



20 August 2019

<Name>
<Address>
<Address>
<Address>

Dear <Name>

Re: "House Rules" and Employment Contract for Employment with DNA Electrical Limited

We are pleased to offer you employment with DNA Electrical Limited as a Registered Electrician.

We understand from your interview and answers to our telephoned questions you have a current electrical practicing license, driver's license, have no criminal record, and have had no driving convictions. If this is incorrect please advise us immediately

Please find below the "House Rules" for employment with DNA Electrical. We also enclose with this letter two copies of your Employment Contract, a position description, and the DNA Electrical Health & Safety Policy.

House Rules

- Rest and Meal breaks are important. Lunch Breaks are to be half an hour, to be taken at a time that is convenient to the Employee, having regard to the needs of the client(s).
- For the reasons of ensuring the Health and Safety of all our employees and our clients all staff must ensure they take their rest and meal breaks each day. Your timesheet submitted each day must show when your lunch break has been taken as this time is unpaid and we may need to adjust the time charged to our client depending on when your lunch break is taken.
- Annual leave is to be accrued on a weekly basis, and taken within the year it is accrued.
- DNA Electrical Limited will operate on limited staff for a number of weeks over the Christmas period depending on the workload at the time. You may like to ensure you have sufficient leave accrued for this period.
- Wages will be paid weekly on a Monday to Sunday period. Payment will be made on the Tuesday following the week ended Sunday immediately prior.
- Timesheets and Jobcards are to be completed online via SmartTrade Mobile. Your timesheet and jobcard completion must be done immediately on completing the job (or your time on site for the day) and returned to the office. Please complete your job write up BEFORE proceeding to your next job.
- Each morning time can be charged from the moment at which you reach the first client's address and time for the day finishes when you leave your last site or complete your last element of work (eg calling in to the office for paperwork).

- A DNA Electrical processes guide will be given to you on commencement of your employment. This outlines what is expected from you in terms of quality, how we do things, and required documentation etc.
- A Certificate of Compliance/Electrical Safety Certificate is to be issued where required. This is done electronically on ST Mobile. We maintain a backed up file of all electronic CoC/ESCs.
- The vehicle supplied to you will be a Van. The van is not to be used for personal use. Please ensure you treat our vehicles with care.
- Should you be supplied with a vehicle as part of your role you must ensure your vehicle is parked off the street outside of working hours and locked and alarmed at all times. This is important to ensure your tools and tools belonging to DNA Electrical are covered for insurance purposes
- When working on site during working hours you must ensure your van is locked, alarmed and secure at all times to avoid any possible theft
- DNA Electrical Limited will pay for the Diesel/Petrol, Warrant of Fitness, Registration, Servicing and Diesel miles in relation to the usage of the Van. It will be the Employee's responsibility to take the Van for its Warrant of Fitness check when due, and to notify your manager when the Van requires additional Diesel Miles.
- You will be responsible to supply and maintain your own hand tools and supply your own testing equipment. Please refer to the tool list in our Employment Agreement. We will supply:
 - Extension Lead
 - Power Drill
 - Masonry Drill
 - Cable roller
 - Ladders
 - Drill bits
 - Other tools on agreement
- A Tool Allowance may be paid to you as per the Terms of your Employment Agreement
- DNA Electrical will supply you with any necessary safety equipment.
- All tools must be kept with you whilst working on site. Do not leave your personal tools or any tools and/or materials belonging to DNA Electrical lying around site where you cannot see them.
- All tools and materials and possessions of DNA Electrical must be stored out of direct sight in your vehicle and your vehicle remain locked when you are not in/at your vehicle.
- When working on site all tools/materials you are currently using should be kept with you at all times. This means in your possession, directly beside where you are working, so as to minimize the risk of theft or loss.
- As an employee you must ensure you comply with DNA Electrical's Health & Safety Policy at all times.
- We will supply you with a uniform including T-Shirts, a vest, and Jumper. Please ensure you are always in uniform when at work.
- Being under the influence of drugs or alcohol while working for DNA Electrical will not be tolerated. Should we feel you are in anyway under the influence of drugs or alcohol or any other substance you may be asked to leave work for the remainder of the day on an unpaid basis. This is to ensure we are meeting our obligations of ensuring the Health and Safety of all our staff and those on site where we are working. For example coming to work smelling of alcohol may be reason for you to be asked to return home for the rest of the day. Please refer to your Employment Agreement for further information
- A cellphone and iPad will be provided to you for use in your role. Please treat these devices with care and respect. The cellphone is not to be used for personal use.
- Electrical Wholesalers. DNA Electrical currently has accounts with Simpson's, JA Russell, Scott Electrical, Active Electrical Wholesalers, Ideal Electrical, Corys, Bunnings, Hirepool, and Intek Security, which you will be authorised to operate. If you wish to purchase any electrical materials for your own personal use quote a job number of "<your name> Personal" with your

purchase. You can either pay for these goods with Cash at the time or if you have prior approval from Andrea, Damien, or Josh we can deduct the value from your next pay.

- Every Registered Electrician employed must maintain a current practicing license.
- Our current policy is to use the Electrical Safety Refresher program offered by Site Safe. DNA Electrical will pay for the cost of the refresher course. If the course takes place during normal working hours you will be paid your normal hourly rate for the time spent on the course. The Electrician is responsible for paying his/her relicensing fee to the EWRB.

We look forward to working with you and growing our business with you being a key component of our team.

Yours sincerely



Andrea Hoareau
Director

I have read and understand these House Rules. I acknowledge I have a current electrical practicing license, drivers license, no criminal record, and have no driving convictions.

Name: _____.

Signed: _____.

Date: _____.