

CONTRACT OF EMPLOYMENT

Private and Confidential

Dear Name

ADDRESS

1. Employment

1.1 We are pleased to offer you the position of ROLE with us here at SOAK Bar where we hope you will enjoy your role and make a significant contribution to the success of the business.

2. Commencement Date

2.1 Your employment will commence on: DATE

3. Location

3.1 You will be based at SOAK.BAR - MYER Pitt St. There may be times you will be required to work at other locations within NSW as reasonably determined by the needs of the business.

4. Position

4.1 role reporting to the Salon Coordinators and Department Managers.

5. Term and Probationary Period

5.1 This is a CASUAL position to begin with, pending review from management.

5.2 A three-month probationary period will apply to this role. During this time, you will receive regular advice, training and guidance to help you become familiar with and competent in performing the work you have been appointed to do.

5.3 The appointment is subject to the satisfactory completion of the probationary period which itself is subject to termination during any stage, by either party.

6. Terms of Employment

6.1 This employment contract should be read in conjunction with the Hair and Beauty Industry Award.

7. Staff Expectations

7.1 The minimum expectations are outlined in SOAK Academy which will be shared shortly.

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8. Payment

8.1 Your wages will be paid fortnightly at an hourly rate of \$ before tax and superannuation is paid separately.

9. Superannuation

9.1 Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice.

9.2 If you do not provide us with a fund, your contributions will be placed into a selected default fund.

10. Salary Review

10.1 Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

11. Long Service Leave

11.1 You will be entitled to long service leave in line with the provisions of *The Long Service Leave Act 1955 (NSW)*.

12. Parental Leave

12.1 You may be entitled to parental leave in line with the provisions of the Fair Work Act 2009

13. Termination

13.1 The minimum period of notice required to be given to the employer by the employee is either: That prescribed by the relevant employment agreement or other contract of employment.

13.2 If no period of notice is prescribed as above, a period of notice equal to the employee's usual pay period.

13.3 SOAK Bar may terminate your employment by giving the adequate period of notice depending on service.

13.4 If you are over 45 with more than two years continuous service, you will receive an additional week's notice.

14. The company may terminate your employment at any time without notice if:

14.1 You are guilty of serious misconduct or,

14.2 You are in material breach of a provision of this contract, including confidentiality undertakings.

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14.3 Following the termination of your employment you will be required to return all company property.

15. Hours of Work

15.1 SOAK Bar's MYER Sydney location operates in accordance with MYER Pitt Street's trading hours, generally between 9:30am and 7pm, Monday to Sunday. Your rostered hours will fall within the salon's operating hours and will be determined based on business requirements, your employment type and the applicable Award

15.2 In a casual position you are not guaranteed consistency in hours and may be asked to work on any given day of that week. This can include late nights, weekends and potentially Public Holidays.

15.3 From time to time you will be required to work reasonable additional hours to after hours when necessary to perform your duties. Overtime payments or time in lieu will be calculated in accordance with the Hair and Beauty Industry Award.

16. Privacy

16.1 You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

16.2 Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

17. Company Policy

17.1 SOAK Bar has in place a number of company policies and procedures. You are required to comply with company policy.

17.2 A failure to comply with these policies may result in disciplinary action being taken against you. These policies are found along with the Team Member Handbook. These policies do not form part of this contract of employment.

18. Confidentiality of Information

18.1 During your employment you may become aware of information relating to the business of SOAK Bar including but not limited to client lists, trade secrets, client details and pricing structures.

18.2 Confidential Information, including client lists, trade secrets, pricing structures and all documents created by you in the course of your employment remain the sole property of SOAK Bar. You shall not, either during or after your employment, without the prior consent of the SOAK Bar Director, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

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19. Visa Verification Consent

19.1 The Employee consents to the Employer collecting, using, and disclosing their personal information for the purpose of verifying their right to work in Australia, including conducting

checks through the Department of Home Affairs' Visa Entitlement Verification Online (VEVO) system. The Employee agrees to notify the Employer of any changes to their visa status or work rights.

20. Jurisdiction

20.1 This contract is made in the State of New South Wales.

21. Welcome and Acceptance

21.1 We would like to take this opportunity to welcome you to SOAK Bar and wish you have a long and rewarding career with us.

Yours sincerely,
Carlie Lansdown, Owner and Director.



Signed
Date

I, name, accept the terms and conditions of this contract.

Signed _____
Date _____

Please retain a copy for your records.