



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 tools to always ensure your personal and professional development, and assist you to achieve a 5 star Weployee status.



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# PRESENTATION STANDARDS

Ensuring that all Weployees meet to a personal and professional presentation standard that represents themselves and Weploy in a consistent and true image of the company. This policy applies to every individual within the Weployee community and is imperative to uphold when working a job assignment across all our employment partners.

## **Best practise**

To ensure guidelines are met, all Weployees must follow the below:

- Well groomed and presented at all times, including hair neat and clean
- Must be neat, clean and well dressed, and to the dress code that the Weployer set out in the job post. Be sure to ask if you are unsure!
- Makeup worn within clean and natural standard
- Self-aware of personal hygiene, and avoid over use of any additional personal sprays or perfumes
- If you are a smoker, you are to ensure smoke odor does not linger within the office, and make co-workers feel uncomfortable. Ensure you are not taking smoke breaks on top of your break entitlements. Best practise would be, having your smoke breaks during your break entitlements.
- Footwear is suitable for the workplace e.g. closed shoes, neat appropriate footwear which strictly 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 when you are unable to work. Weploy will then contact the employer and arrange alternative cover if necessary.

## Best practise

To ensure that guidelines are met, all Weployees must follow the below:

1. The earlier the better - 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** by email [support@weployapp.com](mailto:support@weployapp.com)
2. Sick leave and urgent leave procedure can only be invoked if you are unfit to work the assignment, due to the agreed reasons of sick or emergency situations.
3. Under no circumstances are you to not show up for an agreed job assignment, or arrange other parties to cover your shift
4. We strongly advise to always contact your Weployee Experience Team first, then speak with your Weployer regarding the situation after seeking advice from Weployee Experience team
5. This is to ensure best practices is met, and a high level of professionalism is continually being displayed

## Refer to related policies

- Pre-Start Cancellation
- Job abandonment
- Termination policy

# LONG-TERM JOB ASSIGNMENT PROCEDURE

Long-Term jobs are defined as a 4 week and over assignment. As this requires more of a commitment, it is imperative that you continue to uphold a level of professionalism and open communication with your current Line Manager and keep Weploy informed of any circumstances.

## **Best practise**

To ensure that guidelines are met, all Weployees must follow the below:

1. Sick leave and urgent leave procedure can only be invoked 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
2. You must get in touch with your current Line Manager, and email your Weployee Experience team on [support@weployapp.com](mailto:support@weployapp.com) **minimum of 2 hours before you are due to begin your job assignment**
3. Under no circumstances are you to not show up for an agreed job assignment, or arrange other parties to cover your shift
4. One weeks notice prior to ending your on-going job assignment

## **Refer to related policies**

- Pre-Start cancellation
- Job abandonment
- Termination policy

# BEHAVIOUR STANDARD

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



## **Best practise**

Constantly be aware of your behaviour as people may be offended by certain behaviour, even though you may not intend to offend. Please ensure you are constantly behaving in the following:

1. Professional and friendly whilst respecting you fellow co-workers and new working space
2. Avoiding and never demonstrating the following behaviours; violence, swearing, inappropriate terms, abusive behaviour, racism, sexual misconduct, drunk and disorderly or under the influence of any substance

## **Refer to related policies**

- Termination policy

# DISHONESTY AND CODE OF CONDUCT POLICY

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



## **Best practise**

Approach each job assignment with a professional and friendly manner. Have an in depth knowledge and understanding of all Weploy's policies and procedures whilst continuing that in depth knowledge within the Weployer's policies and procedures.

## **Refer to related policies**

- Behaviour standards
- Termination policy

# PRE-START CANCELLATION

When a Weployee withdraws from an accepted job, after accepting the job. We strongly encourage, at every point during our process, to maintain doing your due diligence and read the job opportunity properly before accepting. This will ensure you do not cancel and withdraw from the job opportunity. If this occurs, it causes a lengthy process for both the Weployer and Weploy. Withdrawing from a newly accepted job also reflects poorly on you and your professionalism, which leads to negatively affecting your 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 result in immediate termination.

## **Refer to related policies**

- Sick leave and emergency leave policy
- Termination policy



# 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, being Friday or at the latest EOD Sunday if you are working an assignment over the weekend. Please refer to section on Timesheet best practice process, to ensure you are confident and understand timesheet submission process clearly. As your timesheet is directly linked to each assignment worked, it is imperative you follow the correct process to ensure your weekly pay is correct and paid on time. If not, you will miss a weekly pay run, which in turn, affects your tax and superannuation deductions.



## Best practise

1. Please refer to timesheet best practice process
2. Feel free to reach out to your Weployee Experience Team if you need any further training or communication

## Refer to related policies

- Timesheets best practice process
- Termination 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

1. Please refer to timesheet best practice process
2. 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 process
- Timesheet best practice policy
- Termination policy



# SOCIAL MEDIA POLICY

As we encourage you to join our social channels, and be a part of our journey. As you are representing yourself, Weploy and our Wemployers, we trust that you 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. And 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



# 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, however not restricted to, having a full understanding of any working restrictions, e.g working hours and making sure you don't work over your restricted hours (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 [https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-(vevo)) for further information.



# 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

1. Presentation standard
2. Sick leave and urgent leave procedure
3. Behaviour standard
4. Dishonesty and code of conduct policy
5. Pre-start cancellation policy
6. Job abandonment policy
7. Timesheet best practice
8. 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.