



# Toolbox Talk



June 2015

## Transfield Services House Rules

Transfield Services *House Rules* outline our expectations with regards to actions and behaviour that may lead to disciplinary action.

The House Rules are in line with our values;

**Integrity – Do what's right**  
**Collaboration – Achieve more together**  
**Challenge – Drive to succeed**  
**Ingenuity – Create better ways**

The House Rules apply to all employees of Transfield Services. When a new employee starts with the Company, it is a condition of his/her employment that the House Rules are accepted and abided by during the course of his/her employment.

The House Rules are broken down into the following categories:

### **Serious Misconduct**

*Serious Misconduct occurs where an employee's actions or behaviours are considered serious in nature and if substantiated, may result in instant dismissal. Some examples include:*

Wrongfully taking, removing or dealing with Transfield Services, our client's or employee owned property.

Driving a Transfield Services vehicle in a dangerous or intimidatory manner.

Assaulting (either verbally or physically) any employee, customer, client or member of the public.

### **Less Serious Misconduct**

*Less serious misconduct occurs where an employee's actions or behaviours are considered less serious in nature. Some examples include:*

Failure to advise the supervisor, within the specified timeframe (or as soon as practical in the case of an emergency) of the unavailability to attend work, for any reason.

Failing to perform work to a reasonable standard and/or to complete scheduled work within an acceptable timeframe.

### **Additional Matters**

*Additional matters include rules not listed under serious and less serious misconduct however are in Transfield Services policies. An example includes:*

No smoking. The smoking of tobacco products is not permitted in any enclosed Transfield Services workplace and/or designated prohibited areas. Employees who choose to smoke tobacco products must do so in designated smoking areas.

***A full copy of the Transfield Services House Rules is available on the centre notice board. You can also request a copy from your line manager.***

**WHEN IN DOUBT, ASK YOUR SUPERVISOR!**