



STAFF NEWSLETTER

December 2018

INDUSTRY NEWS



FROM THE HR MANAGER

KEY DATES

We are pleased to advise that BIC continues to grow and we have recently secured numerous contracts, which is a true testament to the inspirational leadership of our new CEO, Mr. Tony Gorgovski.

Growth is important to BIC and we are always looking to add good quality properties and customers to our portfolio of buildings that we service.

Please support your BIC Managers and Administration staff, as we transition into these new properties and as we continue to grow BIC so that we can better secure the future for us all.

Safety is always an important part of we grow, so please remember that safety is not just about reading our safety posters or Tool Box Talks, safety needs to be thought about and practiced every day, so that we can have an injury-free workplace.

Please look around you carefully when you work and make sure that all our services are carried out in a safe and secure manner.

UPCOMING KEY DATES



- **New Years Day**
- 1st January
- **Run for Bowel Cancer**
- 14th January
- **Australia Day**
- 26th January
- **Belgrave Survival Day (to celebrate the survival of Australian Indigenous people)**
- 26th January

BIC UPDATES

WORKPLACE HEALTH & SAFETY UPDATE

**** Sick Leave:** All employees must notify their Supervisor or Manager as soon as possible or by 10 am for night shift if they do not intend to come to work due to an illness. Sick Leave is only for legitimate use - you must provide evidence of your sick leave and it must be supported by a medical certificate and include the expected return date. Any misuse of sick leave will result in a first and final warning or immediate dismissal. **** Annual Leave:** All employees must provide as much notice as possible if they would like to request annual leave. Annual leave cannot be taken without written authorisation from your Supervisor or Manager. Staff who go on leave without written approval will be regarded as having abandoned employment and this will be considered as serious misconduct and grounds for termination. All leave must be submitted on the relevant leave form. Any staff who have booked, planned or paid for flights or holidays without first obtaining written approval do so at their own risk for all costs and non-refundable amounts incurred. **** Resignation:** All employees who intend to stop work must give the relevant notice - notice will be deducted from any final payments if you fail to provide the relevant notice.

We believe all employees have the right to work in an environment free of discrimination,

bullying or harassment. All employees are treated on their merits, without regard to race, age, sex or any other factor not applicable to the position. It is against the law for someone to harass you or for you to harass someone else. The company does not tolerate any form of harassment, bullying or discrimination and any reports of this conduct will be treated seriously and investigated promptly, confidentially and impartially. All complaints can be directed to your Supervisor, Manager or the HR Manager directly. Any incidence of this type of

behaviour may result in immediate termination.

Site Security: 1) Do not give access to anyone into the building, even if the person is an office employee of the site or someone you know, do not let them in. 2) All staff must be extremely careful when entering any area to ensure that a stranger to the building does not enter in after them. You must make sure that every person has and uses their own access key/card to gain entry to an area or lift floor. DO NOT allow anyone to push any buttons or enter any area immediately after you have used your access key/card if they have not used their own access key/card first. You must report any suspicious behaviour or unlawful entry immediately to Security if available and to your Supervisor/Manager. 3) Keep all tenancy doors locked at all times, even if you are still working inside the tenancy. 4) Once you have finished cleaning an area, if the area requires an alarm to be set, you must set the alarm first, before moving onto another area. 5) Carry your access keys/cards on your body at all times and never leave your keys anywhere unattended. 6) At no time are you allowed to bring an unauthorised person onto any BIC site with you. 7) You must not give your access keys/cards or alarm codes to any other person. **IMPORTANT:** Failure to follow these procedures will lead to immediate dismissal.

DEPUTY: This is our new time and attendance system. Clocking in and out for your shift is easy and will need to be done using the Deputy app on a Kiosk, smartphone (Android or iPhone) - please ensure you have followed ongoing instructions and downloaded the application for those of you required to do so. You must sign in and out daily.

BIC UPDATES

EMPLOYEE OF THE MONTH



Mahesh Khatiwada – Chifley Towers

Mahesh always has a warm smile on his face. He is a hard worker, very attentive and efficient.

He has been put forward for employee of the month because of his enthusiasm! We appreciate his efforts and it does not go unnoticed.

Thank you and congratulations!

Suzi Tasevska
Chifley Towers



POSITIVE FEEDBACK



I just wanted to give some feedback on Pim. For the past few weeks she has been absolutely fantastic (even more so than usual). She has been so quick to respond to our calls and is showing a lot of initiative when it comes to completing little jobs around the office that really make a difference. I've let her know how much we appreciate this and I thought it was worth letting you know too.

Hope you have a lovely weekend.

Kind Regards,

*Ramsey
Lobby Ambassador
Cisco*

I would like to pass on some feedback about Lucky.

Everything has improved here at 45 Clarence St, he has outstanding customer service and has taken a lot of pressure off me at times.

Seon Griffin from Dexus has also mentioned how easy he is to deal with.

Thanks for everything.

*Mark Gentle
Facilities Manager
45 Clarence Street, Sydney*

Good morning Ash

I just wanted to thank you for your responsiveness yesterday when we needed some extra cleaning in the ladies toilets yesterday due to the workshop being run onsite.

We appreciated having one of your team respond quickly to our request.

Regards

*Robin Jeffs
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