



## **Temp Staff Code of Conduct**

As a temporary employee of Kaleidoscope Legal Recruitment you have certain rights and obligations towards Kaleidoscope Legal Recruitment and its clients. This code sets out those basic obligations for you and clarifies basic matters in addition to those set out in the Information for Temps [[click here](#)].

Your employer for these assignments is Burgess Paluch Legal Recruitment Pty Ltd trading as Kaleidoscope Legal Recruitment. You report to both the Kaleidoscope consultant who places you in each assignment and the designated supervisor at the client where you are placed.

## **Timesheets**

At the end of each week you need to fill in a timesheet and have that timesheet approved and signed by your supervisor. Timesheets are available on our website and can be downloaded here [[link to timesheet](#)]. It's important to have them approved and signed so that we can pay you! Without approval delays or issues may arise regarding payment. We pay our temps electronically around 7 working days after we receive the timesheet, although some banks take longer to clear the funds into your account. Timesheets need to be submitted by 5.30 Friday of that week and can be submitted by fax, in person or via scanned email. It's fine to use the client's fax machine to do so.

## **Workers Compensation**

You are covered by our policy for injury at work. If you are injured, seek immediate assistance from the first aid officer or HRM. We will provide you with the relevant forms to fill out (if necessary) and ask that you return them to us promptly. Time limits apply to claims, so it is important to provide them to us promptly.

## **Your Obligations**

### **1. Values**

We pride ourselves on maintaining professional standards and behaviour appropriate to a quality legal environment. As an employee of ours you agree to adhering to professional standards of behaviour and to maintaining client confidentiality and the workplace policies of clients you do assignments for. You should always:

- Familiarise yourself with the safety protocols after arriving at a new client
- Perform all tasks reasonable requested of you in a professional, friendly and efficient manner
- Follow the lawful instructions of your client supervisor

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- Inform us if you are injured at work and follow the instructions set out above
- Respect the confidentiality of clients and of ours when undertaking an assignment and after it finishes. Given that you will likely be working in a law firm there are particularly onerous obligations of confidence that are imposed on employees and it is crucial that you do not discuss elements of your work outside the workplace.

## 2. Our Confidentiality

As our employee, you owe us a duty of confidence not to discuss the rate you are paid with either the client, other employees or anyone outside our business. Discussing your rate with others is taken very seriously and can be grounds for dismissal.

You also owe us a duty not to accept an offer of employment, either on temporary or ongoing basis with any of our clients without giving us prior notice. Under our agreements with clients fees may be payable by them when that occurs and you have a duty to inform us of this occurring, which extends for 12 months after you cease employment with us.

## 3. Illness

As a temporary employee you do not ordinarily have entitlement to any paid leave, except as set out under applicable awards. Should you not be able to attend work you must immediately contact the consultant who placed you giving 24 hours notice where possible. Failing to contact us after you were due to commence for the day can be grounds for instant dismissal. Where you are unable to work on the grounds of illness we require a certificate of sickness from your GP.

## 4. Time Sheets

You must provide a signed and approved timesheet as set out above. Providing a late timesheet may result in delayed payment to you. Failure to provide a signed and approved timesheet at all may result in non-payment.

## 5. Unsafe Practices

Should you be requested to undertake or be exposed to unsafe practices that expose you to harm or injury you must notify us immediately of that fact and cease the task in question.

## 6. End of Assignments

As a temporary employee you are employed casually on an hour by hour basis. While all reasonable notice will be given to you by us regarding likely assignment length you we cannot control assignments being ended on short notice.

## 7. Hours/Overtime/Penalties

As a general rule, temp staff are not paid overtime and penalties. For overtime to be paid it must be requested specifically by the client and approved by them in advance. If you

are working in a role where overtime or penalties are likely to occur you must seek approval from your client supervisor in advance.

8. No smoking policy

Burgess Paluch Legal Recruitment is a smoke-free company. Smoking is prohibited in all areas within the company and our clients' premises. Smoking is to take place only in authorized breaks and off the clients' premises in accordance with their smoking policies.

9. Dress code

As a leading recruitment company we do require certain standards of dress. The expectations on dress code will usually be of a very neat and businesslike standard unless you are specifically advised otherwise.

10. Notice and Termination

If you decide to leave Burgess Paluch Legal Recruitment you will be required to give enough notice for us to reasonably source a replacement for your assignment. You acknowledge that we may have contractual obligations to our clients for the work that you are undertaking and failing to give us sufficient notice to source a replacement is a breach of your obligations to us. Generally, 2 weeks notice is sufficient, unless a shorter period is agreed with us.

We may terminate your employment immediately where there is misconduct or a serious breach or the terms of your employment or if a client directs us to do so. In this case your salary and accrued entitlements will be paid up to the time of termination only.

11. Governing Law

This contract will be governed by the laws of Victoria.

I hereby accept the above terms and conditions of my employment.

\_\_\_\_\_  
Employee Signed

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date