

**Policy**

SKG Services is committed to employing the best possible staff and recognizes that employing workers from overseas can be a positive move, by introducing new ideas and technologies.

People who migrate to Australia are entitled to work here, but people visiting Australia may or may not have the right to work.

To ensure it fulfils its obligations under the Migration Act 1958, the company has a legal obligation to check a potential employee's work entitlements before it employs them. Failure to do so could result in fines and/or imprisonment.

**Requirements**

All immigration to Australia is controlled by the Federal Government through the Department of Immigration and Citizenship (DIAC). There are numerous migrant work visas that have different selection criteria to qualify. Not all visas allow the holder to work in Australia.

To check that a person has a valid visa to work in Australia:

- Ask to see their passport.
- Confirm that the person standing before you match the photograph in the passport they provide.

Then check the person's immigration status by:

- Visiting [www.immi.gov.au/evo](http://www.immi.gov.au/evo) or;
- Using the Visa Entitlement Verification Faxback service on 1800 505 550 or;
- Calling the Employer's Immigration Hotline on 1800 040 070 and sighting the visa label in the passport.

Results are returned almost immediately.

All Australian citizens have unlimited permission to work in Australia.

Citizenship can be confirmed by sighting:

- Australian passport
- Australian citizenship certificate
- Certificate of Evidence of Citizenship
- Full Australian birth certificate (issued before 20 August 1986)

It is also possible to sponsor and employ skilled workers who have recognised qualifications and skills/or experience in particular occupations required in Australia. This and further immigration and visa information can be accessed via the DIAC website.

**Manager Responsibility**

Each Manager shall ensure that this Responsible Employment Policy is effectively implemented in his/her area of control and to support Supervisors and hold them accountable for their specific responsibilities.

The Operations Manager will be held accountable for checking that all prospective employees have valid working visas for Australia.

If the Operations Manager does not have all the necessary information or has queries relating to the validity of a visa, he/she will be held accountable for the reporting of the matter promptly, together with any recommendations for follow-up action to the IMS Manager.

**Employee Responsibility**

All employees are required to adhere to this Policy and take every reasonable effort to comply with any lawful and reasonable queries in relation to the status of their working visas.

**Facilities Manager Responsibilities:***DUTIES:*

- Responsible for the security, maintenance and services of work facilities to meet the needs of SKG Services
- Ensuring SKG Services work meets the needs of the client.
- Maintaining the surrounding environment is suitable for SKG Services' clients.
- Initiate action to prevent the occurrence of any non-conformance's relating to site processes.
- Identify and record any problems relating to the site and as specified by the customer.
- Initiate and provide solutions. Follow up as necessary to verify the implementation of solutions.
- Test and inspect all facilities in SKG Services to ensure of the safety.
- Accidents and incidents are reported and followed up.

**QUALITY, ENVIRONMENT AND WHS RESPONSIBILITIES:**

- Ensure all appropriate actions are taken to implement company Policies, procedures and legislative requirements.
- Monitor regulatory performance within their area of responsibility.
- Visibly show commitment to WHS, environment and quality through participation in discussions, workplace visits and hazard inspections, risk management etc.
- Review all accidents/incidents and participate in preparation of incident /accident reports if appropriate.
- Initiate actions to improve overall performance.
- Ensure all staff has knowledge of company facilities practices.