



Advertising | Creative
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Guidelines

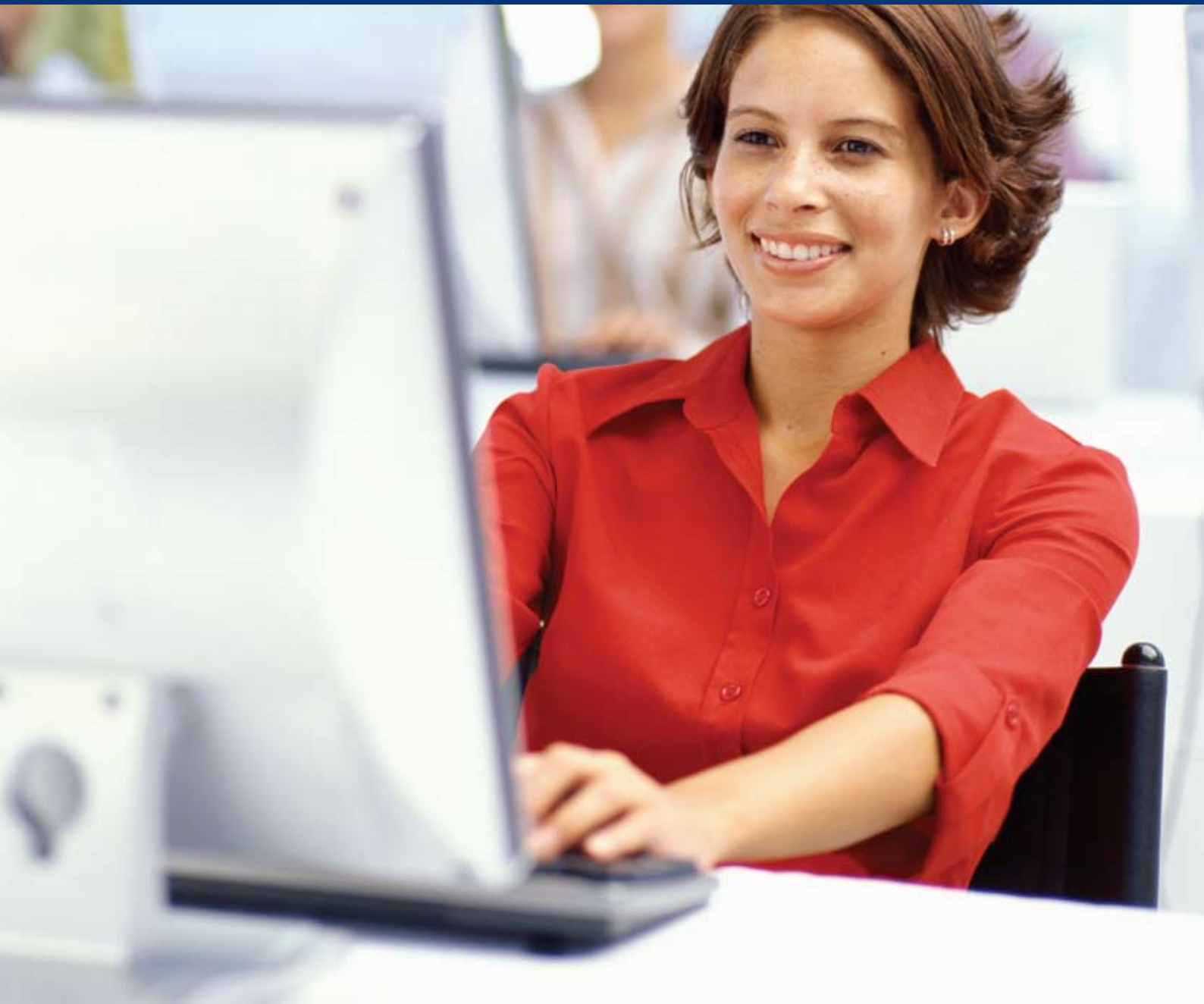
Temporary & Contract Staff



Odyssey Recruitment specialises in providing industry experienced professionals to employers in the sectors of advertising, creative, marketing and communications. Working on a temporary or contract basis is a great way to experience different workplaces, industries

Welcome

and environments and build your skills and expertise in the process. Odyssey Recruitment values the people who work for us, and we aim to provide our staff with the opportunity to grow, develop and achieve their goals. We contact our temporary staff when opportunities for assignments that fit their skills, experience and area of interest arise.





Accepting Assignments

When accepting an assignment, Odyssey Recruitment will advise you of all the details of the job including where it is, the person to report to upon arrival, what your duties will be, working hours, rates of pay and the length of the assignment. Once you have accepted the assignment you are committed to fulfil it to the best of your ability and for the agreed length of time.

Our clients normally book in advance, however, there may be occasions when clients are left unexpectedly short-handed. Your ability to be ready at short notice and having flexibility in the types of assignments that you are willing to accept will prove invaluable for your ongoing placement.

On Assignment

When you arrive to your assignment, report to the contact person to go through what your specific duties will be, their expectations of you on the job, location of equipment, health and safety policies, company procedures and other items of induction and orientation.

When you are on assignment, it is important to remember that you are a representative of Odyssey Recruitment and certain expectations apply:

- Do not give your private telephone number to the client. If asked, redirect the enquiry to your Odyssey Recruitment Consultant.
- Ensure that you provide Odyssey Recruitment as the contact phone number in an emergency. This enables us to manage any important situations professionally and effectively.
- Make sure that overtime is approved in advance by both the client and Odyssey Recruitment.
- Do not ask the client for time off. If an emergency arises, phone us and discuss the arrangements first. Again this enables us to manage any important situations professionally and effectively.
- Avoid making or receiving personal calls whilst on assignment and ensure that your mobile phone is switched off during work time.
- Observe and comply with any client company policies and procedures. For example where smoking is permitted, or other health and safety requirements.
- Avoid getting involved in any office politics or gossip.
- Treat all client's work as confidential. Only discuss it with the staff who assign the work to you.

Please let Odyssey Recruitment know immediately if you are:

- Having any type of difficulty or trouble whilst on assignment.
- You can't start or complete an assignment.
- Have been delayed or are going to arrive late.
- Asked by the client to continue or return for another assignment.
- Offered a permanent position with the client which you want to accept.
- Involved in an accident whilst on assignment.
- Having questions about pays, timesheets, etc.
- Changing your address or contact phone numbers.
- Updating or have already updated any of your skills.

Email and Internet Use whilst on Assignment

You may have access to client's email and internet facilities as part of performing your assignment. It is important to use these facilities responsibly and for the proper use for which you were authorised to access them.

Certain email and internet activity is strictly prohibited under Odyssey Recruitment's policies and procedures. This includes

- Sending, receiving, displaying, printing or otherwise disseminating material which is fraudulent, harassing, illegal, sexually explicit, intimidating or defamatory. Employees encountering such material should report it to their supervisor immediately and advise Odyssey Recruitment
- Using email and internet resources for commercial or personal advertisements, solicitation, promotions, destructive programs (eg viruses), political material or any other unauthorised or personal use.

Staff waive any rights to privacy which they may have in respect to anything they create, store, send or receive using a client company's computer system. Staff must also comply with any applicable laws and licences including copyright, intellectual property and telecommunications laws applicable to computer system, email and internet usage whilst on assignment. Disciplinary action may result if requirements are breached.



TimeSheets

Timesheets must be completed in full and signed by your supervisor as correct to ensure that your payroll can be processed.

Signed and completed timesheets must be received by Odyssey Recruitment by Monday at 10am or payment of wages may be delayed

Wages are paid via electronic funds transfer to your nominated bank account and a payslip is mailed to you.

Safety Guidelines

Odyssey Recruitment recognises its obligations as a responsible employer to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with relevant legislation. At no time will employees or contractors be expected to accept any assignment or provide services in a situation that they consider unsafe or harmful

If an accident occurs at work, report the incident immediately to Odyssey Recruitment and your worksite supervisor. Seek medical treatment if required. Odyssey Recruitment is also committed to ensuring a speedy and safe return to work for injured employees by developing where necessary, return to work plans with the assistance of rehabilitation providers.

As well as Odyssey Recruitment's obligations, you as an employee play a vital role in minimising the risk of workplace accidents. All staff have responsibilities with respect to their personal health and safety as well as those of their work colleagues. In addition, the client is also responsible for providing a safe workplace and systems, personal protective equipment and adequate supervision and training and induction to site and equipment. Our client's must notify us of any changes to tasks you are required to perform, or of any injuries, or incidents occurring.

Your role as an employee in Health & Safety matters

- Take reasonable care to protect your own safety and the health and safety of others.
- Report accidents, hazards or incidents to Odyssey Recruitment and your worksite supervisor.
- Know and adhere to all Health and Safety policies and procedures for both Odyssey Recruitment and the client for whom you are on assignment with. These are aimed at protecting your health and safety.
- Use protective equipment when provided and do not interfere with anything designed to enhance the health and safety of workers;
- Follow instructions to reduce safety risks;
- Provide feedback to Odyssey Recruitment on any matters which may affect your health and safety, especially where you observe unsafe work practices;
- Take part in rehabilitation and return to work programs if required;
- Participate in safety training programs as required and advise Odyssey Recruitment of any additional training you require;

- Notify Odyssey Recruitment of any client requested changes to your job;
- Do not use alcohol, drugs or other substances whilst on assignment and ensure you are fit for duty before commencing any work. Consumption of alcohol, drugs or other substances will compromise this and will place yourself and others in unnecessary danger. Disciplinary action may be taken if this requirement is breached.
- If you are on prescribed medication which may affect your work performance, you must advise Odyssey Recruitment. You should ensure you are in a fit state to work before commencing any work.

Office Safety

Housekeeping

- Keep your work area clean and tidy.
- Do not put desk materials and equipment near the edge of the desk.
- Keep sharp objects in closed containers.
- Do not leave desk and cabinet doors and drawers open.
- Store materials inside cabinets and files, not on top.
- Do not block aisles, doors, stairways or fire fighting equipment.
- Report broken equipment and spills to your supervisor.

Seating and Computer Use

- Make sure your office chair is adjusted to suit you, before commencing any work.
- Take designated breaks to rest from constant keyboard typing or intensive screen work.
- Ensure your monitor is at the right height and able to suit you.
- Make sure frequently used items and papers are easy to reach, so stretching and twisting are not required.
- Try to get the chair as close to the workstation or desk as possible. Use a footrest if necessary so that your legs are at right angles to your body and you can comfortably lean back to work.
- Use stretching exercises.



Office Machinery

- Exercise care and follow directions when using office machinery.
- Do not use photocopiers with the lid up.
- Be alert to frayed electrical cords and overloaded electrical outlets.
- Report to your workplace supervisor any machine which is sparking or smoking and do not use it.
- Even if a machine is in good working order, turn it off before making any adjustments or adding flammable solutions.
- Photocopiers, printers and fax machines can burn – take care when removing paper jams and follow the manufacturer's instructions for safe removal.

Manual Handling

- Do not lift or carry anything which feels too heavy for one person. If it must be lifted use lifting equipment or ask for help from a co-worker.
- Use step ladders or platforms to reach materials above shoulder height.
- If you need to lift something, use proper lifting techniques as outlined in the following diagram.



STEP 1: Ensure nothing is obstructing your path.



STEP 2: Evaluate the size and weight of the object to establish whether you are physically able to handle the load. Consider whether you will need assistance and/or protection clothing.



STEP 3: Maintain your balance by positioning one foot beside the object and pointed in the direction you wish to travel. Keep the other foot behind the object.



STEP 4: Lower yourself to the object by bending only at your knees and then establish a firm and comfortable grip which allows you to keep it close your body.



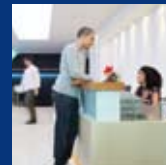
STEP 5: Continue to lift the object from your knees and keep the object well supported in your hands.



STEP 6: With the load comfortably supported by your hands and arms, move off in your direction of travel.



STEP 7: When placing the object back down it is important to lower the load by bending at your knees. Once the object is securely placed, release your grip.



Worksite Safety Checklist

If you cannot answer “yes” to all of these questions, STOP, and call Odyssey Recruitment immediately.

- ✓ Does the job description given by your worksite supervisor match the one Odyssey Recruitment has given you?
- ✓ Has your worksite supervisor fully explained the tasks you will be performing?
- ✓ Before you begin work have the following areas been explained in sufficient detail?
 - Work Procedures
 - Safe Operating Procedures
 - Safeguards, potential hazards or problems
- ✓ Have you been trained in the safe use of office equipment?
- ✓ Can you sit comfortably at your workstation?
- ✓ Are you able to do stretch exercise and take designated breaks?
- ✓ If manual handling tasks are involved, are you aware of any procedures to reduce possible injuries?
- ✓ If mechanical aids are available, have you been trained in their use?
- ✓ Do you know the location of the following:
 - Emergency Exits
 - First Aid Kits
 - Fire Extinguishers
- ✓ Are you wearing the proper protective clothing and footwear if required to complete your tasks?
- ✓ Are you confident that you can work in a safe manner on this assignment?
- ✓ Do you know who to contact about safety concerns?

Harassment, Discrimination and Bullying

Odyssey Recruitment is committed to providing a workplace safe and free from harassment, discrimination, and bullying. You must report immediately to Odyssey Recruitment any incidences of this nature. You must also ensure that your behaviour towards others is neither discriminatory nor harassing. Odyssey Recruitment considers these issues very seriously and complaints and incidences will be treated as such.

Some examples or types of behaviours which constitute harassment, discrimination or bullying follow. This list is not exhaustive:

Discrimination on any of the following grounds is considered unlawful:

- Gender
- Age
- Political belief & activity
- Lawful sexual activity
- Religion
- Impairment
- Social Origin
- Marital Status
- Race
- Trade Union Activity

Sexual Harassment

- Lewd comments, insensitive jokes and pranks
- Unnecessary body contact
- Display of sexually offensive material or requests for sexual favours
- Threatened or actual sexual violence

Racial Harassment

- Insensitive jokes and pranks related to race
- Deliberate exclusion from conversations
- Abusive, threatening, or insulting words & behaviours
- Displaying abusive writing and pictures

Bullying or Workplace Harassment

- Intimidation, threats or isolation
- Work performance unfairly, unreasonably and consistently being negatively “picked on”
- Humiliation in front of other workers

Odyssey Recruitment Policies and Procedures

A full copy of Odyssey Recruitment’s policies and procedures is available for inspection at our office. Please contact us if you have any questions about our expectations of you as a temporary or contract staff member as failure to comply with policies and procedures may result in disciplinary action.



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Contact Us

If you have any enquiries please do
not hesitate to contact us.

Odyssey Recruitment

Ground Floor
380 Queen Street
Brisbane Q 4000

Phone: 07 3236 9299

Fax: 07 3220 0503

Email: info@odysseyrecruit.com.au

Web: www.odysseyrecruit.com.au

