**Australia New Zealand Gynaecological Oncology Group**

**Employee Handbook**



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| **Date** | **Version**  | **Action** | **Person** |
| **18 June 2018** | **V0.3** | **Update of key points** | **Anja Stride** |
| **1 July 2018** | **V0.4** | **Review and update** | **AJ Evans** |
| **18 July 2018** | **V.05** | **Review and update** | **Rachael Sutton, HW** |

**Dear ANZGOG staff**

This Employee Handbook explains **Australia & New Zealand Gynaecological Oncology Group Limited (**ANZGOG’s) guidelines, policies and work rules, as well as your responsibilities and expected conduct as an ANZGOG employee.

Every employee is expected to read, understand and follow the guidelines and policies contained in this Employee Handbook. Since it would be impossible and impractical to cover every topic and every situation an employee may encounter, above all we expect employees to use good judgment and make reasonable decisions in the best interests of ANZGOG.

As a member of ANGOG’s team, you are a part of something special.

ANZGOG is a not-for-profit organisation dedicated to gynaecological cancer research. We research cancers of the ovaries, cervix, uterus, vulva and vagina. Our clinical trials are conducted with multicentre institutional involvement by over 51 sites throughout Australia and New Zealand.

ANZGOG encourages and facilitates high quality national and international collaborative research. It gives women in Australia and New Zealand the opportunity to participate in important clinical trials that are looking at new treatments which hold promise to improve their outcomes.

We also are committed to providing all our team members with an excellent work environment with clean and comfortable work spaces.

Your individual contribution to the success of ANZGOG is highly valued. Your efforts directly influence ANZGOG’s reputation and success.

We are pleased to have you on the team and hope you find your work with ANZGOG to be fun, challenging and rewarding.

Sincerely,

Alison Evans

Chief Executive Officer

1. INTRODUCTION
	1. Purpose of Employee Handbook

This handbook describes the guidelines, policies and responsibilities that apply to all employees of ANZGOG within Australia. This employee handbook supersedes all previous employee handbooks, memos and all other communications which may have been issued on the covered topics.

Please read this handbook carefully and keep it handy for future reference. One of your primary responsibilities as an employee is to be familiar with our ANZGOG guidelines, policies and practices. If you have any questions as you review this handbook, please discuss them with our Chief Executive Officer.

Any references in this handbook to “Management” shall mean ANZGOG’s Chief Executive Officer (CEO).

* 1. Changes in Guidelines, Policies and Responsibilities

Since our needs are constantly changing, we reserve the right to revise, modify, delete, or add to any of our policies, procedures or work rules stated in this handbook or any other policy-related document. We may make changes at any time, without notice. In the event of any disciplinary action or dispute relating to any ANZGOG policy, you will be bound by the newest version of the handbook in effect at that time. You may not rely on policies that have been superseded, regardless of whether you were given any notice of changes. No verbal statements or representations can in any way alter the provisions of this handbook.

The policies, procedures or work rules contained in this Handbook do not form part of your employment contract and do not impose any binding obligations on ANZGOG.

1. EMPLOYMENT POLICIES AND STANDARDS OF CONDUCT
	1. Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

* **Full-time Employees**: Employees who are not temporary employees, independent contractors or consultants and who are regularly scheduled to work 38 hours per work week plus reasonable additional hours.
* **Part-time Employees**: Employees who are not temporary employees, independent contractors or consultants and who work less than 38 hours each work week.
* **Temporary or Short Fixed Term Employees**: Employees, who are hired to temporarily supplement the workforce, assist in the completion of a specific project or serve as an interim replacement for an absent regular employee. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Temporary employees retain temporary status unless and until notified in writing of a change. They receive all legally-mandated benefits but are not eligible for other ANZGOG benefit programs (such as Salary Sacrifice, Entertainment Benefit, training, consulting support programs).
* **Independent Contractor or Consultant**: These individuals are not employees of ANZGOG and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Those whom ANZGOG classifies as Independent Contractor or Consultants are not entitled to employee benefits.
	1. Recruitment and Selection

ANZGOG seeks qualified job candidates from a variety of sources. All decisions regarding recruitment, selection and placement of employees are made solely on the basis of job-related criteria and the qualifications the applicant brings to the position. Whenever possible, we look for opportunities for advancement of existing employees into new roles and responsibilities, but our overriding policy is to fill each position with the most qualified person.

* 1. Employment of Family Members and Relatives

Our goal is to hire the best-qualified individual for every job at ANZGOG. Job applicants who are immediate family members, relatives, or persons having significant personal relationships with ANZGOG’s employees are evaluated on their own merit compared to other applicants. ANZGOG permits the employment of qualified relatives of employees so long as such employment does not, in the opinion of ANZGOG, create actual or perceived conflicts of interest. For the purpose of this policy, “relatives” is defined to include spouses, registered domestic partnerships, siblings, parents or any other person who is related by blood or marriage, or whose formal relationship with the employee is similar to that of persons who are related by blood or marriage, such as registered domestic partners.

ANZGOG will exercise sound business judgment in the placement and management of related employees. ANZGOG’s employees must not have direct reporting or contractual relationship with any relative, or any person with whom they have a significant personal relationship. Significant personal relationships include, but are not limited to, dating relationships and business partnerships. No relatives are permitted to work in the same department, or in any other positions in which ANZGOG believes an inherent conflict of interest may exist, without the CEO's prior written approval or in any other positions in which ANZGOG believes an inherent conflict of interest may exist. ANZGOG employees must inform the CEO when they are involved in any personal relationship that could be perceived as one creating any conflict of interest.

* 1. Discrimination, Harassment and Bullying Statement

Everyone at ANZGOG has the legal obligation not to discriminate against, harass, or bully for any lawful or unlawful reason, any employee, agent, contractor, supplier, or visitor. This obligation extends to the workplace (including while working outside normal working hours); while undertaking work activities and at work related events (including conferences and social functions). All staff members, as representatives of ANZGOG, are expected to treat each other and everyone they come in contact with as ANZGOG representatives, with respect and courtesy.

* 1. Unlawful Discrimination

Discrimination is treating one person or group less favourably than another or causing them disadvantage. There are a number of Federal, State and Territory laws which presently make discrimination unlawful for a variety of reasons including, but not limited to:

* + - 1. sex, marital or relationship status, pregnancy, breastfeeding or family responsibilities;
			2. sexuality or sexual preference;
			3. race, colour, descent, nationality, national origin, ethnicity or ethno-religious origin;
			4. religious belief or activity;
			5. political belief or activity;
			6. trade union activity;
			7. disability or impairment;
			8. transgender status or gender identity;
			9. age;
			10. responsibilities as a carer; or
			11. service in the voluntary defence forces.

Direct discrimination occurs where someone is treated less favourably because of their sex, age, racial group, etc. An example of direct discrimination is when an employee misses out on an internal promotion because they are considered too old for the job.

Indirect discrimination occurs where everyone is treated on the same terms according to a rule, policy or directive but which has the effect of being less favourable to people of a particular sex, age group, race, religion etc. and which is not reasonable, in all the circumstances.

* 1. Unlawful Harassment

Unlawful harassment is a type of unlawful discrimination. In general, unlawful harassment is any form of conduct or behaviour which affects a person that:

* + - 1. is unwelcome (not wanted) or uninvited (not asked for); and
			2. is based on one of the unlawful reasons; and
			3. a reasonable person would have anticipated might humiliate, offend or intimidate the person exposed to the conduct.

Types of unlawful harassment include, but are not limited to:

* + - 1. sexual harassment;
			2. verbal abuse or comments that degrade or stereotype people because of their race, sex, sexuality, pregnancy, disability, etc.;
			3. jokes based on race, sex, sexuality, pregnancy, disability etc.;
			4. mimicking someone's accent, or the habits of someone with a disability;
			5. offensive gestures based on race, sex, sexuality, pregnancy, disability, etc.;
			6. bullying a person because of their race, sex, sexuality, pregnancy, disability, etc.;
			7. ignoring or isolating a person or group because of their race, sex, sexuality, pregnancy, disability, etc.; or
			8. display or circulation of racist, pornographic or other offensive material (including in electronic format).
	1. Sexual Harassment

Unlawful sexual harassment is one form of harassment which the law does not allow. A person sexually harasses another person if:

* + - 1. the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person; or
			2. engages in other unwelcome conduct of a sexual nature in relation to the person; or
			3. in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person exposed to the conduct would be offended, humiliated or intimidated.

Unlawful sexual harassment includes, but is not limited to:

* + - 1. pressure or demands for dates or sexual favours;
			2. unnecessary familiarity - for example, deliberately brushing against a person or constantly staring at a person;
			3. unwanted physical contact - for example, touching or fondling;
			4. sexual jokes or innuendo;
			5. offensive telephone calls;
			6. offensive sexual gestures;
			7. unwelcome comments or questions about a person's sex life;
			8. display, circulation of sexual material, including magazines, posters or pictures (including in electronic format);
			9. sending email or text messages which contain sexual content or tone; or sexual assault.

It is important to understand that some of these forms of sexual harassment are also criminal behaviour and may be treated as a criminal offence.

You should take great care before engaging in conduct you believe to be welcome. Always remember that some people may not feel comfortable telling you that your behaviour is offending them and is not welcome. This may be because of their personality or may be because they are too worried about the possible impact on their employment if they complain. It is your responsibility to ensure that you do not engage in conduct which is not welcome. Similarly it is your responsibility to tell someone if you do not feel comfortable with their behaviour, or at least to raise the issue with your manager or supervisor or some other appropriate person.

* 1. Workplace Bullying

Workplace bullying is repeated, unreasonable behaviour directed toward a staff member, or group, that may cause harm, including risks to health and safety.

Unreasonable behaviour means behaviour that a reasonable person having regard to all the circumstances would expect to humiliate, intimidate or threaten another person. Such behaviour can include an individual's or group's actions or practices which humiliate intimidate or threaten another person.

The following types of behaviour, particularly if directed towards an individual repeatedly, may amount to bullying:

* + - 1. demeaning language;
			2. threats;
			3. verbal abuse;
			4. outbursts of anger or aggression;
			5. physical or verbal intimidation;
			6. excluding or isolating; and
			7. ganging up.

Bullying may also amount to unlawful discrimination or harassment.

Everyone at ANZGOG has the legal obligation not to discriminate against, or harass for any unlawful reason, or bully for any reason any employee, agent, contract worker, contractor, supplier, parent, student or visitor.

You must always consider how your behaviour will be viewed by the person or people you are dealing with. You might unlawfully harass someone, bully someone or unlawfully discriminate against someone even if you do not mean to do or say anything offensive. It is not a legally acceptable defence to say that you did not mean or intend to humiliate, offend or intimidate somebody else. It is sometimes difficult to know whether someone will find your behaviour acceptable. What is offensive to one person may not be offensive to another. You should be careful not to risk being misunderstood and, as a result, becoming the subject of a complaint.

* 1. Victimization

You must not victimize a person because they have made or propose to make a complaint of unlawful discrimination, harassment or bullying or because they have provided information in relation to a complaint. Victimization means subjecting a person to some detriment, for example, ostracizing an employee.

* 1. Making a Complaint

If you feel that you are being unlawfully harassed, discriminated against or bullied, there is action which you can take that may resolve the problem, such as:

* + - 1. do not ignore circumstances where you feel you are being unlawfully discriminated against, harassed or bullied, thinking it will go away. Ignoring the behaviour could be taken as tacit approval by the person causing the harassment, discrimination or bullying;
			2. where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. Maybe the alleged discriminator/harasser/bully is not aware that his/her behaviour is intimidating or unwelcome and will stop once they are told. It may be useful to speak with the CEO in the first instance to seek guidance on how to do this; and/or
			3. raise the issue as a grievance with the CEO , as soon as possible after the incident(s) have occurred. If you feel that you are being victimized because you have made or propose to make a complaint of unlawful discrimination, harassment or bullying or because you have provided information in relation to a complaint you should raise the issue as soon as possible with the CEOI.

Although you may feel the need to tell a trusted friend or work colleague about the matter, you should be careful. Accusations of unlawful discrimination/harassment can harm the reputation of those involved and could lead to legal action for defamation. Do not allow rumours to spread.

* 1. Immigration Law Compliance

Employees, contractors or consultants must provide such evidence as ANZGOG may reasonably request to confirm their right to work for ANZGOG in Australia. If you have questions or are seeking more information on immigration law issues, please contact management.

* 1. Ethics

Employees are expected to adhere to high standards of personal, professional and business ethics, and to always use common sense and good judgment about the way they conduct themselves when on duty or representing ANZGOG. Honesty, respect and care in dealings with others on the job, in performing your duties and in dealings with clients, vendors and visitors should be standard benchmarks of your behaviour. It is important to avoid even the appearance of unethical behaviour in all business relationships, both foreign and domestic. Our business success does not require unethical actions and we do not condone such conduct. Please contact management with any questions or concerns you have regarding business ethics at ANZGOG.

Engaging in “unethical conduct” may result in corrective action up to and including termination of employment. “Unethical conduct” includes, but is not limited to:

* Engaging in business conduct which is damaging to our reputation;
* Disclosing or misusing confidential or proprietary information belonging to ANZGOG or our clients;
* Promising or giving something of value to anyone doing or seeking to do business with us in order to improperly influence them in matters relating to us;
* Accepting gifts, entertainment, services, or other benefits where the purpose is to improperly influence our business decisions;
* Selecting vendors based on non-business reasons, such as personal or former non‑business relationships;
* Directing business to a relative, friend, or ANZGOG in which you or one of your family members has a direct or indirect financial or personal interest;
* Representing or discussing ANZGOG affairs with the media without proper authorization;
* Undermining business decisions, unless for lawful “whistleblower” reasons; and
* Using ANZGOG confidential information, property, facilities, or resources for personal gain or potentially unlawful activity.
	1. Compliance and Ongoing Training

In order to encourage and reinforce a culture of compliance, ANZGOG provides training on various compliance topics, upon commencement of employment as well as periodically on an ongoing basis. All employees are required to successfully complete all such compliance training courses in a timely manner.

* 1. Insider Information

Employees are prohibited from the unauthorized use or disclosure of any non-public information relating to ANZGOG or other companies that is acquired in the course of service with ANZGOG. All such non-public information may only be used for legitimate ANZGOG business purposes and in accordance with the terms of any relevant nondisclosure agreements. Employees are also strictly prohibited from misusing any material non-public information belonging to ANZGOG or of other companies, such as ANZGOG's customers, vendors, collaborators and competitors. This prohibition extends to immediate family members; others with whom you share a household and your dependents.. Please contact the CEO with any questions or concerns you have regarding confidential information.

Failure to comply with these provisions may result in disciplinary action, up to and including termination of employment.

* 1. General Standards of Conduct

There are some general standards of conduct that apply to every ANZGOG employee. Although we cannot identify every possible form of inappropriate conduct, the following is an illustrative list of activities and behaviours that are prohibited and will generally result in disciplinary action up to and including immediate termination:

* Falsifying employment applications, timesheets, personnel documents, expense requests, or other documents submitted to ANZGOG;
* Completing or making an entry on another employee's timesheet;
* Unauthorized possession of ANZGOG and/or employee property, carrying weapons or explosives, or violating criminal laws on ANZGOG premises or on ANZGOG business;
* Fighting, throwing things, horseplay, practical jokes and/or other disorderly conduct which may endanger the well-being of any employee;
* Engaging in acts of dishonesty, fraud, theft and/or sabotage;
* Threatening, intimidating, coercing, using abusive or vulgar language, and/or interfering with the performance of other employees;
* Insubordination or refusal to comply with instructions and/or failure to perform reasonable duties which are assigned; Excessive absenteeism and/or tardiness;
* Unauthorized use of ANZGOG material, time, equipment and/or property;
* Damaging or destroying ANZGOG property due to careless or wilful acts;
* Deliberate destruction of any ANZGOG property and/or the property of any employee or client;
* Negligence in observing fire prevention and safety rules;
* Engaging in criminal conduct whether and/or not related to your job;
* Sleeping and/or malingering on the job;
* Removing documents, materials, supplies, equipment, and/or merchandise from the premises of ANZGOG or our clients without appropriate authorization; and
* Engaging in other conduct that is inconsistent with ANZGOG standards and/or otherwise negatively impacts the interests of ANZGOG, its employees, or clients.
	1. Personnel Records and Employee References

Information about your employment history with ANZGOG will be recorded and kept in your personnel file. Performance reviews, change of status records, commendations, corrective action warnings and educational attainment records are examples of records maintained. You are responsible for notifying management when you or your dependents under any benefit plan have a change in address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) because your benefits may be impacted by these changes. It is also your responsibility to complete necessary forms and records related to your employment on a timely basis.

You consent to ANZGOG collecting and using your personal information for any purpose relating to your employment with ANZGOG and also to disclosing such information to other persons for reasons relating to your employment or for their business requirements. These persons include the Australian Tax Office, superannuation fund trustees and administrators, insurers, medical or occupational practitioners, financial and legal advisers, potential purchasers in a sale of business and law enforcement bodies.

All requests for references must be directed to the CEO. No employee is authorized to release references for current or former employees. By policy, ANZGOG discloses only the dates of employment and the title of the last position held by former employees.

* 1. Privacy

ANZGOG is respectful of employee privacy.

At any time, but particularly when you are on accrued leave, work trips, or a leave of absence, your manager or another employee may review your e-mail and voicemail messages in an effort to ensure consistent, quality service to our members and others we deal with. You should not consider your e- mail or voicemail messages to be private.

ANZGOG provides employees with various types of communication and business equipment, including such items as computers, phones, mobile phones and copy machines. Such equipment is intended for ANZGOG business use only. While incidental personal use of ANZGOG equipment is allowed (e.g. to write a letter or make a booking online), employees must be aware that such equipment belongs to ANZGOG and, as stated throughout our employee handbook, ANZGOG reserves the right to review e-mails, voice mail messages, faxes, computer data and/or any other information contained or transmitted through such equipment, at any time, with or without prior notice. Accordingly, no employee should have any expectation of privacy as to his or her use of such equipment and should not use such equipment for information he or she wishes to keep private.

ANZGOG reserves the right to access and review electronic files, messages, internet use, blogs, “tweets”, instant messages, text messages, email, voice mail and/or other digital archives and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of ANZGOG policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. ANZGOG reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Employees are also subject to the additional privacy policies contained in ANZGOG's Employment Contract, Code of Conduct and Privacy Policy. *– insert links to Code of Conduct and Privacy Policy*

* 1. Attendance and Punctuality

As an employee of ANZGOG, you are expected to be punctual and maintain regular attendance. Punctuality and regular attendance is essential to the proper operation of our business. Any tardiness or absence causes problems for your fellow employees and your manager and creates a hardship for ANZGOG. You are expected to report to work as scheduled, on time and prepared to start work. You also are expected to remain at work for your entire work schedule, except for rest periods and meal periods or when required to leave on ANZGOG authorized business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report to work for any reason, or if you will arrive late or must leave early, you must notify the CEO/your manager one hour before you are expected to begin work (in the absence of your manager, you must notify ANZGOG’s Administration Coordinator and Financial Accountant). Excessive unexcused absenteeism or tardiness will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

We reserve the right to require medical evidence from a health care provider prior to an employee returning to work following an absence related to a medical condition or disability. A medical certificate must be provided for two consecutive days’ sick leave.

* 1. Absence Without Notice

If you fail to attend for work without notifying us (and you are not on an approved leave of absence) for three (3) days, you may be taken to have abandoned your employment unless an emergency situation has prevented you and your next of kin from notifying us.

* 1. Grooming and Appearance

Because employees are representatives of ANZGOG, employees should report to work properly groomed, with good personal hygiene and wearing appropriate clothing. Although casual business clothing is acceptable in our office, a professional image is necessary in the event of functions and meetings. Employees are expected to dress neatly and in a manner consistent with the nature of their work. Employees who report to work inappropriately dressed may be asked to leave and return to work in acceptable attire. Also, out of courtesy to those who may suffer from allergies, employees should not wear strong perfumes, colognes, or scented lotions to the office.

* 1. Driving While at Work

Employees who are required to drive a motor vehicle on ANZGOG business may be required to show proof of a current valid driving license and current effective insurance coverage. These requirements do not apply to normal commuting to and from work. You are required to obey safety and traffic rules at all times while driving on ANZGOG business.

If your work requires that you drive your own vehicle, you must be covered by your own insurance carrier. Employees are also personally responsible for any road rule violations and fines which may result when operating a vehicle for business. The use of seat belts is mandatory for employees and passengers while driving for business.

If you are involved in an accident while driving on ANZGOG business, you must report the accident to the Police. Accidents must be reported to the CEO immediately, if possible, but no later than 24 hours after the accident. *Insert link to ANZGOG Incident Report*

* 1. Use of Mobile Phones While Driving

In the interest of the safety of our employees and other drivers, ANZGOG employees are prohibited from using mobile phones while driving on ANZGOG business and/or ANZGOG time unless using a hands-free device or safely pulled off the road. ANZGOG expects employees to use good judgment when placing phone calls while operating a motor vehicle, driving on ANZGOG business and/or ANZGOG time. However, the law of the particular state in which an employee is driving supersedes this policy if it is more restrictive.

While driving, the use of a wireless device or mobile phone, to write, send or read any text- based communications, including but not limited to, text messaging, instant messaging and email, is prohibited.

* 1. Off-Duty Use of ANZGOG Facilities

Employees are prohibited from making personal use of ANZGOG facilities unless given express written permission to do so by management, including receiving personal mail and/or deliveries at ANZGOG facilities.

* 1. Confidentiality and Non-Disclosure of Confidential Information

Employees are bound by the terms and conditions of their Employment Agreement. The terms of that agreement shall supersede the provisions below to the extent of any conflict.

In the course of your employment with ANZGOG, you may have access to confidential information regarding ANZGOG, its business strategy, its products, its technology, its know- how, its market information, its intellectual property, its financial information, its future plans, its suppliers, its clients, its employees or other information that ANZGOG considers proprietary or confidential. Maintaining the confidentiality of this information is critical to our competitive position in the industry and, ultimately, to our ability to achieve financial success and stability. You must protect this information by safeguarding it at all times; including securing confidential information, work product and work plans in a secure, locked location when you are away from your desk. You may only use this information for the business of ANZGOG and disclose it only when authorized in connection with your employment with ANZGOG and to those who have a legitimate business need to know about it. You shall not disclose any confidential or proprietary information, directly or indirectly, or use it in any way, either during the term of your employment or at any time thereafter, except as authorized by ANZGOG. If you have any questions about these obligations, please ask the CEO.

ANZGOG takes these obligations extremely seriously. Because of the seriousness and potential damage of any breach of these provisions, please be aware that ANZGOG will take legal action against any employee who attempts to breach his or her confidentiality or trade secret obligations.

* 1. Guests and Visitors

In order to preserve an appropriate work environment, visits from friends and family are to be kept to a reasonable level. When guests and visitors are present on ANZGOG premises, it is important that all employees act in a courteous and professional manner and refrain from any conduct that reflects poorly on ANZGOG.

ANZGOG reserves the right to deny access to any guest or visitor at its sole discretion.

* 1. Pet Policy

In the interest of the health and safety of its employees, ANZGOG does not allow employees to bring their household pets to work. If an employee requires the help of a service animal, arrangements must be made with Management and are subject to approval of the landlord of ANZGOG’s premises.

* 1. Professional Home Office Environment

Employees who work remotely must have a dedicated office space and maintain a professional environment during work hours. Distracting or unprofessional background noise must be eliminated entirely. Remote employees cannot take care of or watch young children during work hours as they are expected to maintain the same quality and quantity of work during remote hours as they would if they were working from an office with direct supervision. All incoming business calls should be answered promptly and courteously and emails responded to promptly.

* 1. ANZGOG Security

ANZGOG has developed guidelines to help maintain a secure workplace. Employees need to be aware of people loitering in parking areas, walkways, entrances, exits and service areas. Employees should report any suspicious persons or activities to Management. Employees should also secure their desks and offices at the end of the day. Employees should exercise care and good judgment with respect to personal belongings left in or around personal workspaces. The security of the building as well as the welfare of our employees depends upon alertness and sensitivity to potential security risks. Employees should immediately notify Management when unknown persons are acting in a suspicious manner in or around the building, or when keys, security passes or ID badges are lost, stolen or missing. With the exception of escorted guests, every person entering ANZGOG premises should use their own security badge or key for entry. If someone unknown to you attempts to follow you into a secured ANZGOG area (i.e., where a security badge is required for access) without using their own security badge or key, you should ask the person to wait outside the secured area until properly admitted or escorted. If you are suspicious of the person's intentions, please immediately notify the front desk/ reception person (if available).

* 1. Alcohol, Illegal Drugs, or Other Controlled Substance Abuse

Use of illegal drugs, or other controlled substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to ANZGOG. In addition, using, possessing, or being under the influence of such substances while at work constitutes a potential danger to the employee, other employees and ANZGOG property. Therefore, the use, possession, transfer, sale, purchase or being under the influence of illegal drugs, or other controlled substances while on ANZGOG premises, during work hours and/or when performing any ANZGOG business, including when driving his/her own vehicle or driving a leased vehicle while on ANZGOG business, is absolutely prohibited. An exception to this policy is when prescription medication has been prescribed by a licensed physician and is used strictly in accordance with the prescription instructions.

Any employee who is using prescription or over-the-counter drugs that may impair their ability to safely perform their job, or may affect the safety or well-being of others, must notify Management of such use before starting or resuming work.

Use or possession of alcohol while on ANZGOG premises is generally discouraged and permitted only with the express permission of Management. Use or possession of alcohol while off ANZGOG premises for ANZGOG business is permitted with the express permission of Management and in such circumstances, the employee shall exercise care and good judgment in the responsible consumption of alcohol. Driving while under the influence of alcohol is absolutely prohibited under all circumstances, even if travelling to or from ANZGOG business where the consumption of alcohol is permitted. Any use of alcohol which interferes with the employee's ability to satisfactorily perform his or her job responsibilities is prohibited.

Employees are expected to cooperate in ANZGOG's investigation of possible violations of this substance abuse policy. As part of this cooperation, employees must report to Management any known or suspected violations of this policy. Moreover, in order to ensure compliance with this policy, ANZGOG reserves the right to question any person entering or leaving the work premises and reserves the right to inspect any desks, offices, or packages a person may be carrying. An employee's refusal to consent to such an inspection or to otherwise cooperate in an investigation conducted under this policy is grounds for disciplinary action, up to and including immediate termination.

ANZGOG strongly encourages any employee who suspects he/she may have a problem with alcohol, illegal drugs or other controlled substances to seek professional help before a violation of this policy occurs.

* 1. Workplace Searches and Video Surveillance

In order to enforce ANZGOG drug and alcohol policy, stop theft, prevent workplace violence, prevent harassment and otherwise protect the interests of ANZGOG, its customers and its employees, ANZGOG may use searches, video or other surveillance, if necessary.

It is in your best interest not to bring items on ANZGOG property that you do not wish someone else to discover. ANZGOG reserves the right to make an unannounced search of ANZGOG property or of personal property that you bring onto ANZGOG premises. ANZGOG property may include, but is not limited to, desks, file cabinets, computer files, e-mail, lockers, work areas, work vehicles or any other areas or articles in our premises. Personal property that you bring onto ANZGOG premises may include, but is not limited to, jackets, briefcases, purses, lunch boxes, packages and personal vehicles. Inspections may be conducted at any time at the discretion of ANZGOG.

To the extent possible, we will conduct searches in a manner that respects your dignity and privacy. ANZGOG will not force you to consent to a search; however, not consenting to a search may result in disciplinary action up to and including immediate termination.

ANZGOG may also conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate public places including, but not limited to, exit doors, open cubicle areas and outside employee lounges, break rooms or kitchens and used to help promote the safety and security of people and property.

Employees who have concerns about the manner in which a search or surveillance is conducted should immediately contact ANZGOG’s Financial Accountant.

* 1. No Smoking in the Workplace

ANZGOG is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As required by law in many jurisdictions and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of ANZGOG.

It is the policy of ANZGOG to prohibit smoking on all ANZGOG premises in order to provide and maintain a safe and healthy work environment for all employees. This includes the act of lighting, smoking or carrying a lighted or smouldering cigar, cigarette, e-cigarettes, pipe of any kind or any other smoking device.

The Smoke-Free Workplace policy applies to:

* All areas of buildings occupied by ANZGOG employees.
* All ANZGOG-sponsored off-site conferences and meetings.
* All vehicles owned or leased by ANZGOG.
* All visitors (customers and vendors) to ANZGOG premises.
* All contractors and consultants and/or their employees working on ANZGOG premises.
* All temporary employees.
* All student interns.

Smoking is permitted in designated areas only.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate termination.

* 1. Activities Outside of ANZGOG

Consistent with your obligations to ANZGOG and ANZGOG's obligations to its clients, partners, vendors and other third parties, as well as ANZGOG's obligations to comply with applicable government regulations and other legal restrictions regarding conflicts of interest, if you are a regular full-time employee you must obtain written approval from your immediate supervisor, as well as ANZGOG's CEO, before engaging in any outside employment or personal business activity that is in any way related to the type of work performed by ANZGOG, creates a conflict of interest with ANZGOG, reflects poorly on ANZGOG, or interferes with your ability to fully perform your duties for ANZGOG. If such outside employment or personal business activity is approved, no efforts related to it may take place during your regular ANZGOG work hours or involve use of ANZGOG resources.

You also have an immediate and continuing obligation to notify ANZGOG's CEO in writing if you have or later acquire an ownership interest (directly or indirectly through a trust or spouse) with any entity which you have reason to know is conducting business with ANZGOG. Excluded from the required disclosure are investments comprising less than 2% of a publicly traded entity, an interest arising solely from ownership of mutual funds or exchange traded funds and investments made within your retirement account with ANZGOG.

In addition, if you currently or later wish to serve in an advisory capacity for another organization or serve on the board of any organization, you must obtain written approval from your immediate supervisor, as well as ANZGOG's CEO.

* 1. Acceptable Use of ANZGOG Equipment

Your use of any ANZGOG equipment, including computers, networks, mobile phones and other computer resources, must be in strict accordance with ANZGOG's Acceptable Use Policy. Personal emails should be dealt with on personal devices not ANZGOG’s computers or email system. ANZGOG equipment should not have personal programs added to them and should not be used for games, children’s or personal entertainment. Personal browsing, shopping and social media use is to be kept to a minimum on ANZGOG equipment,

* 1. Social Media Websites and Blogs

Social media has become an important form of communication between people and companies.

ANZGOG welcomes participation in social media, but expects all employees who participate in social media to do so in a manner consistent with ANZGOG's policies and those of any third-party social media sites.

ANZGOG uses social media for specific business purposes in limited circumstances. Social media sites and other internet-based communications platforms such as Linked In, Twitter, Facebook, blogs, discussion forums, newsgroups and e-mail distribution lists may be used in furtherance of ANZGOG goals or your job responsibilities solely at the written direction of ANZGOG's CEO.

If you use social media sites and other Internet-based communications platforms on personal time, you are expected to exercise good judgment. As a general rule, you should speak for yourself and yourself only. If you identify yourself as a ANZGOG employee or reference your work as a ANZGOG employee, you must make it clear that the views expressed are yours alone and do not represent the views of ANZGOG.

Your public communications about ANZGOG must not violate any guidelines set forth in this handbook, ANZGOG's Acceptable Use Policy, or your Employee Agreement. The same principles and guidelines that apply to ANZGOG employees in general apply to your activities online, whether or not you specifically identify yourself as an employee of ANZGOG. Off-limit topics include: litigation, non-published financials, confidential information and information about unreleased product services or clinical trials. In addition, the principles and guidelines relating to discrimination, harassment and bullying apply to use of social media. Also, please respect rules regarding trademarks, copyrights, fair use and trade secrets. Employees should keep in mind that they may be held legally responsible for any content published on the Internet.

Failure to follow these guidelines may result in disciplinary action, up to and including immediate termination.

* 1. Solicitations

Solicitation of co-workers is prohibited during work time and on ANZGOG premises. This prohibition includes without limitation distributing literature or petitions, trying to sell anything to fellow employees, making solicitations of a religious or political nature, or trying to recruit participation in non-ANZGOG events. Any form of solicitation by any non-employee on ANZGOG premises is also strictly prohibited. Violations should be reported to the CEO.

Any requests from outside persons or organizations to sell merchandise, solicit contributions, distribute literature, arrange displays, use ANZGOG facilities or other similar requests should be referred to the CEO.

* 1. Complaint Procedure

Under normal conditions, if you have a job-related problem, question or complaint, you should discuss it with your manager first. The simplest, quickest and best solution will often be identified by your manager. Job-related problems involving harassment, discrimination, threats of violence and the like should be reported to the CEO in accordance with the applicable policies and the grievance procedure identified above.

If the discussion with your manager does not resolve the matter to your satisfaction, or if the complaint involves your manager, you may present your complaint in writing to the CEO. If you need assistance with your complaint, or if you prefer to make the complaint in person, contact the CEO. The CEO will conduct an appropriate investigation and try to resolve the problem. If the complaint or problem is still not resolved, you may present it in writing to the Chair of the Board of ANZGOG, who will render a final decision on the matter after appropriate investigation, or, if the complaint or problem involves the CEO of ANZGOG, you may present it in writing to the Chair of the Board of ANZGOG, who will render a final decision on the matter after appropriate investigation. Nothing in this policy shall limit other complaint or resolution options available to you by law.

This procedure does not guarantee that every problem will be resolved to your satisfaction. However, ANZGOG values your feedback and encourages you to report any and all legitimate concerns and you may do so without fear of punishment or retaliation.

* 1. Open Door Policy

We strive to offer a workplace that facilitates teamwork, collaboration and candid discussion of issues in a mutually respectful atmosphere. We firmly believe that open communication among employees, regardless of department or level, leads to more effective resolution of problems and better development of successful workplace relationships. Therefore, we have an “open door policy” for all employees.

We are always interested in your ideas and suggestions for improving any aspect of our business. Your job will not be adversely affected in any way because you use the open door policy.

If you feel that this policy is not being honoured, please contact the CEO.

1. HOURS OF WORK; WAGE AND SALARY POLICIES
	1. Hours of Work and Work Schedules

Because of the nature of our business, your hours of work may vary depending upon your job. Full- time employees are expected to work a minimu of thirty eight (38) hours, worked approximately seven and a half (7.6) hours per day for five consecutive days, from 8:30 a.m. to 5.00 pm Monday through Friday.

ANZGOG reserves the right to set different work schedules as deemed necessary to meet the operational requirements of the organisation.

Work hours are set by the CEO. This may require altering starting and ending times and/or the total hours you are scheduled to work to meet scheduling or other needs. Notice of changes to work schedules will be given as far in advance as possible.

* Meal break: Employees who work more than five (5) hours in a workday must take an unpaid meal break of at least 30 minutes (no later than the 5th hour of the workday) and no more than 60 minutes (without the approval of your Manager). You must not perform any work during your meal break and you must stop working for at least 30 full, consecutive minutes. All employees are expected to return to work promptly at the end of their meal break.
* Rest periods: Employees are required to take no less than a 10-minute rest period and no more than a 20-minute rest period, for every 4 hours worked. If you work 6 or more consecutive hours, you are entitled to two rest breaks. Rest breaks may not be combined, added to a lunch period, or taken at the end of the day. Rest break periods should normally be in the middle of each work period. Employees must self-police their rest breaks and ensure that they take their breaks every day. In the event some circumstance arises and you are unable to take a rest or meal period you must report the event to the CEO.

All rest periods and meal breaks must be taken away from the regular work area and you may leave the premises for your lunch break. If, for any reason, you do not take the applicable rest period and/or meal breaks you must notify your manager immediately.

With the exception of meal breaks and rest periods, you are expected to focus on your assigned area(s) of responsibility, continuing to work until the end of your assigned work schedule.

* 1. Paydays and Timesheets

Employees will be paid on a fortnightly basis. If there is an error in the payment of your salary, you must immediately report it to the Financial Accountant

Salaried employees are not entitled to overtime as their salary compensates for all hours including reasonable additional hours worked to fulfil the requirements of their role.In respect to any non-salaried employees any overtime recorded on the employee's timesheet should have been pre-approved by the unit Manager , to the extent possible. Only hours actually worked may be counted toward any overtime calculation. The timesheet is a legal record of the hours you are at work and your pay is based on the time recorded on the timesheet. Any missed rest or meal periods must also be documented on the time sheet. Every effort must be made by the employee to ensure that their timesheets are complete, accurate and submitted on time. Filling out another employee's timesheet or altering a timesheet is not allowed and will subject both employees to disciplinary action, up to and including immediate termination. Any addition, correction or post-submission change to your timesheet must be approved and made by the CEO.

If, as a non-salaried employee you are having to work extra hours to complete the tasks required of you, you are required to escalate this to your manager to discuss management of your workload.If there is a project or event which requires additional hours, then these hours should be negotiated with your manager and formalised in writing. Any additional hours worked under such arrangements will be taken by the employee as time in lieu.

* 1. Payroll Deductions and Direct Deposit

Various payroll deductions are made each payday to comply with laws pertaining to taxes. All employees are encouraged, but not required, to use direct deposit and have their pay deposited into a bank account of an accredited participating bank or credit union.

* 1. Garnishments and Wage Attachments

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once ANZGOG receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your pay until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

* 1. Employee Loans and Salary Advances

ANZGOG expects you to manage your own financial affairs. Therefore, it is the policy of ANZGOG not to loan money or advance salary to any employee, except in those situations where the employee may be advanced cash for approved business travel purposes.

Refer to: ANZGOG Operations Manual for procedures for Advanced Cash for Approved Business Travel Purposes *– Kylie to do*

* 1. Performance Reviews

Performance evaluations will be conducted on a periodic basis to monitor whether performance is aligned with ANZGOG objectives and strategy.

The performance review will assess fulfilment of job responsibilities and the accomplishment of specific goals or projects. Your input and participation is vital in the evaluation process. Performance reviews allow your manager to discuss your overall performance and summarize any formal and informal performance discussions held during the review period. The review will cover your demonstrated strengths and also point out ways to improve your performance, aligned to ANZGOG's business needs.

After the review, you will be asked to acknowledge that the performance review was presented to you, that you discussed it with your manager and that you are aware of its contents. Your acknowledgement or acceptance of the review does not constitute your agreement with the feedback provided - it is only your acknowledgement that you have received the information. Positive performance reviews do not necessarily correspond with increases in pay or promotions, nor do they constitute any promise of continued employment. Increases in pay, promotions and continued employment are solely within the discretion of ANZGOG and depend on many factors considered outside the performance review process.

* 1. ANZGOG E-mail Signature

ANZGOG will provide you with an e-mail address which you must use for all electronic communications. All employees are expected to utilize standard format email footer with a separation bar followed by name, title, name of legal entity, phone number (including country code) and email address. The following footer should be identical in your smartphone.

First Surname | Position Title

**ANZGOG – Australia New Zealand Gynaecological Oncology Group**

Office: Level 6, Lifehouse, 119-143 Missenden Road, Camperdown NSW 2050

Mail:  Locked Bag M45 | Missenden Road | NSW | 2050

E:  address@anzgog.org.au        W:  [www.anzgog.org.au](http://www.anzgog.org.au/)

T:  +61 2 xxxx xxxx | M:  xxxx xxx xxx | F:   +61 2 8071 4888

ANZGOG also requires all employees to use a disclaimer in all outgoing emails which will be provided to you by ANZGOG.

*DISCLAIMER*

*The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. . If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately****notify****the sender by reply e-mail or phone and****delete****this message and its attachments, if any. Any content of this message and its attachments which does not relate to the official business of ANZGOG must be taken not to have been sent or endorsed by ANZGOG*

Refer to: ANZGOG Operations Manual for a guide to ANZGOG’s corporate brand style to be used in all written correspondence, email signatures etc.

* 1. Work Assignments and Job Descriptions

Work assignments are based on matching employee qualifications with ANZGOG needs. From time to time it may be necessary to reassign you a different job responsibility. Work assignments are made at the discretion of Management.

Job descriptions are used at ANZGOG in several different ways. They are helpful in staffing, wage and salary administration, training and determination of work needs. They also help you and your manager communicate about job responsibilities. ANZGOG reserves the right, at any time, with or without notice, to alter or change your job responsibilities, reassign or transfer your job position, or assign additional responsibilities to you. Also, from time to time, you may be asked to perform duties and handle responsibilities that are not contained in your job description, to help on a special project, or assist with other work important to the operation of ANZGOG. You are expected to cooperate and assist with performing additional work as needed. If these additional duties and responsibilities become and remain a significant part of your assignment, your job description may be changed.

* 1. Compensation Adjustments

We strive to compensate ANZGOG employees in a manner that is competitive in our industry and community, recognizing individual effort and contribution to ANZGOG success. Compensation ranges may be maintained for various job classifications. These ranges may be reviewed and modified to reflect various factors including current job market conditions. All changes in pay are at the discretion of ANZGOG.

* 1. Promotions, Transfers and Job Postings

ANZGOG strives to promote the most capable and experienced individuals to assume greater responsibility within ANZGOG. At the same time, we may need to recruit and hire outside ANZGOG to attract the most qualified individual for a particular opening. Therefore, we may post current job openings internally while simultaneously working with outside recruiting sources. Our desire is to fill every position with the most qualified applicant.

* 1. Training Opportunities

Employees may, with their manager's approval, be reimbursed for attending training courses related to the employee's immediate job-specific needs. This form of training is subject to ANZGOG's annual budgeting allocation and will be awarded on a priority basis. If ANZGOG requires an employee to attend a training course, ANZGOG will pay the associated costs.

To apply for a training opportunity, employees can request from their manager and/or manager can include in their annual performance review of the employee, as a way of developing the individual. To access the organisation wide training budget, the employee’s manager is to submit a budget expenditure request for CEO approval.

Employees may attend conferences related to an individual’s area of business, and the same attendance and approval process applies as per training opportunities. If the manager has conferences listed in their business area budget, they are permitted to spend to their budget. If not, then expenditure approval from the CEO is required.

* 1. Travel and Expense Reimbursement

The objective of this policy is as follows:

* Provide guidelines that encourage employees to spend ANZGOG funds sensibly. In other words, “spend ANZGOG money like it's your own money.”
* Provide employees with a reasonable level of service and comfort at the lowest possible cost to ANZGOG
* Ensure compliance with all relevant laws and regulations
* Maximize ANZGOG's ability to negotiate discounted rates with preferred suppliers and reduce overall travel and entertainment expenses.

**A. General Guidelines**

Employees will be reimbursed for reasonable travel, accommodation, subsistence, entertaining and other expenses incurred in the performance of their work for ANZGOG. Reasonable expenses are defined as those that are cost effective and weighed against the purpose of the business activity. Employees should use good judgment and be sensitive as to what is perceived as reasonable, in the current business climate.

It is not possible to set out rules for every conceivable situation. Therefore, employees are asked not only to adhere to the express terms in this policy, but also to exercise good judgment to ensure that all expenses claimed are within the spirit of the policy. ANZGOG reserves the right to reject or reduce claims that are considered to be unreasonable or excessive.

If you are unsure whether a potential expense is reasonable, you should seek pre-approval from you manager and/or Finance before incurring the expense.

Please contact the CEO with questions or for more information.

**B. Submitting Requests for Reimbursement**

Expenses must be pre-approved by the CEO before they are incurred and are eligible for reimbursement. Approval indicates that expenses submitted for reimbursement or payment have been reviewed and found to comply with this policy and the expenses are deemed to be reasonable and necessary.

All eligible expenses should be submitted for reimbursement within 30 days of when they are incurred. Every effort should be made to submit expenses for reimbursement within the calendar quarter in which they are incurred.

Refer to ANZGOG Operations Manual for Reimbursement Form

**C. Receipt Documentation**

A credit card statement or bank statement is not a valid receipt. If an original receipt is lost or no longer available, a Missing Receipt Form must be completed and approved by the CEO and attached to the expense report.

Refer to ANZGOG Operations Manual for Missing Receipt Form – TO DO

A receipt is required for ALL expenses, regardless of amount.

Reimbursement claims are to be made monthly; and claims over three (3) months old must be approved by the ANZGOG Audit Risk and Compliance Committee.

Failure to comply with this policy may result in the following:

* Delay or withholding of reimbursement
* Inclusion of reimbursement of expenses and advances as taxable income to the employee

**D. Travel Expenses**

**1. Airfare**

Employees should select the least costly air route, considering advance purchase rates and airline discounts and should be influenced by price and not by the employee's frequent flyer affiliation. Plans should be made with as much advance notice as possible and with non-refundable (but changeable with a fee) tickets to obtain the biggest discount when travel dates are set and not likely to change. If travel dates are likely to change, purchase a changeable ticket with a low or no change fee. Very expensive refundable tickets should be avoided unless authorized by your manager.

Airfare should be purchased at the lowest available commercial/economy rate. However, employees on flights over eight (8) hours of “in air” time between origin and destination can upgrade to “upgraded” economy seating.

**2. Travel to/from Airports and Train Stations**

An employee may use his or her own vehicle to travel to/from the airport or train station, if this is the most practical method of transport and the aggregate of mileage allowance and parking fees is the least cost solution. Otherwise, a taxi or transport service should be used.

**3. Airport and Train Station Parking**

Employees may use short term parking if travel time is 48 hours or less. Long term parking may be used for travel up to one week. If the employee is traveling for an extended period, arrangements to/from airport should be made through a reasonably-priced transport service or taxi.

**4. Hotels and Associated Costs**

Hotel stays will be reimbursed at the single room rate for reasonable cost of business accommodations. Convenience, location and proximity to other venues on the employee's itinerary should be considered in determining reasonableness. ANZGOG standard for short-term travel accommodations is a standard four starhotel or equivalent.

Accommodation should preferably be booked by the ANZGOG Administration Coordinator up to the set rate (a maximum of $265AUD for a capital city hotel), best price for a four star hotel within reasonable walking or taxi distance is to be chosen. International hotels should be up to a similar figure when converted from local currency. All accommodation bookings require CEO authorisation via Admin Coordinator.

ANZGOG will reimburse for incidental expenses that are associated with business travel needs such as internet, phone calls home and work-related parking and tips. Reimbursement will require a supporting guest folio detailing the charges incurred. If travel will keep an employee away from home for more than a week without a return trip home, ANZGOG will reimburse reasonable laundry and dry cleaning expenses once a week. ANZGOG assumes an employee only packs enough clothing for a single week of travel.

**5. Travel Packages**

If travel is booked as a package (i.e. flight and hotel purchased together), expenses must be itemized by type to determine the cost per item. If a conference is booked the conference accommodation package must be used.

**6. Meals and Entertainment**

ANZGOG will reimburse reasonable costs incurred for business meals and entertainment.

When more than one employee is present at the business meal or entertainment event, the most senior attending employee should pay the bill and claim the expense.

For interstate trips or extended stays of a week or longer, a per diem rate of $100.00 AUD per day, for food and drink, will be applied. International trips per diem $170.00 AUD per day

It is recommended that employees use this as a guideline for what's considered reasonable, including for shorter stays. When submitting receipt for a business meal and entertainment the following documentation is required and must be recorded on the expense report:

* Name of individual present, their titles and ANZGOG name,
* Name and location of where the meal and event took place,
* Exact amount and date of the expense, and
* Specific business topic discussed or business purpose

**7. Rental Car**

Rental cars may be used when appropriate and economically practical compared to other modes of transportation. Bookings for rental cars are to be made through the Administration Coordinator. Employees should rent a compact or standard- size vehicle. If an employee has special needs or a compact or standard-size car are not available, employees should use their judgment and rent the most reasonably-priced vehicle available that meets their needs. Detailed receipts must be provided which document the dates of rental along with the daily rate.

**8. Travel Cancellation**

You are responsible for cancelling all travel arrangements in compliance with the terms of the airline, hotel, car rental, etc., to minimize any potential cancelation fees or penalties for ANZGOG.

**9. Companion Travel and Entertainment**

If accompanied by a friend or family member on business travel, all related expenses for such companion are not eligible for reimbursement.

**10. Loss of Personal Property**

ANZGOG is not responsible for any loss or damage that occurs to an employee's personal property while traveling on ANZGOG business or while on ANZGOG premises.

**11. Extending Length of Stay for Personal Reasons**

Staff may extend lengths of stay outside of work demands but must advise the CEO in writing for authorisation stating reason and that the time being taken is either a weekend, leave in lieu or annual leave. All cost associated with this time will be the employees cost. High risk personal activities are not to be undertaken when on ANZGOG supported business travel. The CEO will determine ‘high risk’ in each instance.

**E. Home Office Expenses**

**1. Home Internet**

Employees working primarily from home offices will be reimbursed for reasonable home internet monthly service and usage expenses incurred. Employees who use their personal home internet service for ANZGOG business will be reimbursed for reasonable usage expenses incurred.

**2. Home Telephone and Mobile Phone Service**

Employees working primarily from home offices will be reimbursed for business telephone monthly service and usage expenses incurred. Employees who use their personal home phone line for ANZGOG business phone calls will be reimbursed for reasonable usage expenses incurred.

Eligible employees will be provided with a mobile phone, paid for and managed by ANZGOG.

While on business travel, calls should be made using your ANZGOG designated mobile phone. For those employees traveling outside of their home country for an extended period, lower cost alternatives (e.g., Skype) will be investigated on an individual basis.

**3. Office Supplies**

Reasonable office supply expenses for maintaining a home office (i.e. pens, paper, toner cartridges, ink, shipping, etc.) are reimbursable with proper documentation.

**4. Computer Equipment**

Computer equipment purchases exceeding $100.00 AUD (i.e. telephones, printers/scanners, computer supplies, etc.) must be coordinated via the CEO.

**F. Gifts to Third Parties**

It is against ANZGOG policy to provide or receive any gift to or from any current or prospective client or other business partner, whether a government official or a private person, except in limited circumstances discussed in ANZGOG's Anti-corruption Compliance Policy and Guidelines. Written approval from ANZGOG's CEO is required for any allowable reimbursement.

1. Expenses benefiting Government or Pharma Officials

* Expenses (travel, meals and entertainment, etc.) benefiting government or pharma officials must be pre-approved by submitting the appropriate Request for Travel or Entertainment Expenditure/ Reimbursement Regarding a Government Official (“T&E Form”), which is available on ANZGOG's Operations Manager .

2. Charitable/ Political Gifts and Contributions

* Individual employees are not allowed to make political contributions on behalf of ANZGOG.
* Charitable and community donations on behalf of ANZGOG must be approved by the CEO In addition, if donation exceeds $2,000 USD, prior written approval of the Chair must be obtained before any charitable donation is made. (example: ……)

3. Gifts to Employees

* Gifts given to other employees within ANZGOG may be reimbursed with prior approval by the CEO (up to $100) for extraordinary events related to weddings, new family additions, bereavement/loss of family members or illness. Flowers, meals or gifts for annual events such as birthdays are not reimbursable. Gifts from ANZGOG to a group of employees in conjunction with an event are allowed with approval by the CEO.

Non-cash gifts, to ANZGOG employees or externally to third parties that fall under a 'de minimis fringe' definition and within the above limits, will not be considered taxable income to the employee. Examples of de minimis gifts include:

* Snacks, books or similar items
* Flowers or cards for wedding, new family addition, bereavement/loss of family member or illness
* ANZGOG promotional items
* Theatre or sporting event tickets

**G. Other Expenses**

**1. Mileage**

Routine travel between an employee's home and work location is not reimbursable. When an employee drives beyond their normal commute for business purposes, mileage expenses are reimbursable at the current Australian Taxation Office business standard mileage rate. (2018 - $0.66 per kilometre)

Reimbursement claims are made monthly with the Staff Reimbursement form.

**2. Approved Training and Events**

ANZGOG will cover the cost of and transportation to/from authorized events not conducted and held in your physical office or via remote computer or phone attendance. Events can include training seminars, conferences and other professional events as approved by your manager.

**H. Non-Reimbursable Expenses**

Examples of non-reimbursable expenses are listed below. This is not an exhaustive list and there may be other types of non-reimbursable expenses.

* Expenses more than $25.00 AUD without receipts
* Airline club membership dues
* Hotel/in-flight movies
* Laundry or dry cleaning, except for stays over a week in length
* Personal hygiene items (razors, deodorant, hair care products, etc.)
* Parking tickets or other fines
* Delinquency fees/finance charges for personal credit cards
* Excessive or unreasonable baggage charges
* Expenses related to personal days while on a business trip\*
* Personal travel entertainment (magazines, books, newspapers, etc.)
* Health services (i.e. massages, manicures, etc.)
* Rental car upgrades
* Excessive or unreasonable hotel charges for food and beverages

\* Personal days away while on a business trip must either be a weekend or taken as annual leave and advised to your manager prior to finalising travel arrangements. While travelling for work for ANZGOG, annual leave days taken as part of the business trip are to be kept to a minimum. Employees are not covered for workers compensation for any injuries sustained during annual leave and personal time (when not at work or working).

ANZGOG expects all employees to “spend ANZGOG money like it's your own money,” and use good judgment when incurring expenses on behalf of ANZGOG.

ANZGOG reserves the right to review and analyze all expenses submitted for reimbursement and may investigate expense reimbursement submissions for any excessive, unreasonable, fraudulent or abusive activity.

1. LEAVE OF ABSENCE AND TIME OFF

Subject to relevant Federal, State and Territory legislation, the following guidelines apply to full time employees. Pro rata benefits apply to part time employees. Except, as otherwise provided by law, casual employees are not entitled to annual leave, personal leave or any other paid leave.

Refer to ANZGOG Operations Manual for Leave Request Forms

* 1. Annual Leave

Employees progressively accrue 20 working days of annual leave for each 12 months of continuous service. Annual leave should be taken each year. More than 30 days of annual leave should not be accrued without ANZGOG approval.

If an employee has over 30 days of annual leave accrued, a plan to use this leave within the next three (3) month period is required by the CEO. If further accrual of leave is requested (for example for use on an overseas trip), this must be negotiated by the employee with the CEO.

ANZGOG may direct employees to take excessive amounts of annual as permitted by law.

Employees will generally be paid for annual leave taken in their normal pay.

* 1. Time in Lieu

All ANZGOG employees are generally salaried employees and salary compensates for all hours worked including reasonable additional hours in accordance with the terms of your contract of employment.

In the event that additional hours for a particular project or event are required beyond what would be reasonable additional hours, time off in lieu will be considered however such arrangements must be made in writing prior to the additional hours being worked.

A request to take Time in Lieu must be agreed via email with the employee’s manager (as is any request for leave). On approving leave, the Manager is to copy in ANZGOG’s Financial Accountant.

All Time in Lieu must be taken within a six (6) month period of it having been accrued otherwise it will lapse.

* 1. Leave Without Pay

Requests by employees for Leave Without Pay is subject to written approval by the individual’s manager and the CEO.

* 1. Personal and Carer's Leave

Full-time employees progressively accrue and are entitled to 10 days of paid personal leave per annum, which may be taken in the following circumstances:

o where they are ill or injured (sick leave); or

o to provide care or support for a member of their immediate family or household (as those terms are defined in the Fair Work Act 2009 (Cth)) who is ill or injured or who requires their care or support due to an unexpected emergency affecting them (carer's leave).

Part-time employees are entitled to paid personal leave on a pro rata basis.

This entitlement is cumulative. This means that when employees do not use their annual entitlement to paid personal leave in full, in the relevant year, their unused portion will be carried over and added to their entitlement for the following year.

There is no cap on the amount of paid personal leave which employees may accrue in this way. In addition, there is no cap on the amount of accrued paid personal leave which an employee may take as sick or carer's leave.

Full-time and part-time employees are also entitled to a period of up to 2 days' unpaid carer's leave for each occasion that they are required to provide care or support to a member of their immediate family or household who is ill or injured or who has been affected by an unexpected emergency.

This entitlement will only be made available where employees have already exhausted their paid personal leave.

This entitlement is not cumulative and does not accrue.

Unless circumstances beyond their control prevent it, employees must notify their supervisor as soon as possible if they are unable to attend work for reasons relating to personal leave. The employee may be required to provide evidence in support of any period, or proposed period, of personal leave. Subject to any restrictions imposed by law, the required evidence may include a medical certificate or statutory declaration.

Employees are not eligible to receive and will not be paid, any accrued but untaken personal leave entitlement on termination of their employment (regardless of the reason for the termination).

* 1. Long Service Leave

Long service leave is applied in accordance with relevant State legislation.

Long service leave should be taken when it becomes due, but under special circumstances it can be deferred. When planning long service leave, employees should first discuss the issue with their Supervisor. Cash payments in lieu of long service leave entitlements are only paid out in accordance with the provisions of any relevant legislation.

* 1. Parental Leave

Parental leave is the term used to describe leave provided to employees in connection with the birth (birth-related leave) or adoption (adoption-related leave) of a child.

All full time and part time employees are entitled to unpaid parental leave after completing twelve months' continuous service with ANZGOG as at:

a) the date of birth, or expected date of birth, of the child of the employee or the employee's Spouse; or

b) the day of placement, or the expected day of placement, for an adopted child; or

c) the date, on which the employee's period of leave is to start, for an employee taking parental leave after a period of unpaid parental leave taken by their Spouse.

Adoption related leave is only available in relation to a child who:

a) is, or will be, under sixteen as at the day of placement, or the expected day of placement, of the child; and

b) has not, or will not have, lived continuously with the employee for a period of six months or more as at the day of placement, or the expected day of placement, of the child; and

c) is not (other than because of the adoption) a child of the employee or the employee's Spouse.

An eligible employee is entitled to up to twelve months' unpaid parental leave if the leave is associated with:

a) the birth of a child of the employee or the employee's Spouse; or

b) the placement of a child with the employee for adoption; and

c) the employee has or will have a responsibility for the care of the child.

An employee may take a period of up to three weeks' unpaid parental leave concurrently with their Spouse (Concurrent Leave). Unless otherwise agreed with ANZGOG, the Concurrent Leave must not start before or end later than three weeks after the date of birth or date of placement of the child. This is the only time that an employee can take unpaid parental leave concurrently with their Spouse.

For example, if an employee's female Spouse gives birth to a child, the employee may take up to three weeks' unpaid parental leave from the date of birth of the child concurrently with their Spouse.

An employee must take unpaid parental leave in a single continuous period (other than the Concurrent Leave referred to above).

The twelve month entitlement to unpaid parental leave referred to above is reduced by any unpaid special maternity leave the employee has taken. (Please see a definition of special maternity leave below.) If the leave is birth-related leave, a female employee who is pregnant may start unpaid parental leave up to six weeks before the expected date of birth of the child, but must not start later than the date of birth of the child.

If a female employee who is pregnant continues to work during the 6 week period before the expected date of birth of the child, ANZGOG may request that the employee provide a medical certificate establishing fitness to work. If the medical certificate is not provided or the employee is not fit for work, ANZGOG may require the employee to commence unpaid parental leave as soon as practicable.

If the leave is adoption-related leave, the period of leave must start on the day of placement of the child.

For an employee taking parental leave after a period of unpaid parental leave taken by their Spouse, the period of leave must start immediately after the end of their Spouse's period of leave (other than the Concurrent Leave referred to above).

Leave may start later for employees whose Spouse is not an employee (that is, does not work other than home duties) if the Spouse has:

a) had responsibility for the care of the child for the period between the date of birth or day of placement of the child and the start date of the leave; and

b) returned to the workforce immediately prior to the start date of the leave.

* 1. Extending the Parental Leave Period

This applies in circumstances where an employee has given notice of the taking of unpaid parental leave (original leave period); and

a) the original leave period is less than the employee's available parental leave period; and

b) the original leave period has started.

The employee may extend the period of unpaid parental leave by giving ANZGOG written notice of the extension not later than four weeks before the end date of the original leave period. The notice must specify the new end date for the leave.

Following such an extension, the employee may only further extend the period of unpaid parental leave if ANZGOG agrees.

In either case, an employee may not extend the period of unpaid parental leave beyond the employee's available parental leave period.

In this Policy 'available parental leave period' means twelve months less any periods of unpaid parental leave, Concurrent Leave or special maternity leave the employee has taken and less any extended unpaid parental leave the employee's Spouse has taken.

* 1. Extending Beyond Available Parental Leave Period

Employees are also entitled to request an additional period of unpaid parental leave of up to a further 12 months. Any proposed extension must be continuous with the initial period of parental leave and cannot extend beyond 24 months following the birth or placement of your child.

Employees, who would like to request an additional period of unpaid parental leave, must make a request in writing to the CEO at least four weeks before the end of the initial period of leave. It is preferable however, that if you are interested in obtaining an extension, that you make the request as early as possible.

The request should include the following information:

a) the new requested return to work date;

b) any reasons for the request for the additional period that the employee would like ANZGOG to take into account; and

c) any amount of unpaid leave or unpaid special maternity leave that the employee's Spouse has taken, or will have taken, in relation to the child before the extension starts.

When considering the request, ANZGOG will attempt to strike an appropriate balance with the organisation’s business and operational requirements and the needs of employees. ANZGOG will advise you in writing of the decision in relation to the request as soon as possible and at least within 21 days. The amount of unpaid parental leave the employee's Spouse is entitled to in relation to the child is reduced by the period of the extension.

* 1. Reducing the Period of Unpaid Parental Leave

A period of unpaid parental leave, once started, can only be reduced if ANZGOG agrees. Requests to shorten a period of parental leave will be considered only if ANZGOG can reasonably accommodate the request.

* 1. Special Maternity Leave

Special maternity leave is unpaid leave taken when a female employee is ill because of the pregnancy or she has been pregnant and the pregnancy ends within twenty eight weeks of the expected date of birth of the child, other than by the birth of a living child.

The duration of special maternity leave is determined by the length of time the employee's medical practitioner certifies is necessary for the employee to remain away from work. This period of leave may extend to the date which the employee commences parental leave.

An employee must provide ANZGOG with notice of the need to take special maternity leave as soon as practicable including the period or expected period of the leave. If required by ANZGOG, an employee must provide a medical certificate stating the need for the special maternity leave.

A female employee's entitlement to twelve months' unpaid parental leave associated with the birth of a child is reduced by the amount of any unpaid special maternity leave taken by the employee while she is pregnant.

* 1. Pre Adoption Leave

An employee is entitled to up to two days of unpaid pre adoption leave to attend any interviews or examinations required in order to obtain approval for the employee's adoption of a child. However, an employee is not entitled to take a period of unpaid pre adoption leave if the employee could instead take some other form of leave. The employee must instead take that other form of leave.

An employee who is entitled to a period of unpaid pre adoption leave must take the leave as a single continuous period of up to two days, unless otherwise agreed with ANZGOG.

* 1. Government Paid Parental Leave

To ascertain eligibility for the Government's Scheme, employees are required to contact the Family Assistance Office/ Department of Human Services directly on 13 61 50 or go to [www.familyassist.gov.au](http://www.familyassist.gov.au) to access the Paid Parental Leave scheme. .

* 1. Applying for Parental Leave

**(i) Primary Carer**

When applying for parental leave (at least 10 weeks prior to commencing parental leave unless this is not practicable; for example the premature birth of a child), the employee must provide the following to HR:

* + - 1. a written notice that they intend to take parental leave.
			2. a certificate from a registered medical practitioner stating that the employee or the employee's spouse is pregnant and the expected date of confinement, or
			3. if you are adopting a child, a statement from:
			4. the adoption agency or other appropriate body regarding the expected date of placement of the child for adoption; or
			5. the appropriate Government authority confirming that the employee is to have custody of the child pending application for an adoption order,
			6. a statutory declaration stating:
				1. the parental leave commencement date
				2. that the employee is seeking leave to care for the child
				3. the employee's agreement not to engage in any conduct inconsistent with their contract of employment during the period of parental leave
				4. the anticipated return to work date.

The primary care giver must also provide a second notification at least four weeks before the intended start date confirming the intended start and end dates of the leave or advising of any changes to the intended start and end dates of the leave.

**(ii) Non-Primary Carer**

To apply for parental leave, you should submit a paper leave request to the CEO for approval.

* 1. Other Leave and Service

Employees may (with ANZGOG's agreement) choose to take any entitlement, to accrued annual or long service leave, while they are on unpaid parental leave. Any such leave is to be taken concurrently with unpaid parental leave and does not extend the period of available parental leave beyond 12 months.

All accrued but unused leave entitlements held prior to commencing parental leave remain available for the employee to use on their return to work provided it was not taken as part of the parental leave period.

An employee is not entitled to take paid personal/carer's leave or compassionate leave while they are on unpaid parental leave. Any period of unpaid parental leave will not count towards continuous service. The calculation of continuous service will recommence when an employee returns to work on a permanent basis.

* 1. Return to Work

Employees on parental leave must provide ANZGOG with at least four weeks' notice in writing of their intention to return to work. It is preferable however, that this notification be made as early as possible. Once notification is received by ANZGOG, ANZGOG will make contact to discuss return to work arrangements. Employees should feel free to make contact earlier if they wish.

All accrued but unused leave entitlements held prior to commencing parental leave remain available for the employee to use on their return to work, returning to work, employees are entitled to return to their pre-parental leave position. If that position no longer exists, the employee is entitled to return to an available position for which the employee is qualified and suited nearest in status and pay to the pre-parental leave position.

* 1. Public Holidays

ANZGOG observes only those statutory and single day holidays gazetted in the States and Territories of Australia.

If an employee applies for annual leave at a time when public holidays occur, these gazetted days will not be deducted from their annual leave entitlement. ANZGOG does not close for bank holidays.

* 1. Religious Holidays

Employees who wish to take leave for religious holidays that are not stated public holidays are entitled to take such leave either as annual leave or leave without pay.

* 1. Compassionate Leave

Employees are entitled to take compassionate leave in the event of a serious illness or injury that poses a threat to the life of, or following the death of, a member of their immediate family or household (as those terms are defined in the Fair Work Act 2009 (Cth)).

This entitlement comprises 2 days of paid leave per occasion.

Employees may be required to provide evidence in support of any period, or proposed period, of compassionate leave, including, for example, a death certificate, a medical certificate or a statutory declaration.

If employees do not provide the required evidence, they may not be entitled to take compassionate leave or be paid for any absence.

* 1. Community Service Leave

Employees who are members of the SES and other official emergency volunteer organisations:

a) may, at ANZGOG’s discretion, be entitled to up to 3 days' paid leave per calendar year to participate in volunteer duties. Such leave is not cumulative and is not paid out upon termination of employment; and

b) are entitled to unpaid leave to assist with a response to an emergency or natural disaster.

Documentation proving membership and active involvement with an emergency volunteer service must be provided to their manager to be eligible for this leave.

* 1. Jury Service

From time to time employees may be called for jury service.

Employees are entitled to up to 10 days paid leave for jury service. This entitlement will be reduced by any amount that the employee receives from the relevant authorities for that jury service.

Employees should contact the CEO immediately if they receive a letter regarding jury service.

* 1. Working from Home Arrangements

ANZGOG supports working from home both ad hoc with manager’s approval and regularly on designated days, again with manager’s approval. A quarterly review of this practice is to be conducted by managers with the CEO and the arrangement confirmed in writing with the employee.

1. EMPLOYEE SAFETY AND HEALTH

We strive to provide safe working conditions for our employees in accordance with our legal obligations. Safety is every employee's responsibility and all employees are expected to do everything reasonable and necessary to keep ANZGOG a safe place to work. No one will knowingly be required to work in any unsafe manner.

Every employee should know that:

* We place a high priority on employee safety and health.
* Creating and maintaining a safe and healthy work environment is everyone's responsibility.
* All employees are expected to adhere to established safety standards.
* It is the responsibility of all employees to take reasonable care to ensure that acts and omissions do not adversely affect the health and safety of co-workers or persons that you come in contact with at work.
* Employees who do not adhere to established safety standards will be subject to disciplinary action, up to and including termination of employment.
* Good housekeeping is essential to maintain a safe and healthy work environment. Employees are expected to maintain a neat work area, properly discard all waste materials and avoid creating hazards by properly storing materials and equipment.
* As part of our efforts to maintain a safe and healthy work environment, we may conduct work-site inspections on an as-needed basis.
* Accidents and injuries that occur at work or while on a work activity, no matter how minor, must be immediately reported to Management. All accidents and injuries will be investigated and appropriate corrective action will be taken.
* Matters pertaining to work safety and health may be communicated to employees through email, intranet postings or verbally in meetings.
* Employees are encouraged to report safety/health hazards either verbally or in writing. Written suggestions/hazard reports should be forwarded to Management. Employees may submit suggestions/reports anonymously if they choose.
* Employees who report hazards or make suggestions will not be retaliated or discriminated against in any way. If an employee believes he or she has been retaliated or discriminated against, he or she should immediately discuss the situation with the CEO.

ANZGOG employees regularly interface with women with cancer and their families. ANZGOG provides a support services for staff to access if they are experiencing anxiety, grief or other emotional impacts from these interactions:

This service is available [add in details]

All hazard and safety incidents should be reported to the CEO.

Refer to ANZGOG Operations Manual for Incident Report Form – TO DO

* 1. Safety First

Every employee should understand the importance of safety in the workplace. By remaining safety-conscious at all times, employees can protect themselves and their co-workers from avoidable work-related injuries and illnesses. Accordingly, ANZGOG emphasizes “safety first” and expects all employees to take steps to promote safety in the work place.

* 1. Fires and Emergencies

IN AN EMERGENCY, IMMEDIATELY DIAL 000.

In the event of a fire, disaster, or other emergency, follow all emergency procedures established for the facility where you work.

Employees should make themselves aware of the location of exits, fire extinguishers and first- aid kits at their place of work. Exits and areas around fire extinguishers must be kept clear at all times. Misuse or abuse of safety equipment will result in disciplinary action, up to and including termination of employment.

* 1. Accident and Injury Reporting

No matter how insignificant an on-the-job accident or injury may seem when it occurs, notify management immediately.

* 1. Return to Work

If you are absent from work due to accident or injury, you must return to work when your physician determines that you are able to resume your job. ANZGOG reserves the right to require a health care provider's release as well as a second opinion by a healthcare provider selected by ANZGOG before an employee returns to work following an absence related to a medical condition or disability. ANZGOG will (where practicable) make reasonable accommodations for injured/disabled employees, as long as the employee can perform the inherent requirement of his or her position and the accommodations do not cause undue hardship to ANZGOG or pose a risk to the health and safety of the affected employee or other employees.

You may not return to work after an accident from a disability or injury medical leave unless and until your doctor has released you to return to work. A physician's release is required when returning to work from sick or other, short-term, medically related absences, as determined by management based on the specific circumstances of the absence. ANZGOG reserves the right to require a health care provider's release as well as a second opinion by a healthcare provider selected by ANZGOG before an employee returns to work following an absence related to a medical condition or disability.

* 1. Ergonomics

ANZGOG encourages employees to avoid ergonomic hazards in the performance of their job functions. If you have any questions about ergonomics or need additional information on this topic, please contact management.

* 1. Workplace Rehabilitation Statement

In the event of a workplace injury or illness, it is the employee's responsibility to notify their manager of any injury as soon as is practicable. Following notification of an injury, upon request from the employee, ANZGOG will provide to the injured employee, where applicable, a workers compensation claim form.

ANZGOG will co-operate and participate in any Injury Management Plan that is developed by its workers compensation insurer. The designated ANZGOG representative will maintain a case file and liaise with the workers compensation insurer in relation to the Injury Management Plan.

ANZGOG, following receipt of medical evidence that the injured employee is fit to return to work on a restricted basis, will develop a Return to Work Plan. The Return to Work Plan will be developed by ANZGOG following discussion with the injured employee, the injured employee's treating doctor and if applicable, a Rehabilitation Provider. A Rehabilitation Provider may be engaged to assist ANZGOG and the injured employee with the rehabilitation process.

As part of the Return to Work Plan, where it is reasonably practicable to do so, ANZGOG will provide suitable employment to the injured employee. The provision of suitable duties will be subject to a number of factors including available medical evidence regarding the injured employee's fitness and the availability of duties which are comparable to the injured employee's skills and experience.

In addition to following the relevant procedures outlined above, an injured employee is also expected to co-operate with and participate in, the Injury Management Plan and the Return to Work Plan. Failure to do so may affect any entitlement the injured employee may have to workers compensation benefits.

In addition, an injured employee must provide to ANZGOG a WorkCover Certificate of Capacity (or the equivalent on other states where the employee is engaged to work) in respect of:

a) all periods where the injured employee will be absent from work; and

b) all periods where the injured employee is fit to attend work but is unfit to perform pre-injury duties without restriction.

WorkCover certificates that are backdated will not be accepted.

ANZGOG may make arrangements from time to time for an employee to attend a medical examination with a doctor to assess the employee's fitness. These examinations may be in addition to those that are organized by ANZGOG's workers compensation insurer. ANZGOG will be liable for the cost of that examination. The employee is required to attend such a medical at the request of ANZGOG.

1. EMPLOYEE DISCIPLINE AND DISMISSAL
	1. Discipline and Corrective Action

Violations of ANZGOG policies and rules may warrant disciplinary action. ANZGOG's system of discipline and corrective action may include, for example: counselling, verbal warning, written warning, performance improvement plan, suspension, and/or dismissal. ANZGOG is not required to utilize any particular method or utilize the methods in any order. ANZGOG may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. In arriving at a decision for proper action, ANZGOG will consider the seriousness of the infraction, the past record of the employee and the circumstances surrounding the situation.

In the event of any disciplinary action or dispute relating to any ANZGOG policy, you will be bound by the newest version of the handbook in effect at that time.

* 1. Termination

Some examples of the ways in which the employment relationship may end are by voluntary resignation, redundancy, or termination by ANZGOG for other reasons. Depending on the method by which your employment ends, you may either receive notice or payment in lieu of notice (unless you are dismissed for serious misconduct).

* 1. Voluntary Resignation

A resignation is any voluntary termination of the employment relationship by the employee for any reason. We request that employees provide at least two weeks written notice, subject to any longer period of notice in their written contract, as a courtesy, so that an orderly transition can be arranged or such longer notice period specified in your employment contract. The notice may be either by written letter or email.

* 1. Redundancy

Under certain circumstances, ANZGOG may restructure or reduce its workforce. A redundancy is the termination of one or more employees as the result of ANZGOG no longer needing the work performed by that employee to be done by anyone.

* 1. ANZGOG Terminations in Other Circumstances

Employees may be summarily dismissed, without any entitlement to notice (or any payment in lieu of notice), where they are guilty of serious misconduct.

In other circumstances, employees will receive notice of termination in accordance with their employment contract or applicable legislation (if longer).

Regardless of the reason for a ANZGOG termination, all accrued and unused annual leave (and long service leave if applicable) will be paid to the employee. All ANZGOG-owned property, including without limitation to electronic equipment, mobile phones, keys, identification badges, credit cards and hard- or soft-copy ANZGOG materials must be returned immediately upon termination of employment.

**EMPLOYEE ACKNOWLEDGMENT**

I, the undersigned employee, acknowledge receipt of the ANZGOG Employee Handbook in effect at the time of my acknowledgement. I also acknowledge receipt of ANZGOG's Acceptable Use Policy. For purposes of this acknowledgement, I understand that references to the “handbook” shall constitute a reference to the handbook, the Acceptable Use Policy, and any other policy referenced in this handbook and provided to me.

I have reviewed the handbook, fully understand it, had an adequate opportunity to ask questions of management and/or legal counsel of my choosing regarding its content, and knowingly agree to be bound by its policies, terms and conditions. I acknowledge that both the handbook and the Acceptable Use Policy do not form part of my employment contract. I also understand that ANZGOG may change, rescind, or add to any procedures, policies, benefits, or practices described in this handbook from time to time at its sole discretion, with or without prior notice to me, and that I will be bound by all such policies as modified. I understand that in the event of any dispute arising under this handbook or related policies, I will be bound by the then-current version of such handbook or policy.

I further understand that any ANZGOG provided equipment such as computers, phones, mobile phones, and copy machines is intended for ANZGOG business use only and ANZGOG reserves the right to review e-mails, electronic files, messages, internet use, blogs, “tweets”, instant messages, text messages, voice mail, faxes, computer data, and any other information contained or transmitted through such equipment, at any time, with or without prior notice. Accordingly, I should not have any expectation of privacy as to my use of such equipment and should not use such equipment for information I wish to keep private.

I further understand that in order to promote the safety of employees and ANZGOG visitors, as well as the security of its facilities, ANZGOG conducts video surveillance of any portion of its premises at any time and that video cameras will be positioned in appropriate places within ANZGOG's offices and used to help promote the safety and security of people and property. I hereby give my consent to such video surveillance. I also understand that this handbook supersedes all prior policies, written or verbal communications, staff meeting minutes, and/or management memos relating to the covered topics.

**ELECTRONIC ACKNOWLEDGEMENT:**

I agree that my electronic acceptance of this Acknowledgement via any electronic document management (or electronic signature system) is the equivalent of an original signature on a hard copy, and I agree to be equally bound by the content of this document.

|  |  |  |
| --- | --- | --- |
| Employee's Signature |  |  |
| Employee's Name (Please Print) |  | Date Signed |