



Welcome to  
**weploy**<sup>TM</sup>

Code of Conduct

# Weployee HR Policies and Procedures

It's in our best interest here at Weploy, to do everything we can to ensure we are setting you up for success. We are here to provide you with the tools to develop your personal and professional profile, and assist you to achieve a 5 star Weployee status.

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# Presentation Standards

We expect all Weployees to represent themselves and Weploy in a consistent and true image of the company standards. This policy applies to every individual within the Weployee community and must be upheld in every job assignment across all our employment partners.

## **Best practise**

To ensure guidelines are met, all Weployees:

- Must be well groomed and presented at all times, neat and clean nails and hair.
- Must be tidy, clean and conservatively dressed, to the dress code that the Weployer set in the job post. Please ask if you are unsure!
- Must ensure any makeup is natural and conservatively applied.
- Should be self-aware of personal hygiene, avoiding over use of any additional sprays or perfumes.
- Should not let the odour of smoke linger within the work environment if they are smokers. Ensure that smoke breaks are not taken on top of entitled breaks. Best practise would be, taking smoke breaks within break entitlements.
- Wear footwear suitable for the workplace e.g. closed toes, or appropriate other footwear which excludes thongs or flip flops.

# Sick Leave and Urgent Leave Procedure

Please make sure you apply for sick leave or urgent leave in the appropriate manner. This means contacting Weploy at the earliest opportunity. Weploy will then contact the employer and arrange alternative cover if necessary.

## Best practise

To ensure that guidelines are met, all Weployees:

1. Must contact Weploy as soon as you know you will be unable to work, **a minimum of 2 hours before you are due to begin your job assignment, but the earlier the better**. Email: [support@weployapp.com](mailto:support@weployapp.com)
2. Sick leave and urgent leave procedure can be invoked only if you are unfit to work the assignment, due to the agreed reasons of sick or emergency situations.
3. Should not, under any circumstances, not attend an agreed job assignment, without prior notice, or arrange other parties to cover your shift.
4. Are strongly advised to contact the Weployee Experience Team first, then speak with the Weployer regarding the situation after seeking advice from the Weployee Experience team.

## Refer to related policies

- Pre-start cancellation
- Job abandonment
- Termination policy

# Long-term Job Assignment Procedure

Long-term jobs are defined as assignments over the duration of 4 weeks. As this requires more of a commitment, it is imperative that you continue to uphold a level of professionalism and open communication with your line manager and keep Weploy informed of any issues or changes.

## Best practise

1. Sick leave and urgent leave procedure can be invoked only if you are unfit to work the assignment, due to the agreed reasons of sick or emergency situations. As you are a casual employee of Weploy, you do not have sick leave pay, however, we do require clear communication, when requesting leave from your job assignment.
1. Must contact Weploy as soon as you know you will be unable to work, **a minimum of 2 hours before you are due to begin your job assignment, but the earlier the better.** Email: [support@weployapp.com](mailto:support@weployapp.com)
2. Should not, under any circumstances, not attend an agreed job assignment, without prior notice, or arrange other parties to cover your shift.
3. Must provide one weeks' notice prior to ending your on-going job assignment.

## Refer to related policies

- Pre-start cancellation
- Job abandonment
- Termination

# Behaviour Standards

Ensuring that all Weployees behave in a professional and friendly manner.



## Best practise

To ensure that guidelines are met, Weployees:

1. Must be aware that certain behaviours may offend some people, even though this may not be intended.
2. Professional and friendly whilst respecting your fellow co-workers and new working space.
3. Must avoid the use of any foul language, swear words, violence, inappropriate terms, abusive behaviours, racism or sexual misconduct.
4. Must not attend jobs whilst drunk or under the influence of any other non-prescribed substances.

## Refer to related policies

- Termination

# Dishonesty and Code of Conduct Policy

Weployees are constantly exposed to many different working environments and processes. Weployees may at times, be exposed to confidential/personal information, and business insight. Each has a responsibility to maintain integrity and confidence at all times as a trusted employee of Weploy, working across a diverse portfolio of clients. It is imperative that this level of trust is taken seriously, respecting Weploy policies and procedures, as well as the employers you have the opportunity to work with.



## **Best practise**

To ensure that guidelines are met, all Weployees must approach each job assignment in a professional and friendly manner. Have an in depth knowledge and understanding of all Weploy policies and procedures and maintain them within each Weployer's policies and procedures.

## **Refer to related policies**

- Behaviour standards
- Termination

# Timesheet Best Practice Policy

Every Weployee is to submit their timesheet at the end of every assignment. If it is an ongoing assignment, your timesheet needs to be submitted at the end of the working week on Friday or at the latest—end of the day Sunday if it is a weekend assignment. As your timesheet is directly linked to each assignment worked, it is important the correct process is followed to ensure your weekly pay is correct and paid on time. If the timesheet best Practice Policy is not followed, you will miss a weekly pay run, which in turn, affects your tax and superannuation deductions.



## Best practise

To ensure that you meet the guidelines, please refer to submitting the appropriate timesheet for the appropriate week guidelines. Feel free to reach out to your Weployee Experience Team if you need any further training or communication.

## Refer to related policies

- Failure to meet timesheet requirements
- Submitting the appropriate timesheet for the appropriate week
- Termination policy
- Minimum break
- Minimum engagement hours



# Minimum break

Weployees are required to take a minimum of **30 minutes** meal breaks for every **5 hours** worked in a job (e.g. If the job lasts for 6 hours, the Weployee must take at least 30 minutes meal break time. If the job lasts for 10 hours, the Weployee must take at least 60 minutes meal break time).

## Best practise

To ensure that you meet the guidelines, please refer to timesheet best practice process. Feel free to reach out to your Weployee Experience Team if you need any further training or communication.

## Refer to related policies

- Timesheet best practice policy
- Minimum engagement hours policy
- Submitting the appropriate timesheet for the appropriate week policy

# Minimum engagement hours

Weployees are required to work a minimum of **4 hours** for every job engagement taken unless there is an emergency that could not be otherwise be avoided at the time of the job.

## Best practise

To ensure that you meet the guidelines, please refer to timesheet best practice process. Feel free to reach out to your Weployee Experience Team if you need any further training or communication.

## Refer to related policies

- Timesheet best practice policy
- Minimum break policy
- Submitting the appropriate timesheet for the appropriate week policy

# Submitting the appropriate timesheet for the appropriate week

Weployees should submit **one** timesheet for approval per **each week cycle (Mon-Sun)**. Weploy's working week runs from Monday to Sunday. Weployees should submit each week's timesheets at the end of the week, on Friday. If your working week includes the weekend, submit the entire week's timesheets by Sunday 9pm.

For example:

1. Job assignment #1: Monday 1st to Wednesday 3rd
  - **Create** your timesheet for each day, but only hit '**submit**' timesheets on Friday.
2. Job assignment #2: Monday 1st and Thursday 4th
  - **Create** your timesheet for Monday 1st and Thursday 4th, but hit '**submit**' timesheets on Friday.
3. Job assignment #3: Monday 1st and Monday 8th
  - **Create** your timesheet for Monday 1st, **submit** on Friday of that week.
  - **Create** your timesheet for Monday 8th, **submit** on Friday of that week.

In case your job assignment was from Friday to Tuesday, you should submit two timesheets:

- **Timesheet 1:** Friday to Sunday
- **Timesheet 2:** Monday to Tuesday

In summary, **one-week job = one timesheet** to be submitted for approval by the **end of each week**.

Common mistakes to be aware of:

- Submitting timesheets late (required to submit by Sunday night for each week cycle)
- Accumulating 2 or more weeks' worth of jobs in one single timesheet
- Submitting the wrong dates
- Duplicate dates
- Failure to enter break hours

To ensure that you meet the guidelines, please refer to timesheet best practice process.

Feel free to reach out to your Weployee Experience Team if you need any further training or communication.

If Weployees timesheets are not submitted on time, we take no responsibility for the extra PAYG tax deduction (including HELP component) due to missed pay run and consequent payment of two or more weeks' wage in one pay run. Please note PAYG tax (including HELP component) is calculated automatically by payroll system according to your provided TFN declaration details (please see details in Payroll Information)

## Refer to related policies

- Timesheet best practice policy
- Minimum engagement hours policy
- Minimum break policy

# Failure to meet timesheet requirements

If we see a trend in timesheet inaccuracy, we will enforce our Termination policy. Inaccuracy of timesheets involves: entering false days worked, incorrect hours, entering same day twice, double up in hours etc.

## Best practise

To ensure that you meet the guidelines, please refer to timesheet best practice process. Feel free to reach out to your Wmployee Experience Team if you need any further training or communication.

## Refer to related policies

- Timesheet best practice policy
- Termination policy



# Pre-start Cancellation

When a Weployee withdraws from an accepted job after accepting.

To avoid this happening, we strongly encourage, doing your due diligence and read the job opportunity terms in full before accepting. Pre-start cancellations cause a lengthy process for both the Weployer and Weploy. Withdrawing from a newly accepted job also reflects poorly on you and your professionalism, which may lead to a poor Weployee rating and cause for immediate termination.

## Best practise

To ensure that you avoid termination due to a Pre-start cancellation, familiarise yourself with the sick leave and urgent leave policy.

## Refer to related policies

- Sick leave and urgent leave
- Termination

# Job Abandonment

Not attending to your job assignment or leaving during your job assignment will result in immediate termination. Please familiarise yourself with the sick leave and urgent leave policy for best practise.

## Best practise

To ensure that you meet the guidelines, please refer to sick leave and emergency leave policy. If these requirements are not met, actions will results in immediate termination.

## Refer to related policies

- Sick leave and urgent leave
- Termination

# Social Media Policy

We encourage you to follow our social channels, and be a part of our journey. As you are representing yourself, Weploy and our Wemployers, we trust you to respect and display appropriate information and insight. It is in your best interest, to continually maintain a level of professionalism, integrity and maturity when joining our social channels. Always ensure that you are communicating correct information, and never representing Weploy or our Wemployers in any false or misleading image. Our social channels include, however are not limited to:

1. Facebook
2. Instagram
3. LinkedIn
4. Youtube
5. Google reviews
6. Snapchat
7. Twitter
8. Any other online platform that presents information regarding Weploy or our Wemployers.

Failure to adhere, will lead in termination.

## Refer to related policies

- Behaviour policy
- Code of conduct policy
- Termination policy



# Tax File Number Declaration form

Please visit the [ATO website](#) to ensure that you fill in TFN declaration according to your personal circumstances as PAYG tax (including HELP component) is calculated automatically by payroll system according to your provided TFN declaration details.

Weploy is not responsible for any inappropriate tax rates being charged on your wages as the rate you are being taxed is based on TFN declaration you submitted to us (As payroll system calculates tax automatically based on the latest ATO regulations).

## Best practise

We strongly encourage you to contact the ATO if you are unsure how to fill in TFN declaration before submitting it to us.

## Refer to related policies

- [Superannuation policy](#)

# Superannuation

In order for us to pay contributions to your nominated fund, please [fill in the Superannuation \(super\) standard choice form](#) and provide the required supporting documentation.

If you are not registered with any Super Fund or if you wish to sign up with our default Superfund (IOOF Portfolio Service Superannuation Fund), please [fill in the Superannuation \(super\) standard choice form](#), tick the third option in the form “The super fund nominated by my employer” in Section A of the form and complete the required items as stated in the attached form.

In case we do not get any details from you, we will sign you up with our nominated fund (IOOF Portfolio Service Superannuation Fund) and we will pay contributions to IOOF.

Please note, Weploy pays [superannuation contributions quarterly](#).

# Visa information

As we do conduct Vevo checks on your current visa status during your on-boarding process, it is important for you to maintain doing your due diligence, and have a full understanding of your visa details, including work restrictions and visa expiry date.

This includes a full understanding of any working restrictions, e.g working hours and making sure restricted hours are observed if applicable. You are responsible for making sure you are working in accordance of any restrictions and not in violation of your current visa details and working status.

To learn more, and ensure you are informed correctly, please visit the [Home Affairs website](#).



# Termination from Weploy

Termination will be enforced when any of the policies in the handbook and casual contract have found to be in violation. Please refer to your casual Weploy contract, section 13. Termination.



## Refer to related policies

- Presentation standard
- Sick leave and urgent leave procedure
- Behaviour standard
- Dishonesty and code of conduct policy
- Pre-start cancellation policy
- Job abandonment policy
- Timesheet best practice
- Failure to meet Timesheet requirements

## Termination guidelines

If terminated, Weployees are formally casual employees of Weploy. That makes Weploy legally obligated to keep employment and payment records for at least 7 years. Your account information will be deactivated off our system, so further contact with cease from termination date.

## Best practise

To avoid termination, simply behave in a friendly and professional manner, constantly adhering to our policies and procedures.