THE LASER Beautique®

MODULE 8

Policies

8. TLB POLICIES AND PROCEDURES

Company policies and procedures are available on request. We are working on bringing them together on a centralised platform. For this induction manual, we have highlighted a few key policies and procedures below. Please speak with your manager if you need further information or a copy of a policy.

Leave and Sick leave

Employees are entitled to 18 days of annual leave. Leave requests must be submitted to your manager at least three weeks in advance and are subject to approval and business needs. If you are unwell and unable to work, notify your manager as soon as possible and follow the sick leave reporting procedure. A medical certificate is required for sick leave taken on a Friday or Monday, or immediately before or after a public holiday.

Working Hours and Shifts

Working hours are set by the company, and employees are expected to work their assigned shifts. Shifts may include weekends. Please check your roster and speak with your manager if you have questions about your scheduled hours.

Time Owed

Overtime hours are recorded and tracked by the company. Where applicable, approved overtime may be returned as time off, in agreement with your manager. You must request and receive approval for time off in advance; do not take time off in lieu without arranging it with your manager.

Company Equipment

Use company equipment responsibly, only for its intended work purposes, and follow the relevant operating and care procedures. Report any damage, faults or maintenance needs to your manager promptly. Do not attempt repairs or use equipment you believe may be unsafe.

Resignation

If you decide to resign, submit your resignation in writing and speak with your manager. The company's stated policy is to require a full calendar month's notice, with resignations taking effect at the end of a month. Please confirm the applicable notice period in your employment agreement.