

Policy Name:	Hours of Work
Policy Number:	2.08
Date:	June 2023

POLICY STATEMENT:

JC Steele employs its employees on either a permanent full-time or casual basis. Regardless of the nature of employment, it is the policy of JC Steele that all employees are to work the hours rostered and are to take paid and unpaid rest breaks as scheduled or directed to meet their rest and refreshment needs.

From time to time, salaried employees are required to work reasonable additional hours to suit the needs of the business.

PROCEDURES:

1. Operating Hours

- a. JC Steele's usual operating hours are from 6:00am until 4:00pm each Monday to Friday, with employees rostered to work shifts of 7.6 hours on each day.
- b. On occasion, JC Steele needs to open its warehouse after-hours to facilitate the dispatch or receipt of goods into its warehouse. Employees who are available and wish to earn overtime will be notified of such opportunities through the company's WhatsApp group.
- c. No employee is to access the workplace outside of normal operating hours without the express authorisation of the Managing Director.

2. Rest Breaks

- a. While some employees are entitled to take a ten (10) minute paid rest break under their Award, JC Steele provides a ten (10) minute paid morning tea break to all full time employees.
- b. Employees who work more than five hours a day are expected to take an unpaid meal break of between twenty (20) and thirty (30) minutes in accordance with the relevant Award.
- c. Rostered hours for workshop and warehouse employees include a scheduled ten (10) minute paid rest break and an unpaid meal break of twenty-four (24) minutes within each shift.
- d. During periods of extreme heat or cold, and in consideration of workplace health and safety, JC Steele may provide employees with an additional ten (10) minute paid rest break during a shift.
- e. All employees are expected to be diligent and return to work promptly at the end of each paid and unpaid break.

3. Work Duties & Scheduled Hours

- a. All employees who work regular fixed hours are considered to be on a fixed roster.
- b. Employees who work varying hours to suit specific site, project or job needs will be provided with their work schedule and are expected to adhere to this schedule.
- c. Employees wishing to request changes to their rostered days or start or finish times must do so in writing to their direct supervisor.
- d. Employees wishing to take days off during a usual rostered work period must apply for such leave by completing a Leave Request Form. The Leave Request Form is available in Xero and should be completed as early as practicable, and in accordance with the relevant Annual Leave or Personal Leave policies. Requests will be assessed in the context of business needs at the time and are not guaranteed to be approved.
- e. All employees are to ensure that they devote their hours of work to the business and that the entirety of their work hours are spent on productive work tasks.