

Supplier Workplace Relations Training, learn more about your rights under the Australian workplace laws.

Section 1: Introduction



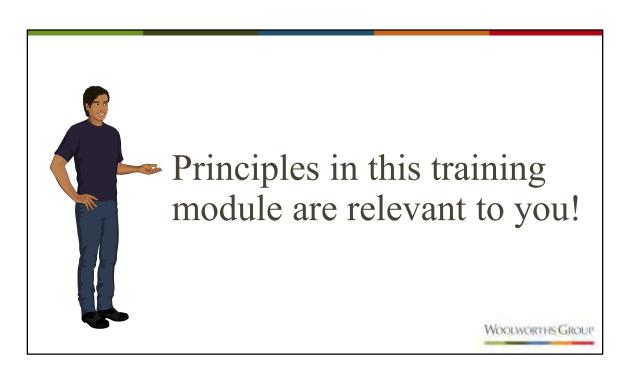
Section 1: Introduction



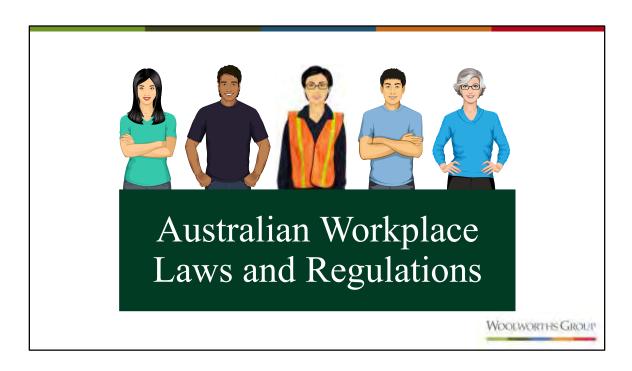
Welcome to the Supplier Workplace Relations Training module!



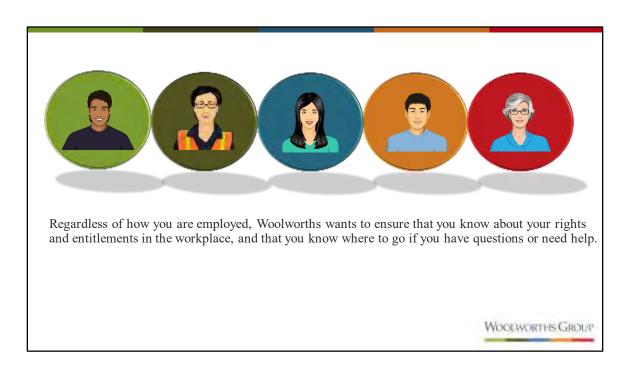
Welcome to the Supplier Workplace Relations Training module. You are completing this training because you perform work, or will be performing work, at a Woolworths site.



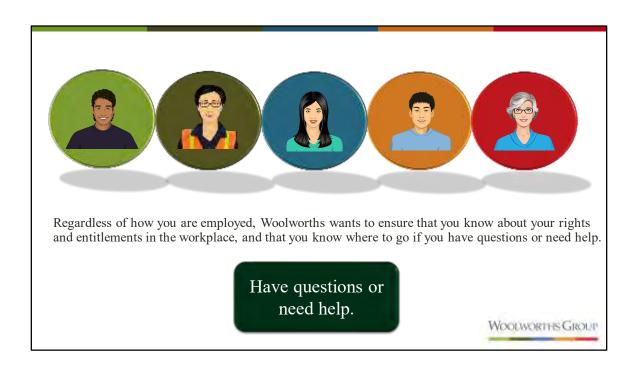
The principles in this training module are relevant to you even though you may not be employed by Woolworths directly, and are employed by a contractor to Woolworths.



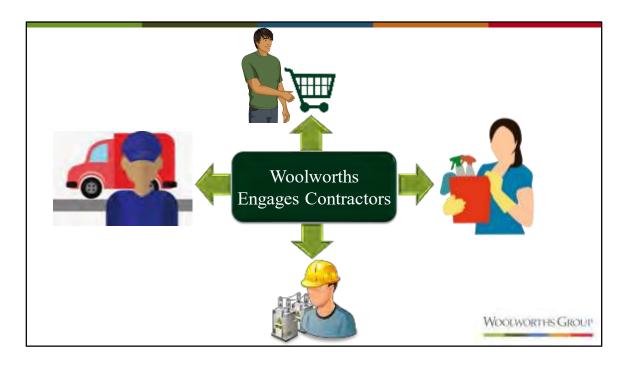
This module contains important information about your rights under Australian workplace laws and regulations.



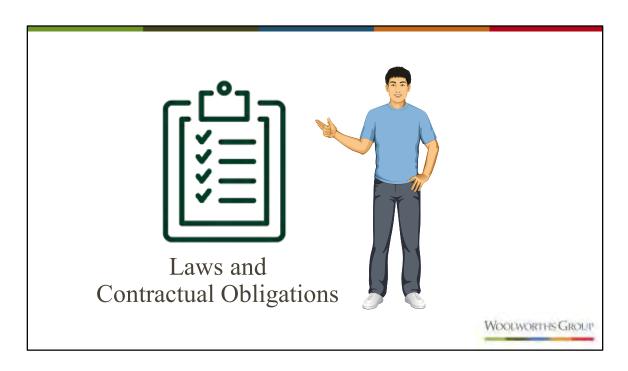
Regardless of how you are employed or who you work for, if you are doing work at a Woolworths site, Woolworths wants to ensure that you know about your legal rights in the workplace,



and that you know where to go if you have questions or need help.



Woolworths engages contractors to perform certain work at Woolworths' sites.



Contractor compliance with relevant laws and contractual obligations is a fundamental part of working alongside Woolworths, and we want to ensure our contractors are doing the right thing.



Many contractors employ individuals, like you, to perform work at Woolworths' sites.



We want to ensure Woolworths contractors are doing the right thing by their employees and subcontractors - including paying correct wages and providing the workplace entitlements that the law requires.



Ensuring that you understand your entitlements and know where to seek further information or help, is critical to maintaining compliance.

Section 2: Workplace Protections

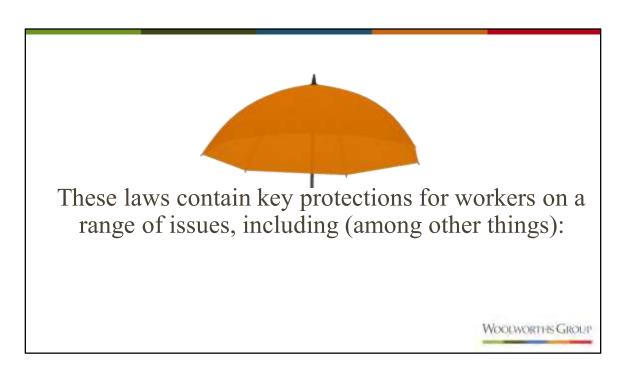
The National Employment Standards



Section 2: Workplace Protections, the National Employment Standards



The Fair Work Act 2009 and Fair Work Regulation 2009, are the relevant Federal (national) laws that provide the main framework for workplace relations in Australia.



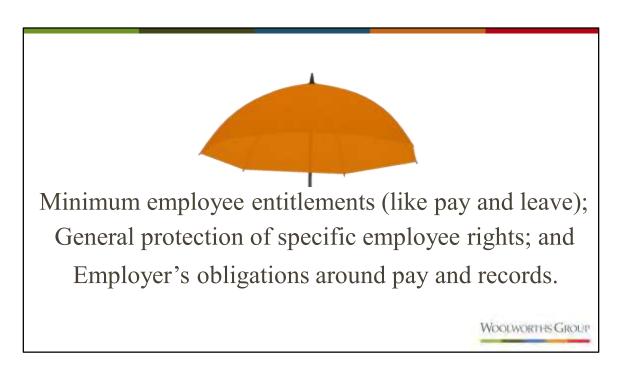
These laws contain essential protections for workers on a range of issues, including (among other things):



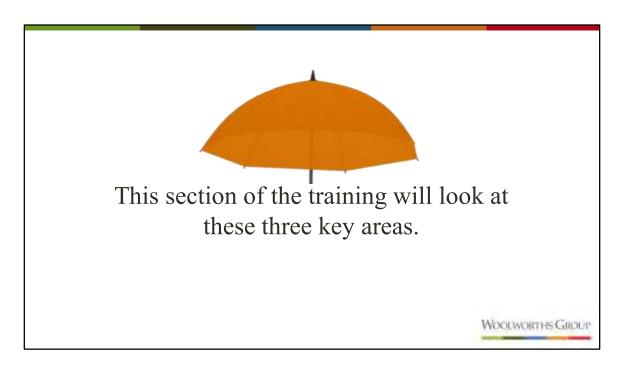
• Minimum employee entitlements;



• General protection of specific employee rights; and



• Employer's obligations around pay and records.



This section of the training will look at these three key areas.



Let's start with minimum employee entitlements.



In Australia we have ten National Employment Standards, they are the minimum standards you can expect as an employee working in Australia.



Usually, employees terms and conditions of work will be set out in an employment contract, or an Enterprise Agreement, or an industry award – but no matter what, any entitlements in a contract, agreement or award **cannot be less** than what is in the NES.

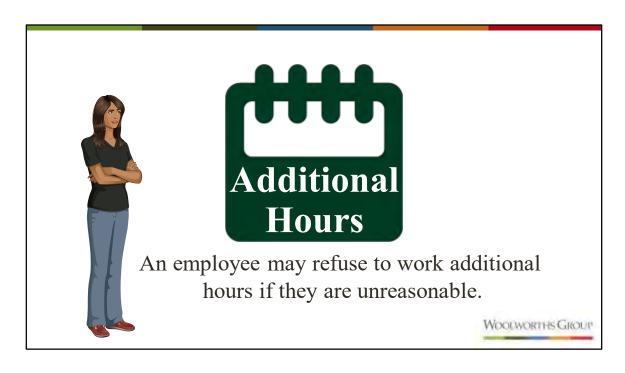
There are 10 National Employment Standards – let's explore them.



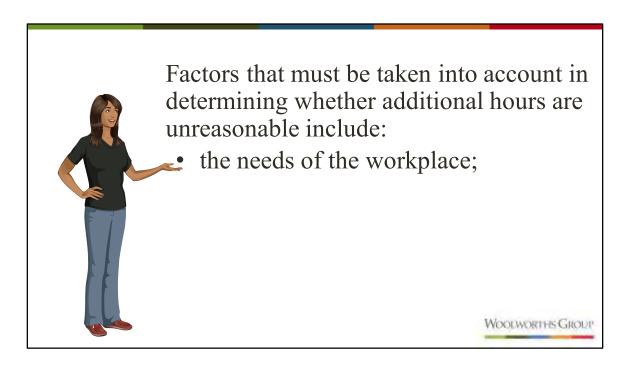
We will now explore each of them together and explain what they mean to you.



The maximum weekly hours of work are 38 hours, plus reasonable additional hours.

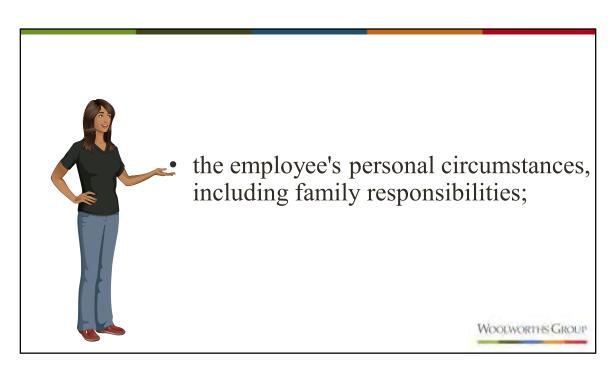


You may refuse to work additional hours if they are unreasonable.

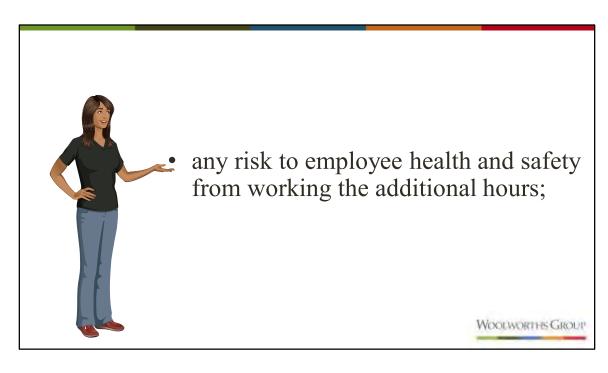


Factors that must be taken into account in determining whether additional hours are unreasonable include:

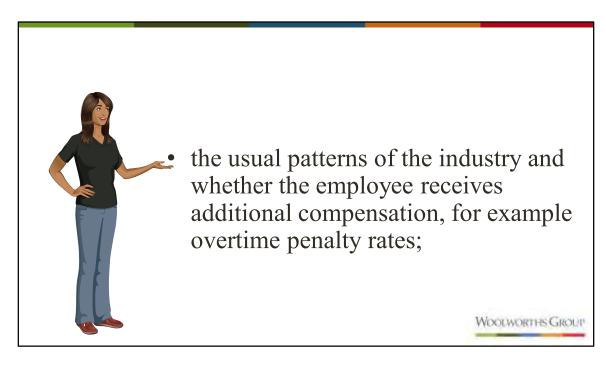
• the needs of the workplace;



• the employee's personal circumstances, including family responsibilities;



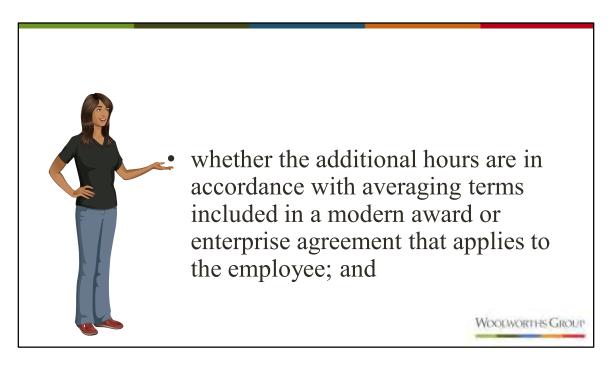
• any risk to employee health and safety from working the additional hours;



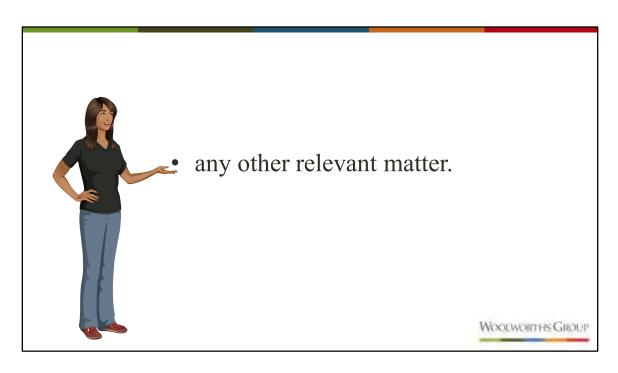
• the usual patterns of the industry and whether the employee receives additional compensation, for example overtime penalty rates;



• the nature of the employee's role, and the employee's level of responsibility;



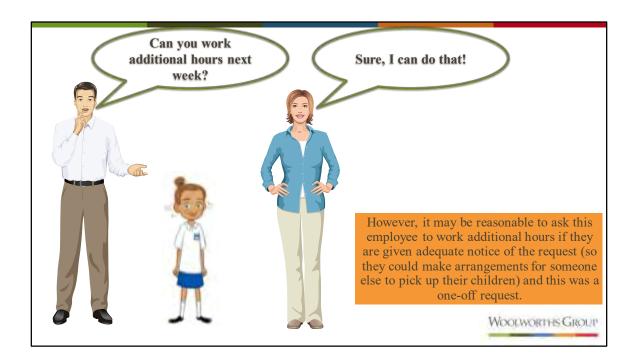
 whether the additional hours are in accordance with averaging terms included in a modern award or enterprise agreement that applies to the employee; and



• any other relevant matter.



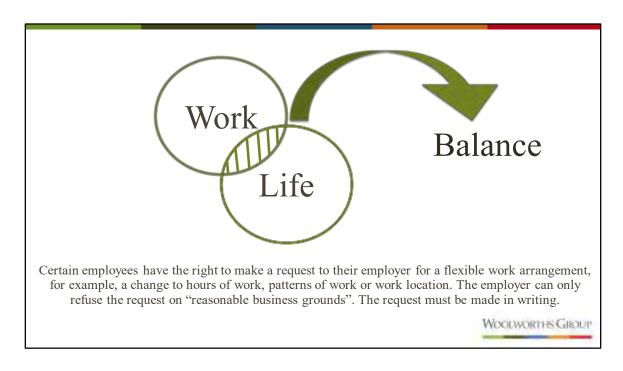
This is one example of how it could be unreasonable for you to work additional hours - the main reason would be you haven't had time to make other arrangements.



We all have to have a bit of give and take with our employer / employee relationship, but it must be reasonable.



A good working relationship keeps everyone happy.



Flexibility within the workplace is a fine balance.

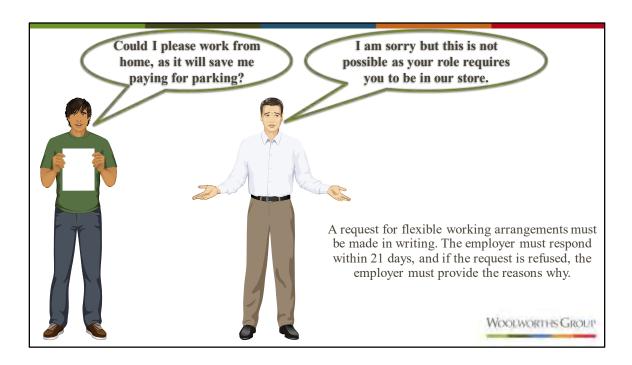


An employee may request a change in their working arrangements from their employer if they require flexibility because they:

- are the parent, or have responsibility for the care, of a child who is of school age or younger;
- are a carer (within the meaning of the Carer Recognition Act 2010);
- · have a disability;
- are 55 years or older;
- are experiencing violence from a member of their family; or
- provide care or support to a member of their immediate family or household, who requires care or support because they are experiencing violence from their family.



Your request has to be reasonable and made in writing to your employer.



Sometimes due to the operational requirements / reasonable business grounds, your request may not be granted. Your employer must provide you reasons why your request is not approved. Work life balance is important!



All employees in Australia are eligible for up to 12 months unpaid leave per employee,



plus a right to request an additional 12 months unpaid leave, plus other forms of maternity, paternity and adoption-related leave,



if they have completed at least 12 months of continuous service with their employer.



This includes casual employees, but only if:

• they have been employed by the employer on a regular and systematic basis for a sequence of periods over at least 12 months; and

Unpaid Parental Leave



Includes casual employees, but only if:

- they have been employed by the employer on a regular and systematic basis for a sequence of periods over at least 12 months;
- had it not been for the birth (or expected birth) or adoption (or expected adoption) of a child, they would have a reasonable expectation of continuing employment by the employer on a regular and systematic basis.



• had it not been for the birth (or expected birth) or adoption (or expected adoption) of a child, they would have a reasonable expectation of continuing employment by the employer on a regular and systematic basis.

Paid Parental Leave Parental Leave Pay from the Australian Government WOOLWORTHS GROUP

Eligible employees may receive Parental Leave Pay from the Australian Government.

Paid Parental Leave 18 Weeks' Leave Pay WOOLWORTHS GROUP

Eligible employees who are the primary carer of a newborn or adopted child may receive up to 18 weeks' leave paid at the national minimum wage.



These payments are made to the employer first, who then pays them to the employee. These payments can be paid before, after or at the same time as other entitlements such as annual leave and long service leave.



Parental Leave Pay from the Australian Government doesn't change paid parental leave from an employer – an employee can be paid both.



These payments do not affect or replace unpaid parental leave. Employees who get paid parental leave are still entitled to unpaid parental leave.



Visit Centrelink for more information regarding the Parental Leave Paid Leave Scheme.



In Australia every employee (except casual workers) are entitled to 4 x weeks annu.al leave.



and shiftworkers are entitled to 5 x weeks annual leave.

Annual Leave

An employee's entitlement to annual leave accumulates continuously based on the number of ordinary hours they work. Annual leave continues to accumulate when an employee takes a period of paid annual leave or paid personal/carer's leave, but generally will not accumulate on unpaid leave.

An employee classified as a 'shiftworker' is entitled to five weeks paid annual leave.



Your leave will accumulate during the year. You may apply to take your leave at any time, however, there may be peak times that your employer may need you to work, we call this 'operational requirements'.

Annual Leave and You

Annual leave is typically paid at your base pay rate for all ordinary hours worked.

Ordinary hours under the NES cannot exceed 38 hours in a week.

The base rate does not include:

- overtime rates:
- penalties;
- · allowances;
- bonuses.

Awards and registered agreements can set out:

- a different method of payment for annual leave;
- that annual leave loading is paid for annual leave.

On termination of employment, an employer must pay an employee for any period of untaken annual leave. The payment for the untaken leave has to be the same as what the employee would have been paid if they took the leave.

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If you are employed under a Modern Award or Enterprise Agreement it will have details regarding overtime payments, penalties and allowances if you work over and above 38 hours in a week.

Personal/Carer's Leave and Compassionate Leave

- The term 'personal/carer's leave' covers both sick leave and carer's leave. The minimum entitlement to paid personal/carer's leave for an employee (other than a casual employee) is 10 days per year.
- An employee's entitlement to paid personal/carer's leave accrues progressively during a year of service according to the number of ordinary hours worked, and accumulates from year to year.



Personal and Carers leave is used if you or your immediate family are ill or injured or you have a family emergency, you are entitled to ten days per year.

Personal/Carer's Leave and Compassionate Leave

An employee may take paid personal/carer's leave:

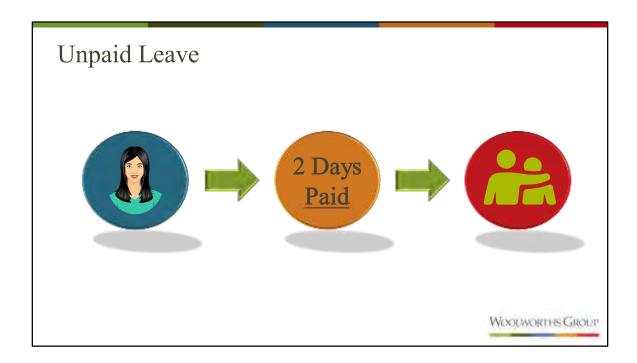
- if they are unfit for work because of their own personal illness or injury (including pregnancy-related illness); or
- to provide care or support to a member of their immediate family or household, because of a personal illness, injury or unexpected emergency affecting the member.

A member of the employee's immediate family means a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner.





You will be required to provide medical certificates or other forms of evidence if requested by your employer.

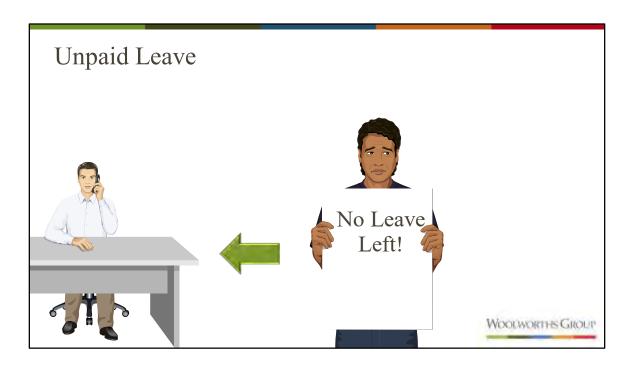


Employees are also entitled to:

 two days of paid compassionate leave when an immediate family or household member gets an injury or illness that threatens their life, or dies, and



• two days of unpaid carer's leave (if all of their paid carer's leave has been used) when an immediate family or household member, requires care or support because of personal illness or injury or an unexpected emergency.



• If your leave allocation has been exhausted and you have carers responsibilities or are ill, you could also discuss with your employer whether you can take a further period of unpaid leave.



Employees who engage in eligible community service activities are entitled to be absent from work in certain circumstances.



This includes when an employee is required for jury duty and certain volunteer activities - for example the SES or Defence Force.



The period of leave includes reasonable travel and rest time.



Employees must provide reasonable notice and evidence for each period of leave and the leave must be 'reasonable in all the circumstances'.



For jury service only, an employer must pay an employee their base rate of pay, minus any jury service pay received by the employee, for their ordinary hours of work for the first 10 days only.



An employee gets long service leave after a long period of working for the same employer.



Long service leave is governed by the State or Territory that you work in and sets out:

- how long an employee has to be working to get long service leave (e.g. after 7 years);
- how much long service leave the employee gets.

Long Service Leave



Long service leave agency in your state or territory:

- ACT WorkSafe ACT
- NSW NSW Industrial Relations
- NT NT Government
- QLD Queensland Industrial Relations
- SA SafeWork SA
- TAS. WorkSafe Tasmania
- · VIC. Business Victoria
- WA Commerce WA



In some states and territories long serving casuals are eligible for long service leave. To find out about long service leave entitlements, contact the long service leave agency in your state or territory.

ACT - WorkSafe ACT

NSW - NSW Industrial Relations

NT - NT Government

QLD - Queensland Industrial Relations

SA - SafeWork SA

TAS. - WorkSafe Tasmania

VIC. - Business Victoria

WA - Commerce WA



A public holiday is a paid day off on a "gazetted" public holiday. Public holidays are set by the state or territory you work in.

Public Holidays

If you work on a Public Holiday you will get paid at least your base rate of pay for all the hours you have worked. Some awards and enterprise agreements can provide entitlements for working public holidays, including extra pay or an extra day off in lieu.



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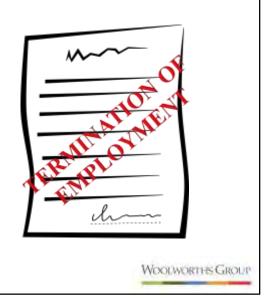


Typical public holidays include New Years' Day, Christmas Day, Boxing Day, Good Friday and Easter Monday.

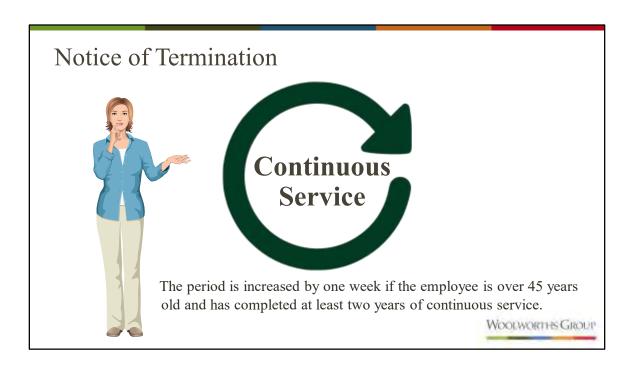
Notice of Termination

Generally, an employer who terminates the employment of an employee (other than a casual employee) must give them written notice.

The minimum period of notice that needs to be given depends on the length of the employee's continuous service with the employer (calculated from the end of the day the notice is given).



Your employer must give you written notice if your employment is terminated unless you are a casual employee.



The notice period your employer gives you is dependent on the amount of continuous service you have with your employer and if you are over the age of 45.

Notice of Termination



Period of continuous service	Period of Notice
Less than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

Employees terminated during a probationary period are entitled to notice of one week. In certain circumstances (such as where the employee is terminated for serious misconduct), the employer will not need to give notice of termination or pay in lieu of notice.



Your employer may pay you your notice period, but not require you to work during this time.

Redundancy Pay



Redundancy happens when an employer either:

- · doesn't need an employee's job to be done by anyone; or
- becomes insolvent or bankrupt.



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- doesn't need an employee's job to be done by anyone; or
- becomes insolvent or bankrupt.

Redundancy Pay

Period of continuous service	Amount of redundancy pay in weeks
At least 1 year but less than 2 years	4 weeks
At least 2 years but less than 3 years	6 weeks
At least 3 years but less than 4 years	7 weeks
At least 4 years but less than 5 years	8 weeks
At least 5 years but less than 6 years	10 weeks
At least 6 years but less than 7 years	11 weeks
At least 7 years but less than 8 years	13 weeks
At least 8 years but less than 9 years	14 weeks
At least 9 years but less than 10 years	16 weeks
Over 10 years	12 weeks

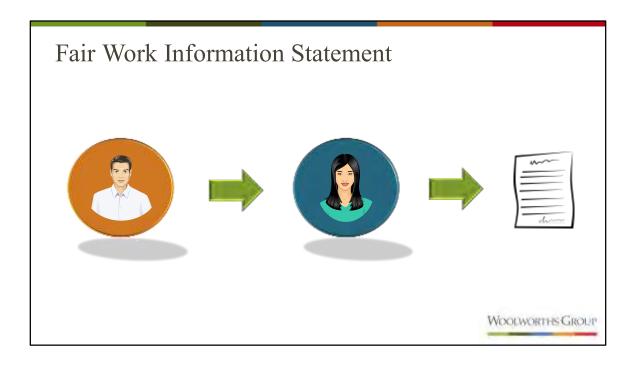


If your position is made redundant, the amount of redundancy pay payable to you is based on the length of your continuous service with your employer at the time of termination.

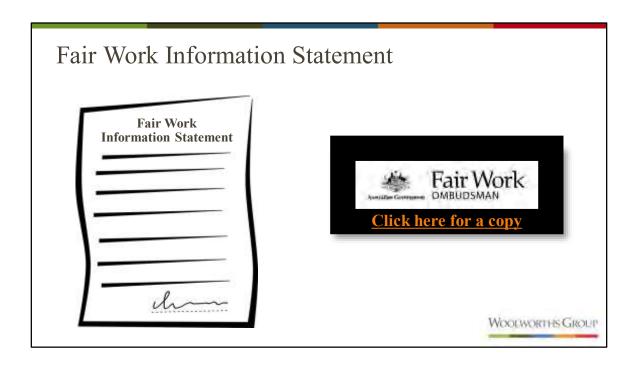
- At least 1 year but less than 2 years 4 weeks
- At least 2 years but less than 3 years 6 weeks
- At least 3 years but less than 4 years 7 weeks
- At least 4 years but less than 5 years 8 weeks
- At least 5 years but less than 6 years 10 weeks
- At least 6 years but less than 7 years 11 weeks
- At least 7 years but less than 8 years 13 weeks
- At least 8 years but less than 9 years 14 weeks
- At least 9 years but less than 10 years 16 weeks
- Over ten years 12 weeks



A small business is one that employs fewer than 15 employees. Some small businesses don't have to pay redundancy pay when making an employee redundant.



An employer must give each employee a "Fair Work Information Statement" before, or as soon as is reasonably practicable after, the employee starts employment.



A copy of the Fair Work Information Statement can be obtained from the website of the Fair Work Ombudsman. The Fair Work Information Statement is available in 30 different languages.

Section 3: Employment Protections

General Protections under the Fair Works Act



Section 3: Employment Protections. General protections under the Fair Works Act.

General Protections

The Fair Work Act contains a number of "general protections" which relate to certain workplace rights, discrimination and union membership.



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Unlawful Dismissal

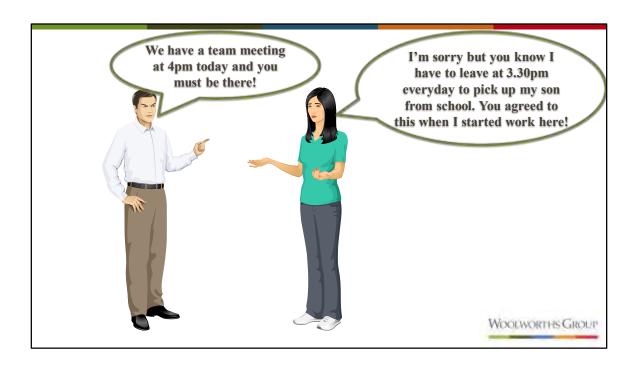
It is unlawful for your employer to dismiss you from your employment, threaten to dismiss you, change your position or duties or cause you any disadvantage because:

- you have a workplace right;
- you make a complaint or enquiry in relation to your employment or workplace rights;
- you join a union or take part in union activities;
- you perform a representative role in your workplace (such as OH&S Representative, Harassment Officer or a union delegate);
- of your race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion and national or social origin.

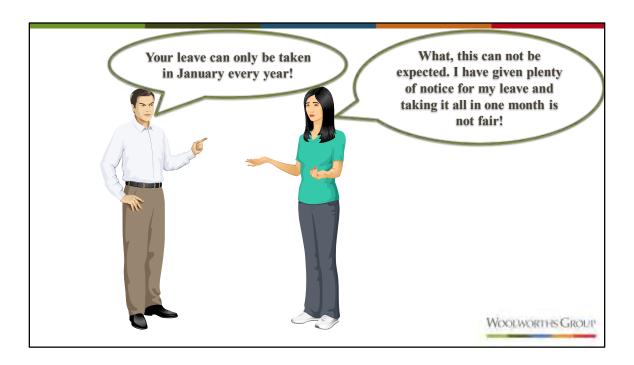


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- you have a workplace right;
- you make a complaint or enquiry in relation to your employment or workplace rights;
- you join a union or take part in union activities;
- you perform a representative role in your workplace (such as OH&S Representative, Harassment Officer or a union delegate);
- of your race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion and national or social origin.



It is unlawful for an employer to place undue influence or pressure on you to agree to change certain employment arrangements.



It is unlawful for an employer to coerce you to exercise your workplace rights in a particular way. For example, your employer can not pressure you not to take leave to which you are entitled.

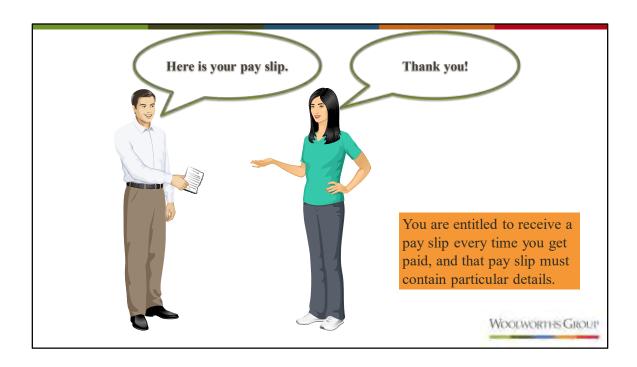


If you believe that a "general protection" has been breached, you should speak to your employer, the Fair Work Ombudsman or the Fair Work Commission.

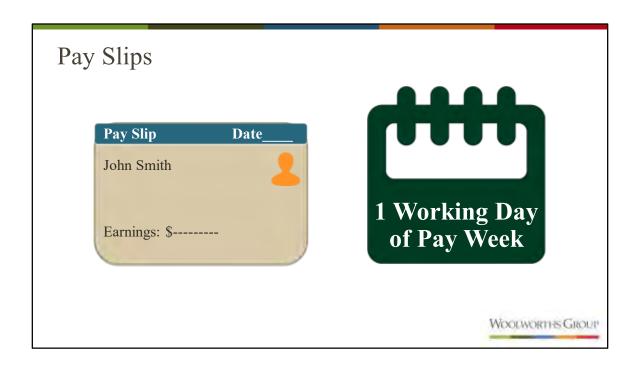
Section 4: Employer's Obligations Around Pay Slips and Records



Section 4: Employer's Obligations Around Pay Slips and Records.



Pay slips must be provided by employers to employees so they can ensure they are getting the correct pay and entitlements. Pay slips also allow employers to maintain their own accurate records of payments made. You are legally entitled to receive a pay slip every time you get paid, and that pay slip must contain particular details.



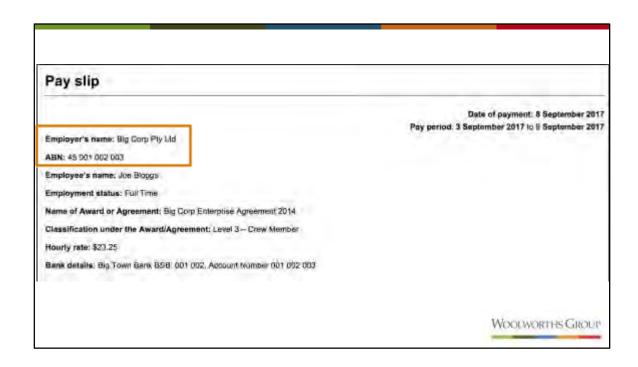
Pay slips are required <u>by law</u> to be given to each employee within 1 working day of pay day – even if the employee is on leave.



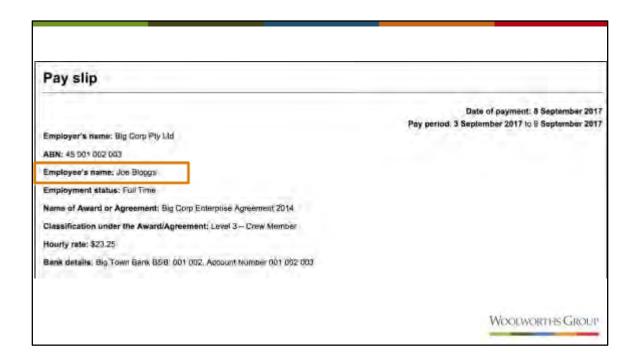
Many employers provide pay slips electronically – either by email, or on a website that employees can log in to. However, pay slips can also still be provided as a hard copy sheet of paper. Regardless of whether the pay slip is provided in hard copy or electronically, all pay slips <u>must</u> contain specific information. Let's take a look at an example of a pay slip.

Pay slip				
			Date of payment: 8 September 2017	
Employer's name: Hig Corp Pty Ltd			Pay period 3 September 2017 to 0 September 2017	
ASN: 45 001 DUE DUD				
Employee's name: Jor Glassa				
Employment status Ful Tine				
Name of Award or Agramment: Big Corp Errors	cano Americana Stata			
Classification under the Award/Agreement L	The state of the s			
Cleaning more me wants described T	man 5 - 1540- moustell			
About the company of				
Hourly rate: \$23.25	TO A CONTROL OF			
Hourly rate: \$23.25 Bank details; Big Town Bank BSB 001 002, Ac	coourt Number 001 D02 D03			
Bank detalls; Big Town Bank BBB 001 002, Ac	COOLIN Number 001 002 003	Water	Total	
Bank detalls; Big Town Bank BBB 001 002, Ac		Wate 893.25	Total 1663.61	
Bank detalla; Big Town Bank 988: 901 002; Ac Entitionments	Unit			
Bank details; Big Town Bank 868, 001,002, Ac Entitionments Wages for oldstary fours worker TOTAL ORIONARY HOLIPES + 36 hours	Unit			
Bank details; Big Town Bank 888, 001,002, Ac Entitionments Wages for orderary fours women TOTAL DESDEWARY HOLERS & 35 hours	Units 30 feating 4 feating*	893.05	1603.61	
Bank details; Big Town Bank 888, 001,002, Ac Entitionments Wages for orderary fours women TOTAL DESDEWARY HOLERS & 35 hours	UMB 38 foom, 4 focus, 6	\$93.25 \$5+ 61	\$60.67 \$108.51	
Bank details; Big Town Bank 888-001 002 Ac Entitionments Wages for ordinary fours women	UMB 38 foom, 4 focus, 6	\$93.25 \$34.67 House payment	\$102.51 \$1,02.51 \$1,023.00 (\$220.06)	
Bank details; Big Town Bank 888-001 002 Ac Entitionments Wages for oddswy fours women TOTAL ORDINARY HOLERS & 35 hours	1946 36 from, 4 truin,** G	\$23,25 \$34 b7 Single payment with income inc	\$135.51 \$1,035.00 (\$225.06)	
Bank details; Big Town Bank 888-001-002, Ac Entitionments Wages for orderary fours worses TOTAL ORDINARY HOURS! +38 Young Confirms	1946 36 from, 4 truin,** G	\$23,25 \$34 b7 Single payment with income inc	\$102.51 \$1,02.51 \$1,023.00 (\$220.06)	Woodworths Grou

Pay slips can be set out differently by different employers, but there is certain information that must, by law, appear on a pay slip.



For starters, some basic information such as: The employer's name and employer's Australian Business Number (ABN) (if applicable), shown here.



The employee's name, shown here.



The pay period that the pay slip relates to and the date of the payment, shown here. The pay period depends on the particular employer's pay cycle, most commonly, it will be weekly, fortnightly or monthly.

Hourly rate: \$23.25 Bank details: Big Town Bank BSB: 001 002, Ac	SECURI. Number 001 002 003		
Entitlements	Unit	Kate	Tota
Wages for ordinary hours worked	:38 hours	\$23.25	\$883.50
TOTAL ORDINARY HOURS = 38 hours			
Oversime	4 hours*	\$34.67	\$130.50
		rese payment	\$1,023.00
	i.e	ss income tax	(8225.06
		NET PAY	\$797.0-
Employer superannuation contribution - 9.55	6		
Big Superenouation Fund Australia			
Gentalian			\$97.10

Let's take a look at some of the other information required.

Hourly rate: \$23.25 Bank details: Big Town Bank BSB: 001 002, Ac	court Number 001 002 003		
Entitlements	Unit	Kate	Tota
Wages for ordinary hours worked	:38 hours	\$23.25	\$883.50
TOTAL ORDINARY HOURS = 38 hours			
Overtime	4 hours*	\$34.67	\$139.50
		Grees payment	81,023.00
		Lass income tax	(8225.06
NET PAY			\$797.0-
Employer superannuation contribution - 9.5	6		
Big Superecountion Fund Australia			
Gentelhalton			\$97.11

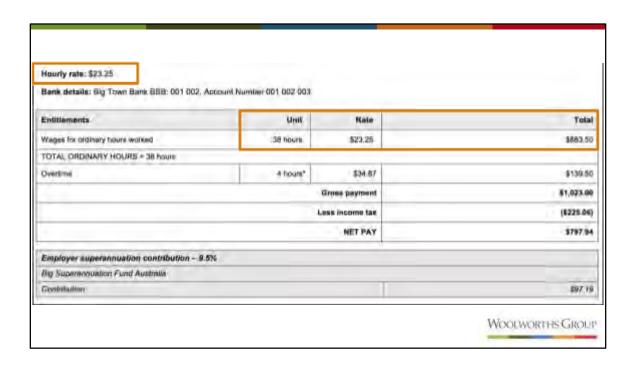
The pay slip must show the amount of gross pay (that is, the total amount of the employee's regular remuneration including allowances, overtime, commissions, bonuses etc., before any deductions are made).

Hourly rate: \$23.25 Bank details: Big Town Bank BSB: 001 002, An	occurt Number 001 002 003		
Entitlements	Unit	Kate	Total
Wages for ordinary hours worked	:38 hours	\$23.25	\$883.50
TOTAL ORDINARY HOURS = 38 hours			
Oversime	4 hours*	\$34.67	\$139.50
	Irons payment	\$1,023.00	
	Li Li	ess income tax	(6225.06)
		NET PAY	\$797.04
Employer superannuation contribution - 9.5	N6		
Big Superennuation Fund Australia			
Gentribation			\$97.10

The pay slip should also show the amount of net pay (that is, the amount of money actually paid to the employee in that pay period, less any deductions such as income tax).

Hourly rate: \$23.25 Bank details: Big Town Bank BSB: 001 002, Ac	count.Number 001 002 003		
Entitlements	Unit	Káte	Total
Wages for ordinary hours warked	:38 hours	\$23.25	\$683.5
TOTAL ORDINARY HOURS = 38 hours			
Overtime	4 hours*	\$94.67	\$139.5
Gross payment			81,023
		Less income tax	(8225.06
NET PAY			\$797.0
Employer superannuation contribution - 9.55	6		
Big Superennuation Fund Australia			
Gentelladion			\$97.1

Any deductions from the pay must be clearly shown. For example, here you can see Income Tax has been deducted.



If the employee is on an hourly rate, the pay slip must also show:

- the ordinary hourly rate;
- how many hours were worked at that rate; and
- the total dollar amount of pay at that rate.

Hourly rate: \$23.25 Bank details: Big Town Bank BSB: 001 002, Ac	count.Number 001 002 003		
Entitlements	Unit	Kate	Total
Wages for ordinary hours worked	:38 hours	\$23.25	\$883.50
TOTAL ORDINARY HOURS = 38 hours			
Oversime	4 hours*	\$34.87	\$139.50
	- 0	ress payment	81,023.00
	i.e	ss income tax	(6225.04)
NET PAY		NET PAY	3797.94
Employer superannuation contribution - 9.5	6		
Big Superenouation Fund Australia			
Gentrituition			\$97.16

In addition to ordinary hours of work, the pay slip must show any applicable loadings, allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements that can be separated out from the employee's ordinary hourly rate.

Hourly rate: \$23.25 Bank details: Big Town Bank BSB: 001 002, Ac	count.Number 001 002 003		
Entitlements	Unit	Kate	Tota
Wages for ordinary hours worked	:38 hours	\$23.25	\$883.50
TOTAL ORDINARY HOURS = 38 hours			
Overtime	4 hours'	\$94.67	\$139.50
Gross payment			81,023.00
	i.e	ss income tax	(8229.06
NET PAY			\$797.04
Employer superannuation contribution – 9.5	6		
Big Supermonulation Fund Australia			
Gynfrihaltor			\$97.11

For any employee who is eligible for superannuation, the details of the superannuation fund and the contribution made to the fund must be shown.

Let's recap! These are the items that must be included on pay slips:

- 1. Employer's name;
- 2. Employee's name;
- 3. Employer's Australian Business Number (ABN) (if applicable);
- 4. The pay period that the pay slip relates to;
- 5. The date of the payment;
- 6. The amount of gross pay (that is, the total amount of the employee's regular remuneration including allowances, overtime, commissions, bonuses etc. before any deductions are made);
- 7. The amount of net pay (that is, the amount of money actually paid to the employee in that pay period, less any deductions such as income tax);
- 8. If the employee is on an hourly rate, the pay slip must also show:
 - o the ordinary hourly rate;
 - o how many hours were worked at that rate; and
 - o the total dollar amount of pay at that rate.



Let's recap! These are the items that must be included on pay slips:

- 1. Employer's name;
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- 7. The amount of net pay (that is, the amount of money actually paid to the employee in that pay period, less any deductions such as income tax);
- 8. If the employee is on an hourly rate, the pay slip must also show:
 - o the ordinary hourly rate;
 - o how many hours were worked at that rate; and
 - the total dollar amount of pay at that rate.

These are the items that must be included on pay slips (continued):

- 9. Any loadings, allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements than can be separated out from the employee's ordinary hourly rate.
- 10. The pay rate that applied on the last day of employment.
- 11. Any deductions that have been taken from the employee's pay, including the amount and details of each deduction (for example, income tax) including the name or name and number of the fund or account a deduction has been paid into.
- 12. Any superannuation contributions paid for the employee's benefit, including the amount of the contributions and the name or number of the super fund paid.



These are the items that must be included on pay slips (continued):

9. Any loadings, allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements than can be separated out from the employee's ordinary hourly rate.

10. The pay rate that applied on the last day of

employment.

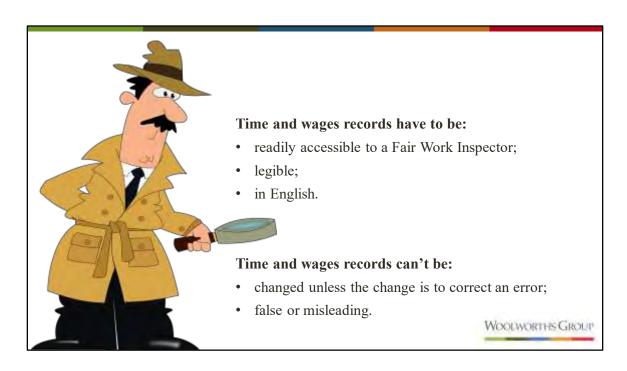
11. Any deductions that have been taken from the employee's pay, including the amount and details of each deduction (for example, income tax) including the name or name and number of the fund or account a deduction has been paid into.

12. Any superannuation contributions paid for the employee's benefit, including the amount of the contributions and the name or number of the super

fund paid.



Employers have to keep time and wages records for 7 years.



Time and wages records have to be:

- readily accessible to a Fair Work Inspector;
- legible;
- in English.

Time and wages records can't be:

• changed unless the change is to correct an error;

• false or misleading.

Record Keeping



What records have to be kept and what needs to be in them?

- general information about the employee and employer names, ABN, type of employment (e.g. part time, casual);
- pay information rates of pay, gross and net amounts paid etc;
- hours of work that employees work;
- leave records leave taken by employees, how much leave an employee has;
- superannuation contribution amounts paid and fund details;
- copies of any employment contracts or documents.



What records have to be kept and what needs to be in them? Certain information needs to be kept for each employee. Here is a list of the records that an employer has to keep and what information has to be in the record.

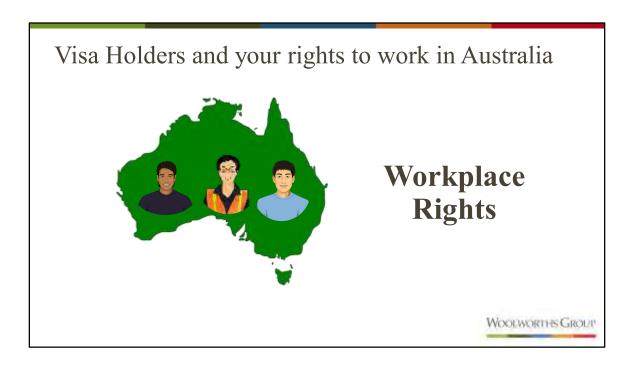
- General information about the employee and employer names, ABN, type of employment (e.g. part time, casual);
- Pay information rates of pay, gross and net amounts paid etc.;
- Hours of work that employees work;
- Leave records leave taken by employees, how much leave an employee has;
- Superannuation contribution amounts paid and fund details;
- Copies of any employment contracts or documents.

Section 5: Right to Work

Immigration and Right to Work Checks



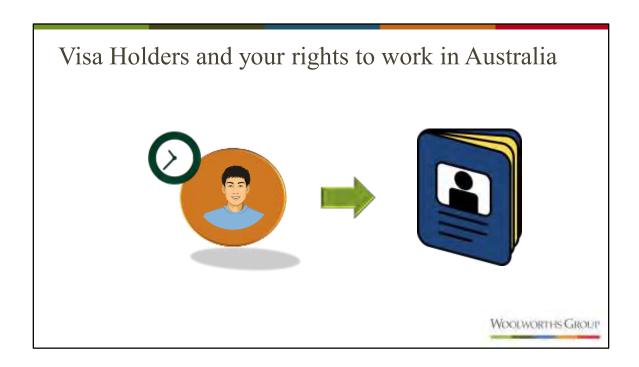
Section 5: right to work, immigration and right to work checks.



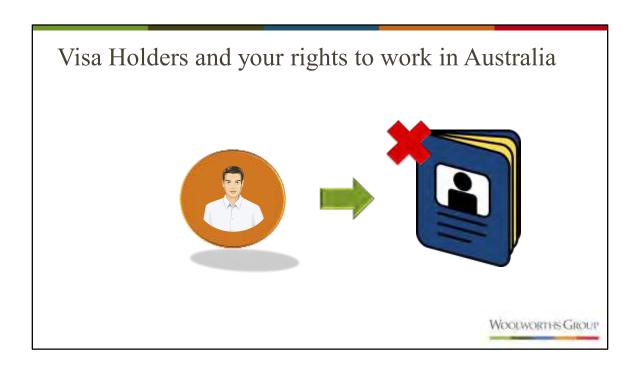
Migrant workers and visa holders, including international students, have the same workplace rights as all other workers in Australia.



If you're here on a visa, make sure it allows you to work in Australia and check for any conditions like the number of hours you can work. For example, if you're an international student, you may get a part-time or casual job while studying in Australia.



The number of hours you can work each week may be limited by your visa conditions.



Your employer can't cancel your visa, even if it's been breached. Only the Department of Immigration and Border Protection (DIBP) can grant, refuse or cancel visas.

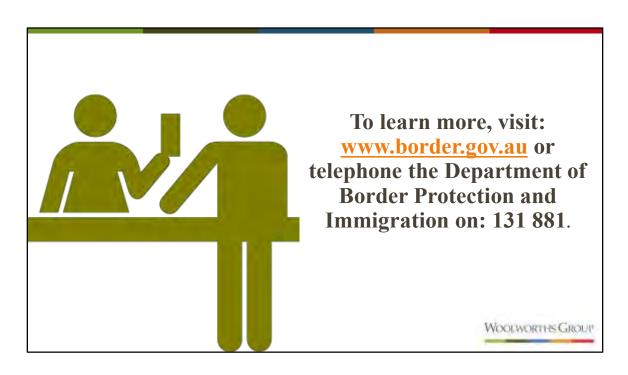
Contact:

Department of Immigration and Border Protection (DIBP)

PH: 131 881 or PH:131 450



If you believe that your employer is exploiting you, you should contact the DIBP on 131 881, or 131 450 if you need a translator/interpreter.

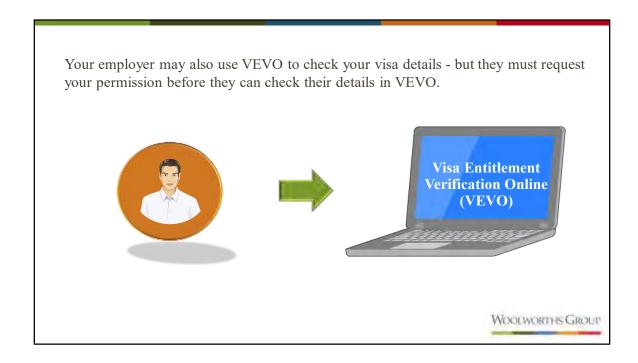


There are services available for visa holders to check the details and restrictions of their visa.

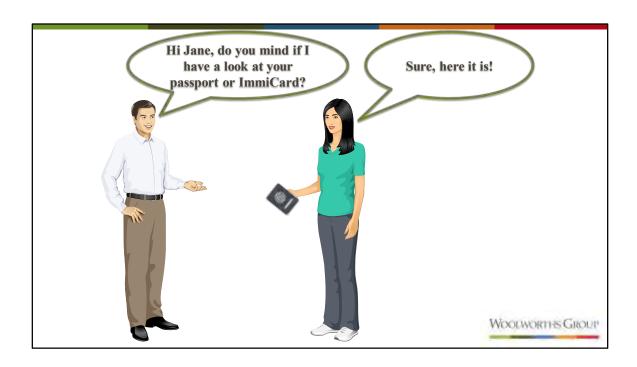
These resources are available at www.border.gov.au



One resource is the VEVO online system which enables a visa holder to check current visa details and conditions.



Your employer may also use VEVO to check your visa details, but they must request and retain the visa holder's permission before they can check their details in VEVO.



Your employer may ask to see your passport or ImmiCard so that they can complete a VEVO check on you.



It is illegal for an employer to employ someone who does not have the right to work in Australia, so most employers will not offer you employment unless your visa proves you have a current and valid right to work.

Section 6: Getting Help

Where to go if you have questions or need advice



Section 6: Getting help, where to go if you have questions or need advice.



The Fair Work Ombudsman is a free service available to all employees and employers in Australia.

Fair Work Ombudsman

The role of the Fair Work Ombudsman office role is to:

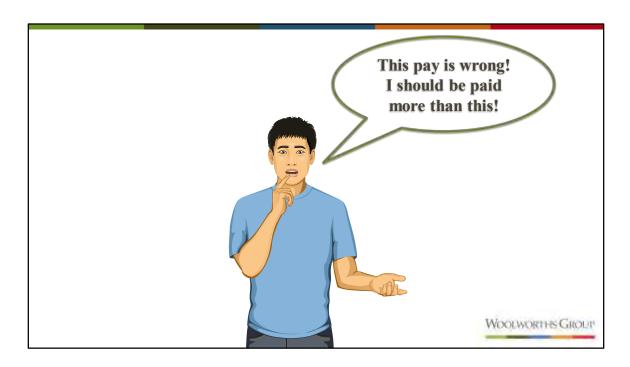
- promote harmonious, productive and cooperative workplace relations;
- ensure compliance with Australian workplace laws;
- monitor certain 457 subclass visa arrangements.





The role of the Ombudsman office is to:

- promote harmonious, productive and cooperative workplace relations;
- ensure compliance with Australian workplace laws;
- monitor certain 457 subclass visa arrangements.



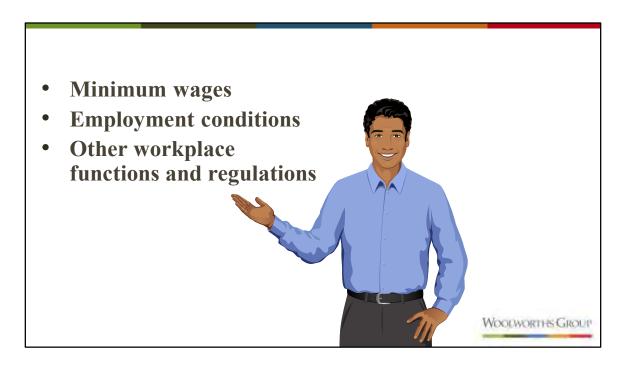
If you believe that you have a pay and entitlement issue or dispute, the Ombudsman can help you.



You may contact them during office hours on 131 394 or if you have difficulty speaking or understanding English, call the translating and interpreting service on 131 450 and they will call the Ombudsman for you and interpret your query.



The Fair Work Commission is the independent national workplace relations tribunal.



It is responsible for maintaining a safety net of minimum wages and employment conditions, as well as a range of other workplace functions and regulations, including hearing general protections, unfair dismissal and workplace bullying claims.



The Commission cannot provide advice on entitlements under an award or registered agreements or enforce minimum pay and award entitlements,



this is the Fair Work Ombudsman responsibility.

Contact:

Fair Work Commission on PH: 1300 799 675

or

Translating and Interpreting Service on PH:131 450



You can contact the Fair Work Commission on 1300 799 675 or if you have difficulty speaking or understanding English, call the translating and interpreting service on 131 450 and they will call the Fair Work Commission for you and interpret your query.



Being open and honest at all times is how we do business and work together.



That's why it's important that when you see something that is not right, you **Speak Up.**

Woolworths "Supplier Speak Up" Service



You can report the following:

- Theft;
- · Dishonesty;
- Bullying and Harassment;
- Fraud;
- Illegal activity;
- Risk and Safety issues;
- Serious Breach of Company Policy including the Code of Conduct.



Woolworths has a 24/7 "Supplier Speak Up" service where you can report the following:

- Theft;
- Dishonesty;
- Bullying and Harassment;
- Fraud;
- Illegal activity;
- Risk and Safety issues;
- Serious Breach of Company Policy including the Code of Conduct.



There are processes in place and people ready to listen. First talk to your line manager, or if you can't talk to your line manager, talk to their manager, or at any time, talk to your HR representative or appropriate specialist e.g. Loss Prevention or Risk and Safety.



If you are unable to escalate a serious issue through the normal processes, or you have strong reason to believe that a reported issue has not been investigated, you may access "Supplier Speak Up".

Contact:

Supplier SPEAKUP 24 hours a day 7 days a week on

PH: 1800 334 319

or

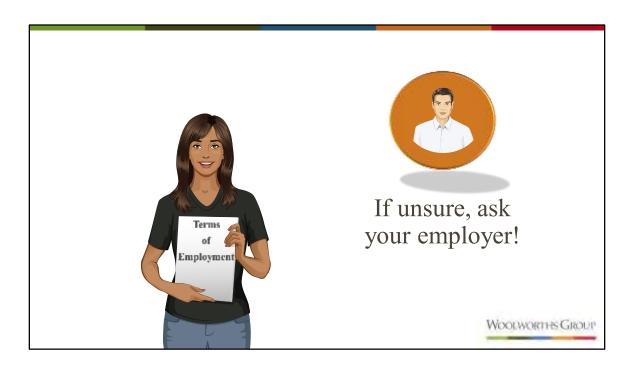
Website: WoolworthsSpeakUp.ethicspoint.com



Contact: Supplier SPEAKUP 24 hours a day, 7 days a week on 1800 334 319 or via our website at: WoolworthsSpeakUp.ethicspoint.com



As a worker in Australia you have certain rights at work that are protected, including minimum pay rates and minimum working conditions.



If you aren't sure about the terms of your employment, you can speak to your employer to ask them for the details.



If you need advice or support in relation to your workplace rights, you can contact the Fair Work Ombudsman or look on their website where you will find lots of free information.



If you have a concern with your pay or treatment, you can advise the Ombudsman or use the confidential Woolworths "Supplier Speak Up" service on 1800 334 319.