you are absent from work with a CanRecruit client for a period of two consecutive workdays without the consent of CanRecruit, or for no good reason, you shall be deemed to have terminated your own employment without notice.

Process:

1.1 On the first day CanRecruit will attempt to phone you and ask why you are not at work (time and date of call and what was discussed will be noted).

1.2 If you are still absent on the second day, an email will be sent advising that you are expected to either return to work immediately or to provide a satisfactory explanation for the continued absence, in the email, it will explain that if you are not in touch with CanRecruit by a certain date CanRecruit will assume that you have terminated your employment with no notice and treat it as such.

1.3 If no response is received from the email, within the time frame specified, CanRecruit is entitled to assume you have abandoned your employment. CanRecruit will pay the employee up to the final day they attended work at CanRecruit client premises and will send confirmation of the termination of employment on the grounds of abandonment.

Refer to:

Code of Conduct Policy
Termination Policy

3.14 Non Discrimination Policy

Overall Policy



It is the policy of CanRecruit to maintain a working environment free of all forms of unlawful discrimination. In recognition of the importance of good employee relations, all applicants are extended an equal opportunity to gain employment and all employees are extended an equal opportunity to progress in their field of endeavour.

Equal Opportunity

CanRecruit affords equal opportunity to all employees and prospective employees without regard to race, colour, sex, religion, age, marital status, disability, veteran status or national origin in the following employment practices: recruitment, hiring, placement, transfer, promotion, demotion, selection for training, layoff, termination, determination of service, rate of pay, benefit plans, compensation, and other personnel actions.

Disability

CanRecruit will not discriminate against any employee or applicant for employment because of disability in regard to any position for which the employee or applicant for employment is qualified.

Complaint Procedure

Any individual, whether an employee or applicant for employment who believes that he or she has been discriminated against unlawfully, whilst at CanRecruit or on CanRecruit client premises should bring any complaint to Warren Falconer (or another Director), in CanRecruit Head Office. Complaints may be lodged in writing or in person. Persons who file complaints will be advised, as is appropriate, regarding any investigation, action or resolution of the problem.

Consequences

CanRecruit will not tolerate any form of discrimination and will take appropriate disciplinary action, including possibly termination, of any person determined to have engaged in unlawful conduct under this policy.

No Retaliation

CanRecruit will not retaliate nor discriminate against any employee or applicant because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practices.

Application of this Policy

This policy applies to our recruitment and employment practices, including our recruitment systems, performance management processes, promotional policies, training policies as well as our remuneration and bonus structures.

This policy applies to our employees, contractors, volunteers and on-hired workers whether they are another organisations workers working within our workplace or those on-hired to our clients

This policy applies to all work within standard working hours as well as functions, events and training that are sponsored by us or by our Clients, e.g. conferences and Christmas parties.

Where a complaint arises during the course of an on-hired worker assignment with one of our clients we will work with our client to ensure the complaint is effectively managed and resolved.

Refer to:

Code of Conduct Policy
Disciplinary Policy
Harassment Policy

3.15 Communications, Internet and Social Media Policy

Purpose:



- a) This policy statement, in conjunction with your CanRecruit employment agreement, forms part of your conditions of employment and sets out requirements to be observed by all employees of CanRecruit either onsite or on CanRecruit client premises covering the use of:
 - Email
 - Internet and Social Media
 - Cell phones
 - Company statements/media releases
 - IT Security
- b) You are expected to become and remain familiar with the terms of this policy which may be subject to amendment from time to time at the sole discretion of CanRecruit following consultation with you.
- c) It is very important that you understand and remember that all communications with CanRecruit clients, customers and suppliers, and amongst each other, reflect positively upon the reputation and standing of CanRecruit. As such CanRecruit requires that you adhere at all times to the requirements and standards set down in the policy and that you understand that CanRecruit will hold you accountable for any breaches and may take disciplinary action where appropriate.

1) **Amendments:**

CanRecruit shall consult with internal employees prior to making any changes to this Policy. Any changes shall be communicated in writing.

2) **Internet & Email:**

- a) Internet and Email facilities are an integral part of our communications. As such they are first and foremost considered as business tools used by certain employees for the purpose of carrying out their ordinary duties.
- b) You should be aware that CanRecruit routinely monitors the use of its internet and email facilities for the purpose of ensuring compliance with its policies and objectives. CanRecruit may also carry out further checks if it believes that the facilities are being misused i.e. for purposes not expressly permitted by the terms of this policy or otherwise expressly approved by CanRecruit. **Users should note electronic mail & internet use is not guaranteed to be private. Messages transmitted through CanRecruit (and 'clients') e-mail system or network infrastructure are the property of CanRecruit (and 'clients') and are therefore subject to inspection and control. No employee should have any expectation of privacy when using CanRecruit (and 'clients') internet or email facilities.**
- c) CanRecruit does permit access to its internet and email facilities for personal use, by internal employees only, (i.e. not for those working at 'clients' sites), provided such access is occasional, confined to meal and rest breaks and it does not disrupt others from working. Where access is not permitted this will be outlined on commencement of employment.
- d) Some employees may be required to use the internet in the course of their ordinary duties. Others will not be required to do so but may still have access to the internet via their work PC or some other work-provided interface. Access to the Internet through the CanRecruit and CanRecruit Clients (referred to herein as 'clients') is a privilege. CanRecruit (and 'clients') internet & email access shall not be used for any illegal or unlawful purposes. Examples include the transmission of violent, threatening, defrauding, pornographic or obscene materials, as well as any communications prohibited by the Harmful Digital Communications Act 2015. Users must adhere to strict guidelines concerning the appropriate use of the internet. Downloading electronic files, including applications, (except where required and authorised for business purposes), is strictly prohibited. Accessing or downloading material from the following websites is prohibited:
 - Pornographic or sexually oriented sites
 - Sites containing offensive words or images, even if intended to be humorous
 - Gambling sites
 - File sharing sites



- Any copyright material in breach of its copyright terms
- Sites promoting or expressing views which tend to promote racial or religious intolerance

Internet access shall not be used for performing work for profit with CanRecruit (and 'clients') resources in a manner not authorized by CanRecruit (and 'clients'). **If any user has a question regarding acceptable use of email or internet, he/she should check with their supervisor for additional guidance.**

- e) Use of CanRecruit (and 'clients') electronic mail or messaging services shall be for the conduct of CanRecruit (and 'clients') business only. These services shall not be used to harass, intimidate or otherwise annoy another person or for private, recreational or other non-CanRecruit (and 'clients') related activities including commercial or partisan political purposes or for personal gain such as selling access of a Company user login.
- f) Before sending any emails or messages you should ensure that the tone and content reflect the values of CanRecruit (and 'clients') and project a high degree of professionalism. Using an email is not a reason to adopt overly casual and ambiguous language: it remains a formal communication and all the usual safeguards that would be taken when writing a letter should be observed when writing emails too.

Do

- Be accurate
- Be effective
- Use the spell-checker
- Use your electronic signature (standard company format)
- Always read emails before sending them. Check – do they clearly achieve the purpose for which they were written? Are they free of ambiguity? Do they convey a measured and professional tone? Have you ensured that they will not cause unintended offence to the reader? If in doubt; correct!

Don't

- Use offensive, obscene or defamatory language
 - Mislead or deceive the recipient
 - Be overly familiar – remember, this is a formal business communication
 - Be verbose – keep emails concise and on-point but deal thoroughly with the subject matter.
 - Send, display or distribute pornographic or sexually oriented emails
 - Send, display or distribute anything that may reasonably be considered as offensive to any person, whether or not it is likely to be viewed as such by the recipient.
 - Send an email in anger
 - reveal private or personal information without specific approval from management
- g) Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- h) Viruses, scamming and phishing – be alert and if in **any** doubt whatsoever, do **not** open any email attachments or links, respond to or download any suspicious content. Treat with a high degree of caution any emails, particularly those with attachments or links, from persons unknown to you. Never attempt to bypass or wholly rely upon the company's installed anti-virus software. If in any doubt about the legitimacy of any communication seek direction from CanRecruit or your supervisor while on a CanRecruit Client's site.
- i) **Copyright (Infringing File Sharing) Amendment Act 2011**– your attention is drawn to this Act which, amongst other things, makes the unauthorised downloading of copyright material an offence. Significant penalties can be awarded against offenders by the Copyright Tribunal and ultimately even the withdrawal of internet facilities. If you are acting in breach of this policy and are found to be downloading material in breach of copyright you may be subject to disciplinary action. Furthermore CanRecruit (and 'clients') will expect to recover any fines awarded against it as a result of this activity from the individual concerned. Users shall not make or use illegal copies of copyrighted material, or CanRecruit (and 'clients') intellectual property, store such copies on CanRecruit (and 'clients') equipment, or transmit these copies over CanRecruit (and 'clients') network.

3) **Social Media:**

For the purposes of this policy statement the term 'social media' shall include but not be limited to any web based forums in which subscribers or casual users are offered the opportunity to exchange thoughts or opinion on any manner of topics. Without limiting the term, it shall be deemed to include participation with sites such as Facebook, Twitter, You Tube, LinkedIn etc. and the practice of blogging in general.

This part of the policy is broken into 2 areas:

1. Social media policy for the company's official accounts

Some employees will represent CanRecruit by handling our social media accounts or speaking on the Company's behalf. We expect them to act carefully and responsibly to protect the Company's image and reputation. Employees should:

- a) Be respectful, polite and patient when engaging in conversations on the Company's behalf. They should also be extra careful when making promises or declarations towards customers.
- b) Follow the Company's Confidentiality Policy and Code of Conduct. In particular, note that any information that you acquire, either directly or indirectly, as a result of your employment with CanRecruit, including working with CanRecruit clients, is deemed to be confidential and treated in the strictest of confidence.
- c) Observe laws on copyright, plagiarism and trademarks. If reposting or borrowing content from an external source then the original source should be credited.
- d) Never post discriminatory, offensive or defamatory content or commentary.
- e) Avoid deleting or ignoring negative comments. Instead, think of it as constructive criticism and use it as an opportunity to turn the negative into a positive when you reply.
- f) Correct or remove any false or misleading content as quickly as possible.
- g) Be aware of the potential security risks when using social media. Refer to 2h and 6 in this Policy. It is also important to set up passwords with two factor authentication and keep software and devices updated.

2. Using social media policy for personal use while at work

- a) Interaction in any form with social media sites whilst using CanRecruit (and 'clients') facilities and/or during working hours is not permitted unless it is confined to meal and rest breaks and/or has been specifically permitted by your manager. Where usage is permitted this is only to the extent set out in this policy – refer 2c.
- b) At ALL times regardless of when or where you interact with social media sites you should be careful to refrain from taking any action which could undermine our employment relationship. You must not:
 - make any derogatory comments about CanRecruit (and 'clients'), its products or services, your colleagues or our customers/clients;
 - disclose any personal information about colleagues without their written consent;
 - disclose any confidential information relating to this business or our clients however acquired
- c) Limited use during working hours: Insofar as it is reasonably necessary for the completion of your normal duties, or has been specifically permitted by your manager, access to and interaction with social media is permitted subject at all times to the restrictions set out in c) above. Such use shall be confined to that which positively reflects upon CanRecruit its clients and employees.
- d) Any breach of this policy shall be regarded as serious misconduct. It undermines the essential trust and confidence that must exist between employer and employee and may invoke disciplinary action.

4) **Cell Phones and other hand-held devices:**

- a) At the CanRecruit (and 'clients'), discretion certain employees may be issued with cell phones or other hand-held communication devices where their role makes this desirable. These devices are required to be Password protected.
- b) If you are issued with a cell phone, you must ensure that they are operated in accordance with safe practice at all times. When driving, either a hands-free kit must be used or alternatively employees may only initiate or receive calls when the vehicle is stationary and not required to move e.g. the phone or other device is not to be operated whilst the vehicle is temporarily halted at an intersection.



- c) Private use of the cell phone or other device, including the use of data is permitted on the following terms:
- Medical emergency
 - Family or personal emergency
 - General personal use is authorised and or With specific written permission from CanRecruit and/or its clients

- d) Any unauthorised or excessive use of CanRecruit (and 'clients') mobile data may result in disciplinary action.

5) Company Media Statements:

You shall not volunteer or comply with a request to make any statement to the media unless first authorised in writing to do so by CanRecruit's Director(s) and/or its clients.

6) Security:

CanRecruit (and 'clients') users who identify or perceive an actual or suspected IT security problem shall immediately contact the CanRecruit (and 'clients') Manager. Users shall not reveal account passwords or allow another person to use their account. Similarly, users shall not use the account of another user. Access to CanRecruit (and 'clients') network resources shall be revoked for any user identified as a security risk or for those with a demonstrated history of security problems.

Application of this Policy

This policy applies to our recruitment and employment practices, including our recruitment systems, performance management processes, promotional policies, training policies as well as our remuneration and bonus structures.

This policy applies to our employees, contractors, volunteers and on-hired workers whether they are another organisations workers working within our workplace or those on-hired to our clients.

This policy applies to all work within standard working hours as well as when attending functions, events and training that are within or outside normal business hours, e.g. conferences and Christmas parties.

Where a complaint arises during the course of an on-hired worker assignment with one of our clients we will work with our client to ensure the complaint is investigated, effectively managed and resolved.

User Compliance

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to the loss of network privileges and any other CanRecruit (and 'clients') disciplinary actions deemed appropriate, up to and including termination. In addition, any inappropriate use that involves a criminal offense may result in legal action. All users are required to acknowledge receipt and understanding of the guidelines contained in this document.

Refer to:

Code of Conduct Policy

Disciplinary Policy

Harassment Policy

Harmful Digital Communications Act 2015

3.16 Inventions Policy

You agree that all rights to any inventions having been made, conceived, authored or acquired by you during the time of and as a result of employment with CanRecruit and CanRecruit Clients (hereby referred to as 'clients') shall remain CanRecruit (and 'clients') sole property.



Inventions mean discoveries, improvements, and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not capable of registration as a patent, trademark, design or copyright. Inventions include any invention, design or improvement in or relating to any product, material, service, process or sales technique of a type or nature used, developed, sold, adopted or dealt with by CanRecruit (and 'clients').

Such inventions may:

- Relate directly to CanRecruit (and 'clients') business, or
- Relate to our actual or demonstrably anticipated research or development, or
- Result from any work performed by you for CanRecruit (and 'clients'), or
- Result from where CanRecruit (and 'clients') equipment, supplies, facilities or trade secret information has been used, or
- Result from development during time spent in our employ.

Application of this Policy

This policy applies to our recruitment and employment practices, including our recruitment systems, performance management processes, promotional policies, training policies as well as our remuneration and bonus structures.

This policy applies to our employees, contractors, volunteers and on-hired workers whether they are another organisations workers working within our workplace or those on-hired to our clients

Refer to:

Code of Conduct Policy
Confidentiality Policy

3.17 Motor Vehicle Policy

You may be required/permitted to drive a CanRecruit or CanRecruit Client vehicle and shall do so in accordance with the following terms and conditions:

- a) You are expected to treat the vehicle with care and respect, and while wear and tear relative to the degree of usage the vehicle receives is expected, abnormal wear and tear or damage will be treated seriously.
- b) You are responsible for keeping the vehicle clean and tidy, including regular washing and vacuuming.
- c) You shall alert CanRecruit or CanRecruit's client (referred to herein as 'clients') to any maintenance that you have observed needs to be done to the vehicle, including any Warrant of Fitness requirements.
- d) You shall be responsible for the payment of any fine or charges resulting from infringements or offences against any traffic laws or regulations, including any costs arising from or associated with parking infringements and speeding fines incurred by you while using CanRecruits' (and 'clients') vehicle.
- e) You shall drive any CanRecruit (and 'clients') vehicle safely and responsibly at all times. The Employee must immediately advise CanRecruit (and 'clients') of any accident in which the company vehicle is involved whether or not resulting in injury or damage. If any accident or injury occurs due to negligence on the part of you, or if you are responsible for causing damage to a CanRecruit (and 'clients') vehicle or any other person or property, you may be required to reimburse CanRecruit (and 'clients') for any loss CanRecruit (and 'clients') suffers as a result – whether by way of insurance excess, loss of no claims bonus or otherwise.
- f) You shall not drive any vehicle while under the influence of alcohol or drugs. Any such conduct shall be regarded as serious misconduct and may result in you being summarily dismissed.
- g) You shall not drive any CanRecruit (and 'clients') vehicle if you do not have a current drivers licence. You shall advise the CanRecruit (and 'clients') as soon as you become aware of any change to the status or the currency of your driver's licence. Employees who knowingly drive without a current drivers licence will be at risk of disciplinary action up to and including summary dismissal.



- h) Smoking is not permitted in any CanRecruit (and 'clients') vehicle.
- i) CanRecruit (and 'clients') are responsible for authorizing the use of the Company fuel card (if applicable) for the purpose of filling the vehicle with fuel for use while on CanRecruit (and 'clients') business. Unless with CanRecruit (and 'clients') explicit consent, under no circumstances shall the fuel card be used for the purchase of anything other than fuel, and may not be used for any vehicle belonging to you or any other person. The mileage of the vehicle must be recorded with each fuel purchase.
- j) If any petrol or oil is purchased not using the fuel card (when one has been issued), then CanRecruit (and 'clients') shall not be obliged to reimburse you unless prior approval was given by CanRecruit (and 'clients') to purchase fuel using a different method.
- k) It is CanRecruit (and 'clients') responsibility to ensure the vehicle has a current Warrant of Fitness, and is up to current Warrant of Fitness standard at all times. However, you should alert CanRecruit (and 'clients') immediately if you have observed that the vehicle requires any maintenance.
- l) With the exception of travel directly from your residence to the workplace, and directly from the workplace to your residence, CanRecruit (and 'clients') vehicle shall not be used for private use or for any work not related to the CanRecruit (and 'clients') business unless prior approval has been given by CanRecruit (and 'clients').
- m) No other person is to drive a CanRecruit (and 'clients') Vehicle without CanRecruit (and 'clients') prior written consent.
- n) CanRecruit (and 'clients') reserves the right to allocate CanRecruit (and 'clients') vehicles as they sees fit, and may change an employee's vehicle at any time.
- o) Animals are not permitted to be carried in CanRecruit (and 'clients') vehicle's (unless in a carrier).

Own Vehicle Use (where relevant for internal employees)

You may be required to drive your own motor vehicle to carry out company business during work hours and shall do so in accordance with the following terms and conditions-

- a) You will predominantly be required to drive within the greater Christchurch region however this may extend to the Canterbury region on occasion.
- b) You will supply your own motor vehicle and will be reimbursed on a per kilometre basis in accordance with applicable Inland Revenue Rates.
- c) You shall complete a claim form every month. The claim form will record the date, mileage and destination of each trip. You will be reimbursed for the costs incurred in the following pay period. The reimbursement costs are tax free (there is no PAYE to deduct). The reimbursement expenses are not included in calculations of holiday pay, public holidays, sick leave or bereavement leave.
- d) The Inland Revenue kilometre rate takes into account depreciation, reimbursement for the cost of petrol, oil, tyres, repairs, maintenance, warrant of fitness, registration and insurance. You will therefore be solely responsible for these costs.
- e) You must have and maintain a current driver's licence at all times. You must notify CanRecruit if you are disqualified from driving, or have your licence suspended, endorsed or revoked. Failure to disclose this information may constitute serious misconduct.
- f) If you are required to have and maintain a driver's licence and for whatever reason that licence is suspended, endorsed or revoked, for example if you are disqualified from driving then:
 - You will be expected to apply for and obtain a limited licence (otherwise known as a work licence).

- CanRecruit may direct you to undertake such duties as are directed by CanRecruit at its sole discretion so long as those duties are within your capabilities.

If you are not able to obtain a limited licence or you are granted one but on terms that do not enable you to effectively carry out your normal job functions, then CanRecruit may terminate your employment.

- g) You shall drive in a safe manner at all times and must comply with all traffic laws, rules and regulations. You shall be liable for the cost of any fines or infringements resulting from any offences against any traffic laws or regulations incurred by you while driving a motor vehicle during working hours.
- h) In accordance with laws effective from 1 November 2009 you shall not use a hand-held mobile device whilst driving or stationary in traffic or at traffic lights. Unless equipped with a hands-free device in which no more than one-button press is required to connect or terminate a call, all voice calls must be initiated or received when not driving the vehicle. Text messages may be received (but not viewed or initiated) whilst driving.
- i) You must immediately advise CanRecruit of any accident, damage or injury resulting from a motor vehicle accident.
- j) You shall not drive any vehicle during work hours while under the influence of alcohol or drugs. Any such conduct shall be regarded as serious misconduct and may result in your summary dismissal.

Refer to:

Code of Conduct
Disciplinary Policy

3.18 Quality & Best Practice Policy

CanRecruit Management Responsibility

CanRecruit shall ensure that the Quality and Best Practice policy:

- a) Is appropriate to the purpose of the organisation
- b) Includes a commitment to comply with requirements and continually improve the effectiveness of their recruitment process and standards
- c) Provides a framework for establishing and reviewing quality objectives
- d) Is communicated and understood within the organisation and its employees
- e) Is reviewed for continuing suitability

To meet this commitment, CanRecruit maintains a quality-focused culture to ensure the highest priority is placed on the safety, quality and reliability of our candidates on client premises.

CanRecruit will continually improve the effectiveness of the Quality & Best Practice Policy through its quality objectives.

Quality Objectives

- To meet staff, employee and client requirements
- To ensure CanRecruit policies meet current legislative requirements
- To work within The Recruitment and Consulting Services Association Ltd (RCSA) guidelines
- To regularly review its employees on CanRecruit client premises to ensure the standard of performance is maintained
- To regularly review, update and maintain Health & Safety best practice in accordance with the Health and Safety in Employment Act 1993 and its amendments

Management of CanRecruit will ensure that this policy is communicated and implemented at all levels of the organisation. All staff will be required to comply with the contents of the CanRecruit Employee and Health & Safety Manuals and will understand their own duties in relation to working on CanRecruit client premises.

4.0 General Operating Procedures

4.1 Pay Periods/Payroll

You will be remunerated in accordance with the provisions of your employment contract and you may also be entitled to any additional employment benefits as set out in that employment contract.

Wages are paid directly into your nominated bank account weekly. Pay day is Thursday and the money should appear in your account on Thursday morning.

4.2 Hours of Work

Hours of work will be specified in your employment contract.

4.3 Breaks

CanRecruit complies with the Health and Safety at Work Act 2015 to provide a safe working environment. We have an obligation to control hazards, including physical and mental fatigue, which could result in people being harmed. Where fatigue has been identified as a hazard, appropriate rest breaks should be provided to ensure that it is not likely to cause harm. As specified in your employment contract the employee will take an unpaid meal break of at least half an hour within each five hour continuous work period at a time to be determined by the client.

Common practice is that rest breaks are 10–15 minutes long and meal breaks at least 30 minutes long, but these times vary across industries and occupations. If an employee is unsure what general practice in their industry is, he or she can check with their industry association or union or talk to your recruiter at CanRecruit. Employers should pay for rest breaks but are not required to pay for meal breaks.

4.4 Performance Reviews

Performance reviews will occur at regular intervals with all employees on CanRecruit client premises at least monthly for the first three months of employment and then annually thereafter; Informal and formal communications are to occur regularly and may be initiated by either the employee, CanRecruit or client. They are a means of constantly reviewing and improving the employee's progress and potential.

4.5 Professional Development

Where appropriate, we will facilitate you in your efforts to gain further skills relevant to your career aspirations and our business.

4.6 Holidays

Public Holidays

All employees are entitled to a paid day off on a public holiday if it would otherwise be a working day for them (see below “Examples: “otherwise a working day”). These public holidays are separate from and additional to annual holidays.

The Holidays Act 2003 made some adjustments to previous entitlements to public holidays. There are now only two groups of holidays, with slightly differing entitlements applying to each:

- Christmas and New Year: Christmas Day (25 December), Boxing Day (26 December), New Year's Day and the day after (1 and 2 January)
- All other holidays: Waitangi Day (6 February), Good Friday and Easter Monday (dates variable), ANZAC Day (25 April), Queen's Birthday (first Monday in June), Labour Day (fourth Monday in October) and Provincial Anniversary Day's (date determined locally)

Annual Leave

Under the Holidays Act 2003, employees are entitled to a minimum of four weeks annual holidays after the first year of employment.

4.7 First aid

CanRecruit has a first aid person who is trained to assist with emergencies. On CanRecruit client premises there will be a nominated first aid person who will be made known to you in your induction. Please ensure they are aware of any medical conditions you have which may need special treatment should an emergency arise.

4.8 Smoking

All areas within CanRecruit's premises are designated non-smoking. Employees will adhere to the smoking policy while on site at CanRecruit client premises.

4.9 Workplace Attire

CanRecruit expects its employees to dress appropriately whether working on-site at CanRecruit or its client premises.

Please refer to Personal Protective Gear requirements in the Health & Safety manual.

4.10 Management of Change

Redundancy:

If the Employee's position becomes superfluous to CanRecruits or the Client's needs, then employment may be terminated early by reason of redundancy. **For the sake of clarity, the expiry of our Fixed Term Employment Agreements does not constitute a redundancy.** The Employer will not pay redundancy compensation to the Employee.

We will consult with you, with the objective of exploring possible alternatives to redundancy. You will become redundant (with employment terminated) at the expiry of the notice period or such earlier time where we do not require notice to be worked out, unless we both agree on another alternative.

Restructuring:

The purpose of this provision is to provide protection to affected employees in circumstances where CanRecruit is restructured and the whole or part of it is sold, transferred or contracted out to an acquiring employer.

CanRecruit will follow a good faith process when negotiating with any acquiring employer about restructuring of the business to the extent that it relates to affected employees. This process may include:

- Discussions with the acquiring employer as to employment opportunities;
- Where appropriate, and subject to commercial sensitivity and all matters of confidentiality, provision of relevant information to the acquiring employer; and
- Where appropriate, and subject to commercial sensitivity and all matters of confidentiality, discuss the proposal with the Employee and the Employee's representative.

CanRecruit shall use its best endeavours to see that the Employee is transferred, where practicable, on the same or no less favourable employment terms and conditions as exist at the date of transfer from the Employer to the acquiring employer.

5.0 The Disciplinary Process

The employment legislation does not prescribe a specific dismissal/disciplinary procedure that the employer has to follow, but the dismissal decision and the process used must reflect what a fair and reasonable employer could have done in those circumstances. Case law has shown that the employer must have a good reason and the disciplinary process must be carried out in a manner that is fair to the employee.

What will constitute a fair procedure will depend on the circumstances of the particular situation, but some general rules to keep in mind are:

- Any relevant provisions in the employment agreement must be followed
- An employee has the right to be told what the problem is and that disciplinary action is a possibility.
- The employee should be advised that they have the right to have a representative present at a disciplinary meeting.
- The employee must then be given a genuine opportunity to respond with their side of the story before the employer decides what to do.
- The employer should investigate any allegations of misconduct thoroughly and in a manner that is impartial and without being influenced by irrelevant issues.
- Generally speaking, the employee should be given clear standards to aim for and a genuine opportunity to improve. However, some forms of misconduct may be deemed so serious, that it can warrant instant dismissal. What constitutes this sort of misconduct may be set out in the employment agreement.
- If an employee is on a trial period you may give the employee notice of dismissal, and the employee cannot take a personal grievance on the grounds of unjustified dismissal. The employee may, however, raise a personal grievance on other grounds, such as discrimination or harassment or unjustified action by the employer that disadvantages the employee.
- For an employee on a trial period you are not required to consult them about making a decision before the end of the trial period to dismiss the employee.
- The employer should treat all employees in the same circumstances in the same way, or be prepared to justify the difference.
- If the employer decides to dismiss the employee after following a fair process, the employer must give a reasonable amount of notice to the employee (unless in the situation of serious misconduct). The employer may choose to pay out the notice period and not require the employee to physically work it. This must be clearly explained to the employee.

It is best practice for the written employment agreement to clearly state the intended disciplinary process and it is a legal requirement for the written employment agreement to outline the problem solving procedures an employee can take if an employment relationship problem exists in the workplace.

Both sides are required throughout the process to cooperate with each other, to answer questions honestly and openly, and to act in a respectful and sensible way.

Good Faith

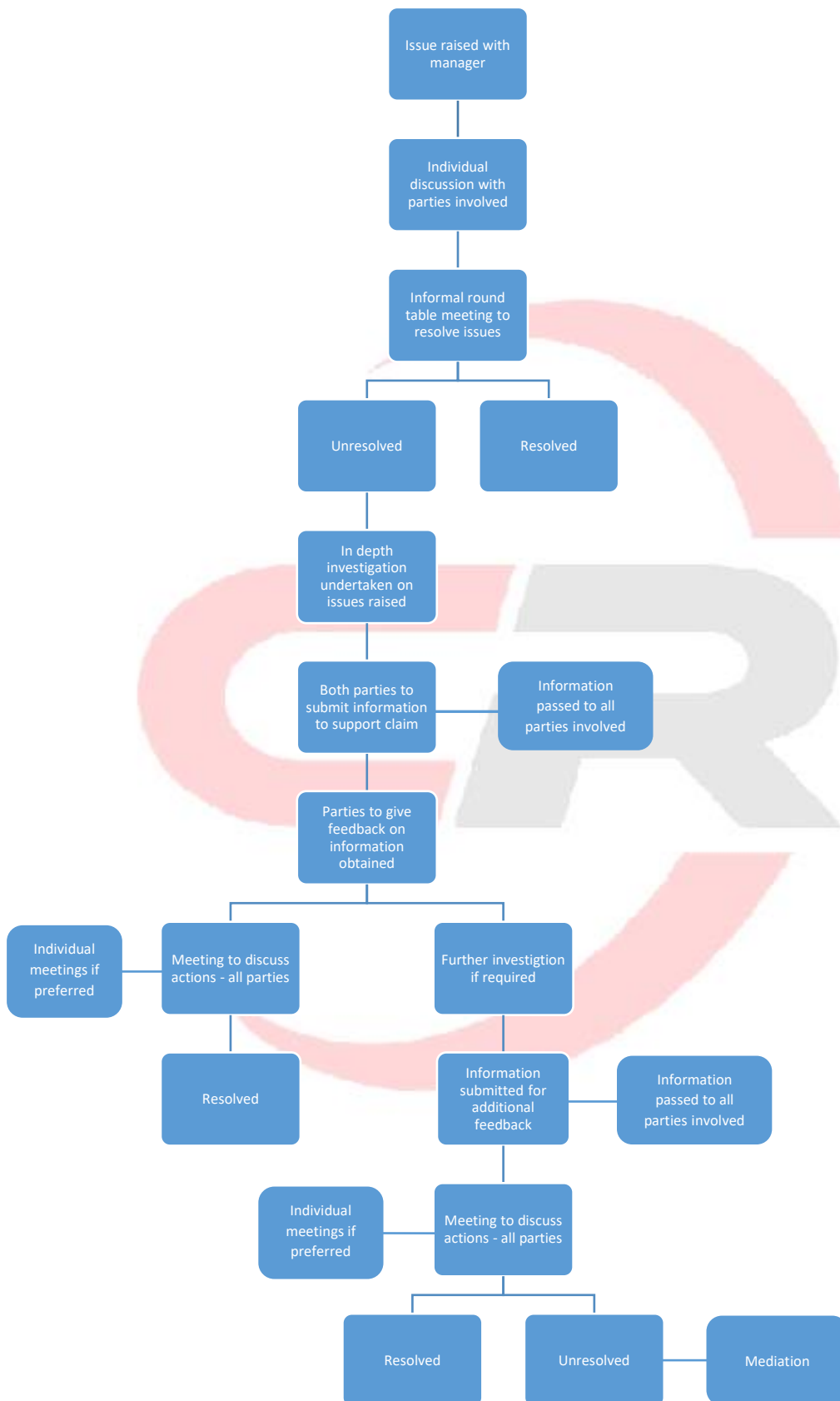
Good faith employers and employees are obliged to deal with each other at all times fairly, reasonably and in good faith. In broad terms, this means that both employers and employees must:

- Act honestly, openly, and without hidden or ulterior motives
- Raise issues in a fair and timely way › be constructive and cooperative
- Be proactive in providing each other with relevant information and consider all information provided
- Respond promptly and thoroughly to reasonable requests and concerns
- Keep an open mind, listen to each other and be prepared to change opinion about a particular situation or behaviour, and
- Treat each other respectfully.

Refer to:

Disciplinary Policy

5.1 Internal process for conflict resolution



6.0 You and Your Workstation

If you are working at a desk, it is important that you understand how your workstation should be set up and the correct posture to minimise strain on your neck shoulders and back.

Posture

- Shoulders – keep low and relaxed.
- Upper arms – should be straight up and down.
- Elbows – keep tucked close to the body and bent 90–110° so that forearms are horizontal or gently sloping upwards.
- Wrists – need to be comfortably straight. Can be bent up slightly. Avoid bending wrists sideways.

Chair – general

- Ensure chair swivels easily and is stable when force is applied to front, sides or back.
- It should move freely on castors.

Chair – seat

- Should be comfortable but firm enough to allow ease of posture changes.
- Allow space between the front of the seat and the back of the calf.

Chair – armrests

- Can limit posture changes and make it difficult to reach work.
- If used ensure they have no sharp edges and support the elbows and forearms well.
- They must allow the chair to be drawn up to the desk and have room to move freely in the seat.

Chair – seat height

- Feet should be flat on the floor or on a footrest to avoid pressure under the thighs. Avoid sloping the thighs too much.
- You should be able to make adjustment whilst seated.

Desk

- There should be no movement or vibration during normal use.
- The height range should be 600–845mm (usually 720–730mm).
- Desk top needs to be thin to allow comfortable legroom.
- Ensure there is space to rest wrists on, between the edge of the desk and the front of the keyboard (100mm).

Screen

- Height, swivel and vertical tilt should adjust.
- Viewing distance of 450–700mm (general measure of one arm's length away from body).
- Angle of view 10–30° below horizontal to the middle of the screen.

Copy holder

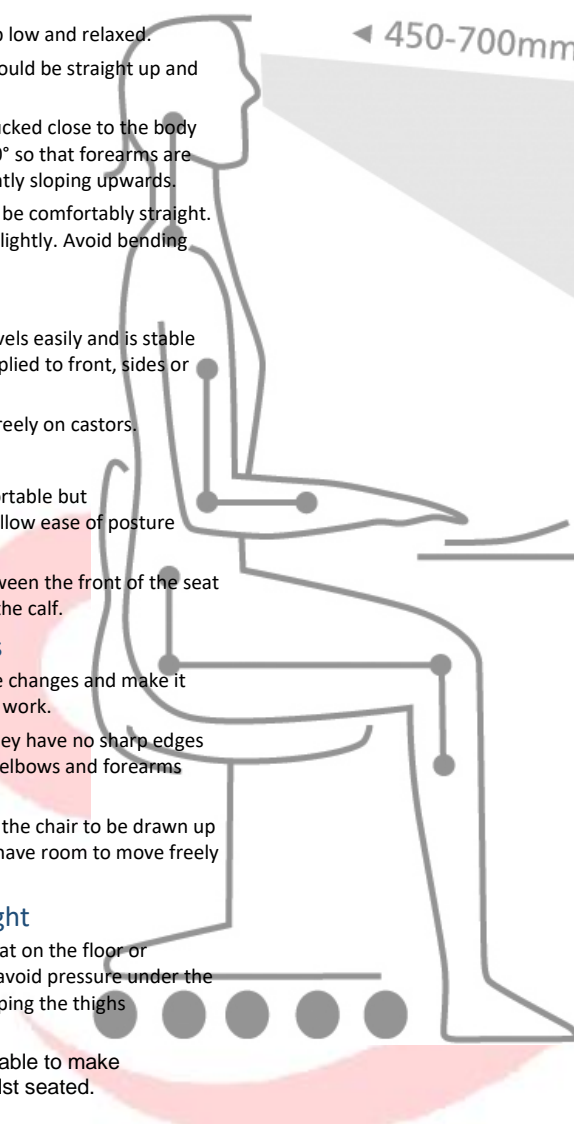
- Use to avoid leaning forward while reading.
- Position – place either beside the screen or between the keyboard and the screen.
- Position centrally or change from side to side regularly.

Keyboard & mouse

- Stable and separate from screen.
- Mouse should be at the same level as the keyboard.

Footrest

- Large enough to allow feet sufficient room to move (400mm x 400mm suggested).
- Nonslip top, angled slightly (0–10°).
- Stable and positioned close to user.
- Adjustable to the specific height required.



7.0 Important health and safety contacts and information

CanRecruit site only

WHAT	WHERE/WHO (insert relevant location or person's name here)
Trained first aider	Warren Falconer
First aid kit	Located in main office
Hazard register	Located in main office
Accident register	Located in main office
Local doctor	Moorhouse Medical – 03 365 7900
Fire extinguishers	Located top stairs main entrance/exit
Fire exits	Main entrance / exit by toilets
Fire wardens	Warren Falconer, Greg MacKenzie
Assembly points in event of evacuation	Front footpath clear of building
Health and safety representatives	Greg MacKenzie

8.0 Management of injury/illness

In the event that you are unable to work or carry out your normal duties due to injury or illness sustained while at work, CanRecruit's aim is to assist you where possible to a successful recovery from your injury/illness.

CanRecruit will need to contact your doctor, specialist, or treatment provider to discuss, or seek a report on, the nature and origin of your injury/illness for the purpose of determining time off work, your fitness for work, including alternative/light duties, if available, for the purpose of facilitating a rehabilitation plan.

Where the doctor/treatment provider identifies and recommends alternative/ light duties, and CanRecruit is able to accommodate these, there is an expectation you will agree to carry out these duties until you are fully fit to return to normal duties or until other rehabilitation outcomes are determined.

Please note that CanRecruit may not be in a position to accommodate light duties on a permanent basis. Please refer to the Rehabilitation Management Plan.

8.1 Employee Rehabilitation Responsibilities

After seeing your Medical or Treatment Provider please ensure you complete:

- Rehabilitation Management form 001
- Rehabilitation Management form 002
- Medical Certificate
- Rehabilitation Management form 003 – medical consent

On meeting with CanRecruit we will discuss and complete:

- Return to Work Plan (RWP) (Rehabilitation Management form 004)
- Type of alternate/light duties
- Dates and actions to be completed

Compensation:

- CanRecruit will pay up to 80% of the first week off as required by law.
- Absences of more than one week will be covered by ACC
- ACC will send CanRecruit an earnings form to be completed

When you are fit to return to work

- Your RWP (Rehabilitation Management form 004) will be completed and signed by all parties
- Provide your ACC certificate to state you are fit for work

All employees will be required to remain in contact with CanRecruit and fulfil all requirements set by your medical/treatment provider.



New employee induction checklist at CanRecruit

This is to be provided to a new employee and worked through before their first day of work.

Name of employee:

Date:

To be completed in CanRecruit office	Signed by	
	Employee	CanRecruit
Complete and sign (where applicable) the following forms:		
Welcome letter * 2		
Health & Safety policy * 2		
Health & Safety declaration		
Fixed term agreement * 2		
Contact, bank and tax form		
IR330		
Drivers Licence (needed for MOJ and ACC)		
Kiwisaver		
ACC request		
Drug test consent		
Ministry of Justice		
PPE equipment issue		
WorkPro Induction module (M11)		
Candidate confirmation of policies - View Employee Manual		
Other (specify):		

Benefit Details? (Job seeker / supported living / sole parent)

CanRecruit will ensure the induction training is recorded and verified in the employee's training records.

This induction checklist must be completed prior to commencing employment.

To be sent	Emailed / Post	Date
Ministry Of Justice		
ACC Pre-employment Check		



Appendix 2: New employee induction checklist at The Client

This is to be provided to a new employee and worked through on their first day of work.

Client Name _____

Name of employee: _____

Date: _____

To be completed on client site	Employee Signature & Date	Manager Signature & Date
First day Orientation		
• Meet the manager on site: discuss roles, responsibilities, expectations, hours		
• Meet Health & Safety representative, Name _____		
• Discuss reporting structures and meetings (if required)		
• Tour given of site and work area		
• Housekeeping e.g. e-mail, internet and cell phone use, car parking		
• Equipment explained e.g. Proper use, hazards etc.(appropriate to the role)		
Health & Safety (H&S)		
• Employee Health & Safety Handbook viewed (if available)		
• Information provided about H&S meetings and representation		
• Employer and employee responsibilities – reporting accidents/incidents & notifiable events, explained		
• Hazard identification processes including reporting of hazards explained		
• Use of any relevant H&S equipment and PPE explained		
• Emergency procedures, exits & assembly point(s) explained		
• Standard operating procedures provided (appropriate to the role)		
• Location of first aid and first aider name _____		
• Other (specify):		

CanRecruit will ensure the induction training is recorded and verified in the employee's training records.

This induction form must be signed and dated and returned to CanRecruit within the first week of the employee commencing employment.

Alternatively, please provide CanRecruit with a copy of your Induction Record.



Appendix 3 - Candidate Confirmation - Policies

All CanRecruit employees are required to sight, read and understand the company policies and manuals before engaging in work activities, on or off site at CanRecruit and prior to attending any CanRecruit client premises. By commencing employment with CanRecruit you hereby agree with each of these policies.

Policy	Name	Please Tick
1	Code of Conduct	
2	Health & Safety Policy	
3	Personal Protective Equipment (PPE) Policy	
4	Drugs and Alcohol Policy	
5	Confidentiality Policy	
6	Conflicts of Interest Policy	
7	Company Property Policy	
8	Disciplinary Policy	
9	Sexual and other Unlawful Harassment Policy	
10	Leave Policy	
11	Occupational Rehabilitation Policy	
12	Termination Policy	
13	Abandonment of Employment Policy	
14	Non Discrimination Policy	
15	Communications, Internet & Social Media Policy	
16	Inventions Policy	
17	Motor Vehicle Policy	
18	Quality and Best Practice Policy	
Manual	Name	Please Tick
1	Health & Safety Manual	
2	Employee Manual	