



THE COMPLETE CIRCLE
OF RECRUITMENT

MAGNUM PERSONNEL

TEMPORARY EMPLOYEE

CODE OF CONDUCT

HANDBOOK

2019



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Co. Reg. No. CK 1991/034330/23

This handbook is intended as a guideline for candidates that are placed on temporary assignments by Magnum Personnel.

As it is impossible for the handbook to cover each and every rule and regulation of each company, it is therefore your responsibility to ensure that you make yourself familiar with all the rules and regulations as set out by the organisation for which you are temping.

Magnum Personnel reserves the right to amend or update the contents of this handbook at any time without prior notice

INTRODUCTION

Magnum Personnel would like to thank you for allowing us the opportunity to assist you with temporary employment. We hope you enjoy the experience and thank you for your commitment, loyalty, integrity, and professionalism.

Working as a temporary worker has the following benefits:

- Flexibility
- A job right after graduation
- A chance to test the waters before making a career decision
- A way to maintain relevancy in the working world
- A way to secure a full-time job offer
- A job before studying further
- Money

Please note: That this contract is signed annually and is valid for the year 2019. Note that amendments can be made, and you will be advise accordingly of any such changes.

Magnum Personnel wish to confirm the following terms regarding any assignment undertaken with Magnum Personnel during the year 2019. Note that you will be required to sign a Short-term contract per assignment which will contain the particulars of that specific assignment.

Below are some guidelines to assist you:

- * On the first day of an assignment, please make time to call us briefly to let us know how things are. We know it gets busy settling in, but a quick “Hi I’m here – everyone’s friendly and the work is interesting” is really appreciated!
- * Remember to take a timesheet with you and complete it on a daily basis. Your timesheet is due every Friday and the payroll is processed on Thursdays. Your pay will be deposited into your nominated bank account on Friday.
- * Once you accept an assignment with Magnum Personnel, we expect you to see it through.
- * Should you become ill, or unable to attend your temporary assignment for any reason, please contact us immediately
- * If there are any concerns whilst on an assignment regarding the nature of the work, the pay rate or any issue you are not comfortable with please contact us immediately.
- * When between assignments, please ensure you keep in contact with us to confirm your availability and check our website regularly as all vacant positions are listed there.

- * As a valued employee of Magnum Personnel, your job satisfaction is our priority - as is the quality of service we provide our clients!

We hope you enjoy your assignment and we look forward to a long and happy association with you!

DISCIPLINARY CODE OF CONDUCT FOR EMPLOYEES

Its purpose is to:

- Engender a **culture of care and mutual respect** for oneself, fellow employees, work, teamwork, customers and other persons associated with the undertaking and the environment
- Ensure that all employees are treated in a fair and consistent manner within the general framework of the law, the principles of fairness, natural justice and accepted fair employment practices
- Give effect to and regulate the fundamental rights conferred by the Constitution, more particularly section 23, and applicable legislation affecting the employment relationship
- Provide a framework within which Management and employees can work together to maintain acceptable levels of behaviour and conduct
- Promote the effective resolution of all disputes

YOU'RE OBLIGATIONS

In order to maintain our service and integrity with our clients and candidates, please observe the following Code of Conduct to ensure a rewarding and successful working relationship.

1. Our Values

We pride ourselves on maintaining professional standards and behavior appropriate to a quality legal environment. As an employee of Magnum Personnel, you agree to adhere to professional standards of behavior and to maintain client confidentiality and the workplace policies of clients you do assignments for.

You should always:

- Familiarize yourself with the safety protocols after arriving at a new company
- Perform all tasks reasonable requested of you in a professional, friendly and efficient manner
- Follow the lawful instructions of your client supervisor
- Inform us if you are injured at work and follow the instructions set out above
- Respect the confidentiality of the company and of Magnum Personnel when undertaking an assignment and after it finishes. Given that you will likely be working in a legal firm there are particularly onerous obligations of confidence that are imposed on employees and it is crucial that you do not discuss elements of your work outside the workplace.

2. Our Confidentiality

- As our employee, you owe us a duty of confidence not to discuss the rate you are paid with either with the client, other employees or anyone outside our



business. Discussing your rate with others is taken very seriously and can be grounds for dismissal.

- You also owe us a duty not to accept an offer of employment, either on temporary or ongoing basis with any of our clients without giving us prior notice. Under our agreements with clients, fees may be payable by them when that occurs and you have a duty to inform us of this occurring, which extends for 6 months after you cease employment with us.

NOTE: Should you wish to apply for an internal position at the company you are temping at, please be aware that you need to apply with your Magnum Personnel CV. Please contact us before applying and we will gladly update your CV and you are then welcome to apply.

NATURE OF TEMPORARY EMPLOYMENT SERVICES:

*** Acceptance of an Assignment**

Magnum Personnel will endeavour to assist you wherever possible by placing you in assignments in line with your experience and competencies. Please note all assignments are of a temporary nature and therefore there is **no** expectation of permanent employment.

*** Hours of work:**

The hours of work will be agreed with the company that you are placed at and these hours need to be adhered to. Please note that normal working hours are monitored and governed in accordance with the labour legislation.

*** Overtime:**

Overtime will be paid in accordance with the relevant labour legislation and specific company policies.

Note: Overtime will only be paid to you if it has been agreed to and authorized by the company you are temping at.

TIMESHEETS

*** Weekly paid employees**

A supply of timesheets will be provided by Magnum Personnel. All timesheets need to be signed by your manager before being processed. Timesheets need to be or emailed to

Magnum Personnel by **12h00** every Monday for the previous week.

Note: The responsibility of the timesheet reaching Magnum Personnel lies with you, the assignee, should the timesheet not reach Magnum Personnel in time, it **will not** be processed until the following week.

Under no circumstances will payment be made to an assignee without a signed timesheet from the client.

*** Monthly paid employees**

As a monthly temp employee, you will remain on a timesheet basis, all time off, sick leave, leave days etc., need to be filled out on your timesheet and send to Magnum Personnel **at the end of every month**. Note that it is your responsibility to advise Magnum Personnel of any planned / sick leave immediately, failure to do so could result in non-payment of the leave.

PAYMENTS:

Wages are paid weekly (for weekly employees) and monthly salaries (for monthly employees) via EFT. Banking details need to be supplied to Magnum Personnel on the day the assignment commences. Please ensure the bank name, account number, and branch where account is held are all included.

- Please note **no** cheques will be issued.
- Weekly payments are processed every Thursday morning, and depending on who you bank with, your money will be available to you by Friday the latest.
- Monthly payments are processed to be in your account on the last working day of every month.

Note: that Magnum Personnel will notify you of any possible changes to payment days (due to public holidays, leave periods etc.)

Please note Magnum Personnel cannot be held responsible for late payment, should the details provided by the candidate be incorrect. Deductions will be in accordance with government legislation.

RATE OF PAY:

An hourly rate, weekly rate or monthly salary will be agreed upon before the commencement of each assignment and will be confirmed in writing. Note that rate increases are only reviewed on an annual basis as per authorisation and instruction from the company at which you are temping.

COMPLETION OF ASSIGNMENT:

Given the nature of certain assignments, Magnum Personnel is not always in a position to predict the certainty or duration

of the assignments. Magnum Personnel will keep in contact with you and the company and keep you updated on end dates.

Should a candidate abscond from an assignment, or leave without prior notice, monies owed to that candidate will **not** be deposited by Magnum Personnel. Monies owed will have to be collected from Magnum Personnel's offices at the end of that month.

Should you wish to terminate your assignment, you will need to give notice in accordance with the labour law as follows:

- If you were employed for less than 6 months = **1 week's notice**
- If you were employed for less than 1 year but more than 6 months = **2 week's notice**
- And, if you were employed for more than 1 year = **4 week's notice**

ANNUAL LEAVE

Leave not taken during an assignment will be paid out one week after the assignment has been completed.

Annual Leave is calculated as follows:

- 1 day for every 17 days worked
- 1 hour for every 17 hours worked



- A leave form needs to be submitted to Magnum Personnel **prior** to taking leave.

Note: Leave not taken within a 12-month cycle **cannot** be carried over into the next year.

SICK LEAVE:

Sick leave is calculated as follows:

- 1 day sick leave for every 26 days worked within your first 6 months of employment with the same company.
- You need to produce a sick note if you are sick for two days or more

A valid doctor's note (including the practice number and full contact details) needs to accompany the leave form.

You are required to notify Magnum Personnel of any illness by **08h00** on the first day that you are absent. Failure to notify Magnum Personnel may result in non-payment of the leave.

PUBLIC HOLIDAYS:

Assignees are paid for a public holiday that falls on a day that the assignee would ordinarily be at work.

Public Holidays - 2019	
1 Jan	New Year's Day
21 Mar	Human Rights Day
19 April	Good Friday



22 April	Family day
27 Apr	Freedom Day
1 May	Worker's day
16 Jun	Youth day
17 Jun	Youth day Observed
9 Aug	Women's day
24 Sep	Heritage Day
16 Dec	Day of Reconciliation
25 Dec	Christmas day
26 Dec	Day of Goodwill

Should a public holiday fall within the first month of your assignment the assignee will **not** qualify for payment of the public holiday.

MATERNITY LEAVE:

Maternity leave is unpaid, as the nature of these assignments is temporary; we are not able to hold your position whilst you are on Maternity leave.

FAMILY RESPONSIBILITY LEAVE:

In order to qualify for paid family responsibility leave, you need to have been employed for any of the following situations;

- 4 months with the employer
- 4 days per week for the same employer
- 24 hours per month

Note: Family responsibility leave is calculated on 3 days per annum and is only applicable to the following instances:



- When your child is born
- When your child is sick

Also note: There is no set age limit on the child, but the child needs to be a dependant.

In the event of the death of you're:

- Spouse or life partner
- Parent or adoptive parent
- Grandparent
- Child or adopted child
- Grandchild
- Sibling

Note that Magnum Personnel may require reasonable proof of the birth, illness or death for which an employee requests leave.

STUDY LEAVE

Please note that temporary employees are not entitled to study leave

LUNCH HOURS / BREAKS:

Lunch hours taken by a Magnum Personnel temporary employee is **not** paid.

Please note: Smoke breaks need to be limited. Excessive breaks will be deducted from the assignee hours.

PRIVATE TELEPHONE CALLS:

Private calls must be restricted to emergencies only. Excessive use of the clients' telephone will be deducted from the assignee's hours with a printout proof from the Client.

Also note that excessive time spent using your cell phone will be deducted from the assignee's hours.

DRESS CODE:

Assignees are to ensure that they adhere to the dress code of the company you are assigned to.

DISCIPLINARY CODE AND GRIEVANCE PROCEDURE

You will be bound by the disciplinary code and grievance procedure as laid down by Magnum Personnel in accordance with the labour law. Proven shortages and damages will be deducted from your salary. Upon completion of your service all outstanding monies will be deducted from your final remuneration.

**RECEIPT OF THE MAGNUM PERSONNEL 2019 CODE OF
CONDUCT HANDBOOK**

I,,
ID number, acknowledge and
confirm the receipt of my Magnum Personnel employee code
of conduct booklet and I have read and understand the
contents thereof.

**I understand that I am a representative of Magnum
Personnel and need to work accordingly.**

SIGNED by:

SIGNED at:

DATE: