



STAFF MONTHLY NEWSLETTER

MARCH 2020

Well ... it's been an exciting start to 2020 here in Australia. We hope you have all stayed safe & are getting by in these uncertain times.

In this newsletter we'd like to touch on a few important topics to help keep you, our employees, informed of what the CG team are doing to keep you safe & continuing in your employment. We hope you find it helpful and remember, if you have any questions regarding your employment, please contact us on 1300 723 133.

COVID-19 UPDATE

WHAT **CG RECRUITMENT** ARE DOING TO COMBAT CORONAVIRUS IN THE WORKPLACE

Here at CG Recruitment, the health & well being of our employees is our number one concern. We have been closely following advice from the Australian Government & World Health Organisation & have rolled out a number of changes to our daily operations to ensure we're following their guidelines. These changes include:

- Regular antibacterial cleaning of desks, counters, pens etc to ensure minimal germs are spreading the office
- Social spacing of 1.5 m between people in the office
- Constant cleaning of hands
- No handshakes

WHAT OUR **CLIENTS** ARE DOING TO COMBAT CORONAVIRUS IN THE WORKPLACE

We are receiving regular updates from our clients with changes they are putting in place to prevent the spread of COVID-19. At this stage, we have not been advised that any sites have had any staff contract the disease and employment has not been affected. We will advise you as soon as possible if this changes.

We will continue to check in with sites to make sure they are taking adequate steps to maintain safety of our staff.

WHAT YOU CAN DO TO COMBAT CORONAVIRUS & PROTECT FELLOW EMPLOYEES

- Stay home if you are unwell & inform our office immediately
 - Cover your mouth if you sneeze or cough with your sleeve or tissue (not your hand)
 - Place used tissues in the bin immediately
 - Wash hands with soap often or use hand sanitiser if soap is not available
 - Don't touch your eyes, nose or mouth if your hands are not clean
 - Avoid contact with people who are unwell and try to stay at least 1.5 metres away from people where possible
- If you have been asked to self-isolate or anything changes in regards to your health, please inform our office immediately. Attached is information regarding how to self isolate if you've been instructed to do so.

We would like to thank all our staff for their support during this time. We will continue to monitor updates regarding the virus to ensure we are following guidelines correctly to ensure the safety of our staff.

EASTER IS COMING ...

It's not all bad Easter will be here before you know it which means CHOCOLATE!

I know a lot of you may be disappointed if you've had to cancel travel plans for the holiday break but hopefully you've been able to re-schedule them until later in the year when the craziness has subsided. If you can, try to spend some time at home with your loved ones & enjoy the Easter break.

PUBLIC HOLIDAYS COMING UP

Good Friday - April 10th

Holy Saturday - April 11th

Easter Sunday - April 12th

Easter Monday - April 13th

Remember: if you are planning to work over the Easter holiday period, the Awards for each site may treat overtime differently for each day. If you have any queries regarding how your overtime will be paid, please contact our office via email at office@cgrecruitment.com.au to have the information clarified. Someone will get back to you as soon as possible.

DO YOU WANT TO WIN OUR EASTER HAMPER?

Over the next month, we're accepting entries into our Easter Hamper Prize Drawer.

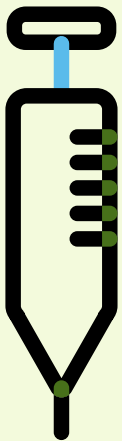
The Easter Hamper includes:

- A carton of beer
- Bottle of wine
- Easter Chocolates
- \$100 Grocery Gift Card

If you'd like to enter the drawer, please email tracey@cgrecruitment.com.au with your full name & answer to the question below:

"I'm looking forward to Easter because"

We will draw the winner on Friday, April 3rd!



FLU SHOTS

Flu vaccinating should be available from April and provides protection before the peak flu season takes place. While protection is generally expected to last for the whole season, the best protection against influenza occurs within the first 3 to 4 months following vaccination.

We recommend all staff getting the flu vaccination if you can.

HEAD OFFICE

Unit 1, 50 Richland Avenue
COOPERS PLAINS QLD 4108

NSW OFFICE

Suite 4 Level 2, 8 McFarlane Street
MERRYLANDS NSW 2160

VIC OFFICE

107, 15-87 Gladstone Street
SOUTH MELBOURNE VIC 3205

ZERO TOLERANCE TO ABUSE

We know it's been a difficult time for a lot of you over the past few weeks however, abuse of any kind to your fellow employees, supervisors or CG internal staff is never okay.

We have seen a number of incidents recently where staff have been in altercations on site. CG Recruitment have a zero tolerance to abuse and anyone being abusive we have their employment addressed immediately!

**GETTING ANGRY ONLY MAKES THINGS WORSE
PHYSICAL AND VERBAL ABUSE TOWARDS STAFF IS UNACCEPTABLE AND WILL NOT BE TOLERATED.
IT'S ALSO A CRIMINAL OFFENCE.**



CONGRATULATIONS TO OUR CG INTERNAL TEAM!

Over the past 3 months, five of our incredible CG internal staff reached their annual work anniversaries. Thank you for your hard work & dedication to CG over the past 12 months.

Chris Melacrinis, Sydney Branch Manager - 4 years

Casey Byron, Payroll Officer - 4 years

Selina Rowe, Operations Manager - 3 years

Andrew Lin, Recruitment Consultant - 1 year

Sonya Vanderzant, Receptionist - 1 year

