



Dear valued Temp

Thank you for being part of the **Baker Personnel "Temp Team"**.

We pride our organisation on its professionalism and service both to our clients and temporary staff to ensure there is mutual satisfaction. Always be aware that you are representing Baker Personnel which does not entitle you to the same rights as our client's permanent staff. You are paid only for productive hours worked.

Please ensure the following:

- You comply with Baker Personnel's and our Client's Occupational Safety and Health Policies and Procedures
- Your mobile phone is switched off during work hours
- Personal phone calls are not received or made other than an emergency
- Corporate clothing is worn and you are professional at all times
- You pride yourself on an excellent work ethic

TEMP FORMS

- Return **all** completed payroll paperwork via email to dore@bakerpersonnel.com.au
- If choosing your **own** Superannuation Fund, please download a copy of the Compliance letter (mandatory) from their website

Please complete and email your signed timesheet to dore@bakerpersonnel.com.au by close of business Friday (leave a signed copy with the client for their records)

Thank you for your professionalism.

Kind regards

BAKER PERSONNEL