

HOURS OF WORK

POLICY STATEMENT:

Logifix Freight Solutions employs people on either a permanent full time, part time or casual basis.

Warehouse hours are Monday to Friday 7am to 5pm. Office hours are Monday to Friday 8.30am to 5pm.

Regardless of the nature of employment, it is the policy of Logifix Freight Solutions that all employees are to work the hours rostered and are to take paid and unpaid rest breaks as scheduled and/or directed to meet their rest and refreshment needs.

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

PROCEDURE:

1. Rest Breaks

- a. Employees working more than four (4) hours in a day are able to take a ten (10) minute paid morning tea break. Employees can avail themselves of this break after they have worked a minimum of one and a half (1.5) hours.
- b. Employees working more than seven (7) hours in a day are also able to take a ten (10) minute paid afternoon tea break.
- c. All employees are expected to be diligent and return to work promptly at the end of each paid and unpaid break.
- d. Employees who work more than five (5) hours a day are expected to take their full thirty (30) minute unpaid lunch break.

2. 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 are provided with their work schedule and are expected to adhere to this.
- c. Employee requests for changes to rostered days or start or finish times must be submitted in writing, in advance to their direct manager.
- d. Employees wishing to take days off during a usual rostered work period must do so in writing by completing a Leave Application Form. The Leave Application Form is available from your direct manager and should be completed six (6) weeks in advance. Requests will be assessed in the context of business needs at the time and approval is not guaranteed.
- e. All employees are to ensure that the whole of their work hours are spent on productive work tasks.