



EMERY H.R.

- Human Resource Consultants
- Executive Recruitments – National & International
- Business Support Recruitments – Permanent & Temporary
- Independent Interviewing

EMERY H.R. Business Support Pty Ltd Employee Policies and Guidelines

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1. COMPANY OVERVIEW

EMERY H.R. (EHR) is a unique, boutique Human Resource organisation offering tailored business-to-business services as diverse as executive recruitment (charged on an hourly basis), specialised rural recruitment, strategic workplace solutions, independent interviewing and training to name a few.

MEET OUR TEAM

Margo Emery – Managing Director



With over 26 years recruiting experience in the Hunter Valley, Margo Emery has earned her reputation for excellence through hard work, diligence and a commitment to providing service “*beyond expectations*”. Margo has held Executive positions as Manager, Principal and National Training Co-ordinator for an Australia-wide group of Secretarial colleges, as well as Administration/Public Relations Director of a National Association.

After moving to the Hunter Valley in 1985, Margo joined a newly formed recruitment agency and was responsible for planning, implementing and developing all aspects of the company, taking the fledgling operation from its inception to what became recognised as the largest and most highly respected recruitment agency in the region. After 8 years at the helm, Margo recognised the need to offer more tailored and cost effective recruitment services that were vastly different from the mainstream agency concept, and has now been operating her own niche H.R. Consulting business for over 18 years.

Holding the principles of open, honest and transparent communication at the very core of her business ethics, Margo’s professional attitude and client service delivery, set the tone for the EMERY H.R. team.

Originally known as Margo Emery & Associates and more recently as EMERY H.R. Margo’s career in Training, Administration, Management and Human Resources has provided the foundations for success for the hundreds of organisations and candidates she has assisted over the years.

Kathryn Blackmore

Manager – Recruitment & Operations



Kathryn Blackmore brings almost fifteen years of recruitment & training experience to her role of Manager for EMERY H.R. - Business Support Division. A genuine “people person”, Kathryn’s forte is adding the ‘human’ element to the business of human resources. By building honest, positive relationships with both clients and candidates whilst maintaining a high level of professionalism, Kathryn has earned the respect and admiration of all those she deals with.

Commencing as EMERY H.R.'s Business Support specialist, Kathryn has a vast amount of experience in recruiting temporary and administrative support staff. Through the career development afforded to her during her time with EMERY H.R. Kathryn has more recently been involved in consulting in our Executive area, working closely with clients to appoint middle management and above, whilst still providing quality support candidates to a loyal client base. She enjoys the fast pace and diversity of recruitment and the rewards that come when a successful placement turns into a meaningful and rewarding relationship for employer and employee alike.

Kathryn has a clear understanding that the volatile nature of many industries leaves them heavily reliant on a temporary workforce and is equally aware that it is important that temporary staff are 'best fit' for each individual organisation, no matter how short term the assignment.

Kathryn's qualifications include a Diploma in Marketing, Management and Media and an Associate Diploma in Office Procedures and Information Technology. Kathryn has attended a wide variety of courses related to Workplace Health and Safety, including Risk Management and Hazard Identification and O.H. & S. for Supervisors, along with Advanced Recruitment Skills. Kathryn maintains the currency of her knowledge through regular Industry seminars and webinars, and keeping abreast of local issues within the Hunter.

2. Equal Employment Opportunity

EMERY H.R. Business Support is committed to providing a pleasant and safe working environment for all staff and encourages good working relationships between employees. We will endeavour to ensure that in the application of all policies, practices and procedures, no discrimination takes place and that all staff enjoy equal access to opportunities. The basis of employment decisions will be the individual merit of employees i.e. qualifications, experience and ability.

EMERY H.R. Business Support will endeavour to ensure there is no discrimination on the basis of gender, sexual preference, transgender status, marital status, disability, religion, culture, racial origins, political preference, trade unionism, pregnancy or age.

The management and staff of EMERY H.R. Business Support have a responsibility to assist employees with concerns that impact on their employment which cannot be resolved with the immediate supervisor at the host employer.

3. Sexual Harassment in the Workplace

Under the Equal Opportunity Act (1984) sexual harassment is illegal. Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feels humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behavior which creates a sexually hostile working environment.

Sexual harassment is not behavior which is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

EMERY H.R. Business Support will treat all complaints seriously and take immediate action to investigate and resolve such complaints. Complaints will be treated in a sensitive, fair, timely and confidential manner.

4. Confidential Information & Data

“Confidential Information” means all information relating to inventions; discoveries; facts; data; ideas; manner, method or process of manufacture; method of principle of construction; chemical composition or formulation; techniques; products; prototypes; processes; names, know how; routines; specifications; drawings; trade secrets; technology methods; computer programs; works in respect to which copyright subsists; and other knowledge.

Confidential Information also includes information which the temporary employee becomes aware of by observation, deduction, reasoning, inspection and overhearing.

You must at all times, including following the cessation of your temporary employment with the host employer, keep secret and confidential all Confidential Information of any kind and must not use any Confidential Information for your own benefit or for the benefit of any other person or business.

If you are uncertain about whether information is Confidential Information you must assume it is, unless advised by your host employer in writing that it is not Confidential Information.

5. Privacy Policy

EMERY H.R. Business Support Privacy Policy defines that collection of personal information is a function conducted in the candidates’ or contractors’ interest and is essential for the successful conduct of EMERY H.R. Business Support.

We collect the personal information of candidates or contractors for the following purposes:

- to provide clients with a comprehensive understanding of their skills and experience
- to provide clients with an independent verification of their skills and employment history; this includes reference checks
- to provide clients with an assessment of their suitability for a position we are seeking to fill on a clients behalf

Information is collected from forms completed by the candidate and supporting information provided by the candidate i.e. résumés, application letters, testing results and references. This information is only used for the purpose for which it was collected.

Information is stored in hard copy in a lockable cabinet and recorded on a computer in a database, which is protected by password from use by anyone other than authorised EMERY H.R. Business Support staff. EMERY H.R. Business Support computer systems are protected by firewall from external access and personal information is not stored on any web-site.

EMERY H.R. Business Support commits to only use sensitive information for the reason it was supplied, i.e. to assist candidate gain employment.

Information in databases is not sold to any third party interest. Information is only passed to third party interest with the express permission of the candidate.

6. Workplace Health & Safety Policy

EMERY H.R. Business Support is committed to maintaining and improving Workplace health, safety and welfare in the workplace and reducing the incidence and severity of workplace accidents, injuries and illnesses.

EMERY H.R. Business Support recognises that every person has the right to a safe and healthy working environment, we will ensure the health and safety of visitors and contractors while on our premises. We will meet our moral and statutory obligations through the processes of joint consultation with all levels of employees, workplace committees and management.

Employees' responsibilities are to:

- cooperate as far as is necessary to enable compliance with any requirement under the Act or the Regulation that is imposed in the interest of health, safety and welfare, and to actively participate in all OHS training, whether formal or informal in nature (includes toolbox talks, hazard reporting and workplace inspections). This also includes active participation in a Return to Work Plan should you be injured in the workplace.
- Take reasonable care for their own safety and that of other persons at their place of work.
- Be aware of key OHS personnel such as the first aid officer, fire warden, and workplace OHS representatives.
- be aware of the location and use of OHS related items such as first aid kits, Notification of injury, illness, exposure and near miss form, WorkCover incident report form, and Material safety data sheets.

7. Workplace Accidents

If you sustain an injury at your host employer's premises you must report it to your supervisor/manager and EMERY H.R. Business Support **immediately**.

You must comply with the Workers Compensation Act and fill out an "incident report", you may also need to complete a Workers Compensation Claim form, and both forms are available from EMERY H.R. Business Support. We have a current Workers Compensation insurance policy with Allianz Australia Workers Compensation (NSW) Limited. Failure to comply with the reporting of incidents and accidents and failure to co-operate with a Return to Work or treatment plan or Accident Investigation by EMERY H.R. Business Support Pty Ltd, your host employer, Workcover or our Insurer, may result in termination of your employment.

8. First Aid Kits

Please make yourself familiar with the location of First Aid Kits and identify the First Aid Officer at your host employer's premises. This information should be covered in your onsite induction, however please advise us if you are unaware of such information. Any requirement for first aid is a reportable injury and must be reported as per the above point 7.

9. Emergency & Fire Procedures

Please familiarise yourself with the procedure for emergency and fire at your host employers premises and abide by these procedures and policies as set out by this organisation. It is important that you obtain a thorough understanding of emergency and evacuation procedures and adhere to these at all times whilst on assignment through EMERY H.R. Business Support PTY LTD.

10. Drugs & Alcohol in the Workplace

Drug and alcohol use in the workplace can create a range of problems. Employees under the influence of drugs and alcohol can cause injury to themselves and others and produce poor work performance, inefficiency and damage to equipment and other property. EMERY H.R. Business Support has a duty of care to ensure the health, safety and welfare at work of our employees.

We are aware that drug and alcohol dependency is an illness and requires treatment. EMERY H.R. Business Support may assist with the treatment of this illness if an employee is trying to assist themselves.

There is a range of medications that can affect performance, including pain relievers, sleeping pills or tranquillisers. An employee who is using medication or legally prescribed drugs that may impede performance must report this to their immediate supervisor and EMERY H.R. Business Support before commencing duty.

Breaches of these Drug and Alcohol guidelines will be considered serious and may lead to instant dismissal.

11. Internet/Email/Social Media and Mobile phone guidelines at your Host Employer

Using your host employer's computer resources to seek out, access or send any material of an offensive, obscene or defamatory nature is prohibited and may result in disciplinary action. This includes but is not limited to reference to persons or organisations on social networking sites such as Facebook, Twitter, MySpace, Blogs or any other form of on line, electronic media.

- If you utilize social media as part of your assignment with a particular client you must be clear about who you are representing; ensure that any references to the client are factually correct and accurate and do not breach confidentiality requirements, and that you show regard for the individuals and communities with which you interact.
- You must also ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including its employees, its contractors, its partners, its competitors and/or other business related individuals or organisations;
- You must also ensure you do not disclose other people's personal information in social media venues, whether in a business or personal context.

EMERY H.R. Business Support request that host employers computer resources are used solely for the purposes of carrying out your designated role. Where express permission has been obtained from the host employer, you may use internet and email for personal use during your allocated break times, whilst at all times adhering to the above guidelines.



At all times your mobile phone is to be kept on SILENT mode and calls may only be made during allocated break times and in emergency situations. It is also requested you refrain from sending SMS and using your phone to access the internet for personal use, during work time.

Any breach of the above guidelines may result in immediate dismissal from your assignment and the possibility of legal action where any part of the Fair Work Act or Workplace Health and Safety Legislation is breached.

12. Property & Equipment

If you are issued with company clothing, equipment, tools, access cards, and keys you are required to return these at the completion of your assignment. If you fail to return all such property in good condition, the cost of items not returned may be withheld from your final payment. Any loss of property should be reported to your supervisor and EMERY H.R. Business Support immediately.

Use of equipment for any purpose other than that which it was issued, will not be tolerated and may result in instant dismissal.

13. Offers of Direct Employment

You are required to inform EMERY H.R. Business Support immediately if you receive an offer of direct employment by your host employer, you are not to discuss your remuneration at your host employer's workplace or divulge this information to other employees of EMERY H.R. Business Support, or other temporary or permanent staff at your host employer.

14. General Professional Expectations

EMERY H.R. Business Support genuinely believe that care and attention to personal grooming is indicative of your professionalism as an employee. As you are a representative of EMERY H.R. Business Support you are required to present yourself in a well-groomed, neat and tidy manner at all times when acting as our representative. As the required standard of dress may vary at each host employer workplace, details of these expectations will be provided as part of initial discussions regarding a temporary assignment. In the event you are unsure as to the required standards please seek clarification from EMERY H.R. Business Support, prior to commencing your assignment.

To ensure a professional appearance we recommend jewellery to be kept to a minimum and nose/tongue/brow/lip piercings be removed whilst at the workplace.

We require you to act with honesty, integrity, dependability and freedom from corruption at all times.

EMERY H.R. Business Support is committed to caring for our candidates and trust that you will enjoy temporary assignments we provide for you. You are able to contact us at any time to discuss details of your role and career and we welcome such contact from you. ***Thank you for joining our team!***