**Welcome to** **Your Business Name**

Congratulations on your new roll with Your Business Name. This kit contains important information and documents to ensure that all necessary administrative processes can take place to get you started and paid. The kit also contains information on all the benefits you will be entitled to as being part of the Your Business Name team.

The following checklist of documents should be sent back to Your Business Name prior to your commencement.

|  |  |
| --- | --- |
|  | **Employment Details** |

This form will ensure that your salary is credited to the correct bank account, and your superannuation is sent to the correct super account. You must complete this form in full. If you are unsure of account, bank or super fund details, please contact your bank or your super fund.

|  |  |
| --- | --- |
|  | **Employment Agreement with Terms and Conditions** |

Read through your employment contract thoroughly. Once you are satisfied that it is correct, sign both copies of the contract. One - marked ‘employee’s copy ‘- is for you to keep, and the other copy marked ‘employer’s copy’ is to be included with the other forms for you to return to Your Business Name.

|  |  |
| --- | --- |
|  | **Code of Conduct Sign Off** |

Please read through the Your Business Name policy documents listed here:

* Drug & Alcohol [Drug & Alcohol Policy](https://scaa.org.au/wp-content/uploads/2022/05/shearing-industry-policy-final.pdf)
* Discrimination (Sexual Harassment & Bullying) [Workplace Discrimination Policy](https://scaa.org.au/?p=7978)
* Work Health and Safety (WH&S) [WH&S Policy Template](https://scaa.org.au/?p=8207)

Please sign below to confirm you have read and understood the policies listed above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |

|  |  |
| --- | --- |
|  | **Fairwork and Casual Employment information Statement Sign Off** |

Please read through the information statements listed below:

* Fairwork Information Statement (FWIS) [Fairwork Information Statement](https://scaa.org.au/?p=8206)
* Casual Employment Information Statement (CEIS) [Casual Employment Information Statement](https://scaa.org.au/?p=8205)

Please sign below to confirm you have read and understood the statements listed above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |

**If you have any questions about any of the above, please do not hesitate to ask the management team at Your Business Name.**

**Frequently Asked Questions:**

What time do I start or need to meet to come to work?

Where do I meet to come to work?

When do I get paid?

Can I draw a Sub?

Question?

Question?

Question?

Question?

Question?