



Australian Government

Fair Work

OMBUDSMAN

ENFORCEABLE UNDERTAKING

Between

The Commonwealth of Australia

(as represented by the Office of the Fair Work Ombudsman)

and

Oriental Food Australia Pty Ltd (ABN 38 147 610 286)

and

Mr Ying (Alex) Zhang

ENFORCEABLE UNDERTAKING

PARTIES

1. This Enforceable Undertaking (**Undertaking**) is given to the Fair Work Ombudsman (**FWO**) pursuant to section 715 of the *Fair Work Act 2009* (Cth) (**FW Act**) by:
 - a) Oriental Food Australia Pty Ltd trading as Crown Asian Supermarket, ABN 38 147 610 286 (the **Company**), 3 Savernake Court, Doncaster East VIC 3109; and
 - b) Ying (Alex) Zhang (**Mr Zhang**), Director of the Company.

Commencement of Undertaking

2. This Undertaking comes into effect when:
 - a) the Undertaking is executed by the Company and Mr Zhang; and
 - b) the FWO accepts the Undertaking so Executed.

BACKGROUND:

3. The Company was registered on 29 November 2010 and commenced operations in October 2013 as Crown Asian Supermarket located at Unit T303/201 Spencer Street, Docklands VIC 3008.
4. The Company and Crown Asian Supermarket Pty Ltd (ACN 167 422 442) operate five supermarkets in Victoria employing approximately 5-20 people per store. The Company is the ultimate holding company of Crown Asian Supermarket Pty Ltd with which it shares a common Director being Mr Zhang.
5. The Company is covered by the *General Retail Industry Award 2010* (the **Retail Award**) in respect of its employees who perform duties in accordance with classifications set out in Schedule B of the Retail Award.
6. Between 23 January 2017 and 26 February 2018 the FWO received 3 separate requests for assistance (**RFA**) from former employees as named in Attachment A as Employee 1, Employee 2 and Employee 3 (the **Employees**). The RFAs alleged underpayment of entitlements in accordance with the Retail Award and failure to provide pay slips.
7. The Employees worked as retail assistants performing duties commensurate with the classification Retail Employee Level 1. One employee performed higher duties throughout employment, commensurate with the classification Retail Employee Level 3.
8. The FWO has determined, and the Company and Mr Zhang admit, that the Company contravened:

- a) Section 44 of the FW Act, by failing to provide the Employees with a Fair Work Information Statement (**FWIS**) in accordance with Section 125 of the National Employment Standards (**NES**), contained in the FW Act.
- b) Section 45 of the FW Act, by failing to comply with the following terms of the Retail Award;
 - i. Clause 10.2 by failing to inform the Employees of their employment status;
 - ii. Clause 13.2 by failing to pay the Employees a casual loading of 25%;
 - iii. Clause 17 by failing to pay the Employees applicable minimum wages;
 - iv. Subclause 20.2(b) by failing to pay the Employees the applicable special clothing allowance for laundering uniforms;
 - v. Clause 20.12 by failing to pay Employee 1 the applicable higher duties allowance for performing duties carrying a higher rate;
 - vi. Clause 27.3 by failing to ensure Employee 1 and Employee 2 did not work more than 11 continuous hours on any day;
 - vii. Subclause 29.4(b) by failing to pay the Employees the penalty rate for work performed on a Saturday between 7.00 am and 6.00 pm;
 - viii. Subclause 29.4(c) by failing to pay the Employees the penalty rate for all hours worked on a Sunday;
 - ix. Subclause 29.4(d)(i) by failing to pay the Employees the penalty rate for work on a Public Holiday;
 - x. Clause 31.1 by failing to provide the Employees appropriate rest breaks and meal breaks;
- c) Section 535(1) of the FW Act, by failing to make and keep records for the Employees in the form required by Regulation 3.32 of the *Fair Work Regulations 2009* (**FW Regs**).
- d) Section 536(1) of the FW Act, by failing to provide payslips to the Employees within one working day of payment.
- e) The underpayments arising as a result of these contraventions total **\$74,847.36 gross**.

- f) On 22 September 2017, the Company rectified the underpayment contraventions by payment to Employee 1 of **\$53,448.32** gross.
- g) On 20 July 2018, the Company rectified the remaining underpayment contraventions by payment to Employee 2 of **\$15,937.32** gross and Employee 3 of **\$5,461.72** gross.

9. Mr Zhang admits and agrees that:

- a) He has been the Director of the Company since 29 November 2010;
- b) Because of his office as Director, he was ultimately responsible for the overall direction, management and supervision of the operations at the Company in relation to engaging staff, setting and adjusting pay rates and determining wages and conditions of employment;
- c) By reason of the matters set out in subparagraphs (a) and (b) was responsible in a practical sense for ensuring the Company complied with its legal obligations.

ENFORCEABLE UNDERTAKING

10. Upon the execution of this Undertaking and for the purposes of section 715 of the FW Act, the Company and Mr Zhang undertake the following:

10.1 FWO My account registration

- a) Within 21 days of the execution of this undertaking:
 - i. register with the FWO My account portal at www.fairwork.gov.au/register and fully complete the My account profile, including information about the Company and award/agreement coverage, through this portal;
 - ii. using the FWO Pay Calculator, calculate relevant minimum pay rates (and penalty rates where necessary) and save these calculations to My account
 - iii. provide to the FWO the 'My account' Customer Registration Number (CRN);
- b) Within 28 days of the execution of the Undertaking, at a mutually agreed time and location, demonstrate to an officer of the FWO knowledge of the use of My Account, including saving information within My Account from the website and relevant FWO online tools. Demonstrate how use of this saved information will contribute toward compliance with workplace obligations including payment to employees of the correct minimum pay rates and public holiday penalty rates;

- c) Within 28 days of the execution of the Undertaking, subscribe to the FWO's subscription service and provide evidence to the FWO of the subscription:
- i. Subscribe to the FWO's 'Subscribe to email updates' function available at <http://www.fairwork.gov.au/website-information/staying-up-to-date/subscribe-to-email-updates>
 - ii. Choose the relevant State/s and industry, selecting information updates on the following options:
 - pay rates and entitlements;
 - new products and resources;
 - about us and our work;
 - updates in my industry; and
 - tailored information that's relevant to me.

10.2 Workplace relations systems and processes

- a) Ensure that it complies at all times and in all respects with the FW Act, the FW Regs and the Retail Award;
- b) Provide the FWO, within 60 days of the date of execution of this Undertaking, details of systems and processes already in place or to be implemented to comply with paragraph (a) above. Without limitation, such systems and processes relating to:
 - i. Ensuring employees receive the correct minimum rates of pay and entitlements, such as penalty rates and overtime rates;
 - ii. Issuing pay slips to employees within 1 working day of payment via email;
 - iii. Keeping accurate and complete records to ensure employees receive their correct wages and entitlements;
 - iv. Ensuring employees receive breaks in accordance with the Retail Award;
 - v. Ensuring employees are rostered for ordinary hours in accordance with Retail Award;
 - vi. Ensuring employees who hold student visas are rostered in accordance with their visa limitations.

10.3 Apology

- a) Send a letter of apology (**Apology Letter**) to the Employees listed in Attachment C in the form of Attachment C to this Undertaking and provide copies to the FWO within 14 days of the execution of this Undertaking.
- b) The letter of apology must be provided to the employees in their preferred language.

10.4 Workplace relations training

- a) Within 3 months of the execution of this Undertaking, organise and ensure training is provided to Mr Zhang and all persons who have responsibility for human resource,

recruitment or payroll functions (**Training**);

- b) Ensure the Training relates to compliance with applicable Commonwealth workplace laws and instruments, including but not limited to the rights and responsibilities of employers under the FW Act, the FW Regs and the Retail Award;
- c) Ensure the Training is conducted by a workplace trainer, such person or organisation to be approved by the FWO and paid for by the Company;
- d) Ensure that the nature of serious contraventions, including the seriousness of record keeping obligations and systematic conduct that affects one or more employees is a component of the Training;
- e) Provide the training materials to be used in the Training to the FWO no later than 14 days before the Training is to be conducted;
- f) Provide evidence of attendance at the Training to the FWO within 7 days of the Training being provided (including the name and position of all attendees and the date on which the training was attended);

10.5 FWO Online Training

Within 60 days of execution of this Undertaking ensure that all persons responsible for management, payroll (paying employee wages) and human resources complete all education courses designed for employers available on the FWO online learning centre via <http://www.fairwork.gov.au/how-we-will-help/online-training> and provide certificates of completion to the FWO.

- a) Ensure that all persons responsible for management, payroll and human resources functions at the Company complete the educational activities on the FWO website, as set out in Attachment D;
- b) For each person required to complete the education activities, enter all of the required information in Attachment D and provide copies of the completed attachment to the FWO within 3 months of the execution of this Undertaking;
- c) For a period of 1 year from the execution of this Undertaking, ensure that the educational activities are completed by any new or existing employees or contractors who, after the commencement of this Undertaking, acquire managerial, payroll and human resources responsibilities; and
- d) For any persons taking on any of these functions, complete Attachment D and submit to the FWO within 28 days of taking responsibility for these functions.

10.6 Audit Activity

- a) Cause to have performed by an accounting professional (for example a Certified Practising Accountant) or an employment law specialist, at the Company's expense, audits of the Company's compliance with all Commonwealth workplace laws and instruments (**Audits**), including but not limited to the following clauses of the Retail Award

and sections of the FW Act:

- i. Clause 10.2 Informing employees of employment status
 - ii. Clause 13.2 Casual loading
 - iii. Clause 17 Minimum wage
 - iv. Clause 20 Allowances
 - v. Clause 27.3 Maximum hours
 - vi. Clause 29 Overtime and penalty rates
 - vii. Clause 31 Breaks
 - viii. Section 44 National Employment Standards
 - ix. Section 535 Record keeping
 - x. Section 536 Payslips
- b) The Audits will include the pay and conditions of 50% of employees across all five supermarkets referred to at paragraph 4 of the Background, including a range of classifications and employment types (full time, part time and casual employees); and
- c) 21 days prior to the Audit due dates, as specified below, the Company will provide for the FWO's approval, details of the methodology to be used to conduct the Audit and will ensure that the following requirements are met:
- i. Audit 1 is to be finalised and a report on the outcome of the audit is to be provided to the FWO by 2 January 2019. The report must include:
 - An audit of two (2) full pay periods between 1 October 2018 and 31 December 2018.
 - The audit report must include details of the Company's compliance or non-compliance with the clauses listed in 10.6 (a) (i) – (x).
 - ii. Audit 2 is to be finalised and a report on the outcome of the audit is to be provided to the FWO by 1 May 2019. The report must include:
 - An audit of two (2) full pay periods between 1 February 2019 and 30 April 2019. The pay periods must include at least one public holiday.
 - The audit report must include details of the Company's compliance or non-compliance with the clauses listed in 10.6 (a) (i) – (x).
 - iii. Audit 3 is to be finalised and a report on the outcome of the audit is to be provided to the FWO by 1 September 2019. The report must include:
 - An audit of four (4) full pay periods between 1 June 2019 and 31 August 2019. The pay periods must include at least one public holiday.
 - The audit report must include details of the Company's compliance or non-compliance with the clauses listed in 10.6 (a) (i) – (x).
- d) In the event an Audit discloses contraventions of any applicable Commonwealth workplace law and/or instruments, rectify all such contraventions within 14 days of each of the finalisation dates specified in subclause 10.6 (c) above, including rectification of any and all underpayments to employees and provide evidence of rectification to the FWO;

- e) If requested, provide the FWO with all records and documents used to conduct the audit, including any working documents, within 7 days of such a request.
- f) If any employee(s) identified as having underpayments owing to them cannot be located, within 60 days of each of the finalisation dates specified in subclause 10.6 (c) above, make application to the Commonwealth of Australia (through the FWO) in accordance with section 559 of the FW Act to pay money into the Commonwealth Revenue Fund (CRF). The Company will complete the required documents supplied by the FWO. (Any employees that have underpayments paid into the CRF can contact the FWO to claim the money).
- g) A civil remedy may apply for giving false or misleading information or producing false or misleading documents.

10.7 Employee Education

The Company will:

- a) Issue information packs containing current versions of the FWO fact sheets listed below and Fair Work Information Statement to all existing employees and new employees on commencement with the Company:
 - i. Fact sheet "About the Fair Work Ombudsman";
 - ii. Fact sheet "Employer obligations in relation to employee records and pay slips";
 - iii. Fact sheet "Fair Work Information Statement".
- b) Provide to the FWO signed copies of the Acknowledgement of Receipt – FWO Fact Sheets and Fair Work Information Statement (**Attachment E**) for existing employees, within 30 days of the execution of the Undertaking.
- c) Ensure the information pack outlined in paragraph (a) above is provided to new employees within 30 days of them commencing employment with the Company. The packs should be provided to all new employees who commence employment within a period of two years from the date of execution of this Undertaking.
- d) The information pack must be provided to each employee in the employee's preferred language (where FWO has made these available).
- e) Provide the FWO copies of the Acknowledgement of Receipt - Attachment E signed by new employees to the FWO every 6 months for the life of this Undertaking.

10.8 Matters notified to the FWO

Where the FWO receives an RFA regarding non-compliance with a modern award or registered

agreement, the Company and its officers undertake to fully cooperate with the FWO to ensure compliance. This includes:

- Providing all requested employment records and other documentation to the FWO relevant to the request for assistance
- Participating fully in any subsequent requests for information relevant to the request for assistance, and
- Co-operation in FWO's processes employed to resolve the request for assistance.

10.9 Workplace Notice

Within 30 days of the execution of this Undertaking, display a notice in the form of Attachment B to this Undertaking (**Workplace Notice**) in the workplace and provide photographic evidence of its display and the location of the notice in the workplace:

- a) Ensure that the Workplace Notice is printed in at least A3 size and is clearly displayed:
 - i. In a location to which all employees who work at the Company have access;
 - ii. In a manner which is reasonably capable of drawing attention of all employees to the Workplace Notice (for example, by placement on a staff noticeboard);
 - iii. For a period of 28 continuous days;
- b) The Workplace Notice must be displayed in the most commonly spoken language in the workplace;
- c) At the end of the period of 28 days provide confirmation to the FWO that the Workplace Notice has been continuously displayed for the required period.

10.10 Public Notice

Place a public notice (Public Notice) in the Saturday edition of the Australian Chinese Daily within 28 days of, but not prior to, the FWO publishing a Media Release on its website in respect of this undertaking. The Public Notice must:

- a) Bears the name of Crown Asian Supermarket;
- b) Bears the logo (if any) of Crown Asian Supermarket;
- c) Appears within the first 5 pages of newspaper;
- d) Must be at least 10 cm x 8 cm;
- e) Is in the form of Attachment B;
- f) The Public Notice must be printed in the most commonly spoken language in the workplace;
- g) Provide a copy of the Public Notice to the FWO within seven days of the publication of the Public Notice;

10.11 Access to the Retail Award and NES

The Company will ensure that copies of the Retail Award and the NES are available to all employees to whom they apply in accordance with Clause 5 of the Retail Award. These will be made available either:

- a) On a noticeboard which is conveniently located at or near the workplace;
- OR
- b) Through electronic means.

10.12 Broader Community workplace relations education

Within 3 months make a donation of \$27,000 to Job Watch Inc, ABN 74 615 132 361, 5/21 Victoria St, Melbourne Victoria 3000 with the objective of assisting the promotion of compliance with Commonwealth workplace laws in the community, and provide evidence of the donation to FWO.

10.13 Reporting

The Company and Mr Zhang will notify the FWO of any changes of circumstances that could potentially impact on the Company's ability to comply with the undertakings contained in this Undertaking, as soon as it becomes aware of such circumstances. Such circumstances shall include but not be limited to:

- a) Sale or potential sale of the business, or part of the business;
- b) Change of or change in details of company directors, or other officeholder positions;
- c) Change in engagement of workers, for example engaging contractors, labour hire or family members in lieu of employees;
- d) The Company or its Director opening any new establishments or businesses, or acquiring any existing establishments or businesses, whether alone or in partnership with another entity;
- e) Ceasing or an expectation of ceasing to trade;
- f) Business going in to administration or liquidation.

In the event that there are any events or circumstances described above, required to be reported to the FWO, the Company and Mr Zhang will provide any documentation or other evidence requested by the FWO to confirm the event/s that have transpired.

11 No Inconsistent Statements

The Company:

- a) must not; and

- b) must ensure that each of its officers, employees or agents, do not make any statement , orally or in writing or otherwise imply anything that is inconsistent with admission or acknowledgements contained in this agreement.

12 Acknowledgements

The Company and Mr Zhang acknowledge that:

- a) The FWO may;
 - i. make this Undertaking (and any of the Attachments hereto) available for public inspection, including by posting it on the FWO internet site at www.fairwork.gov.au;
 - ii. release a copy of this Undertaking (and any of the Attachments hereto) pursuant to any relevant request under the *Freedom of Information Act 1982* (Cth);
 - iii. issue a media release in relation to this Undertaking;
 - iv. from time to time, publicly refer to the Undertaking (and any of the Attachments hereto) and its terms; and
 - v. rely upon the admissions made by the Company and Mr Zhang set out in paragraphs 8 and 9 above in respect of decision making concerning any future non-compliance with the Company's workplace relations obligations.

- b) Consistent with the Note to section 715(4) of the FW Act, this Undertaking in no way derogates from the rights and remedies available to any other person arising from the conduct set out herein;

- c) Consistent with section 715(3) of the FW Act, the Company and Mr Zhang may withdraw from or vary this Undertaking at any time, but only with the consent of the FWO; and


- d) If the Company contravenes any of the terms of this Undertaking:
 - i. The FWO may apply to any of the Courts set out in section 715(6) of the FW Act, for orders under section 715(7) of the FW Act; and
 - ii. This Undertaking may be provided to the Court as evidence of the admissions made by the Company in paragraph 8 and 9 above, and also in respect of the question of costs.

- e) The *Fair Work Amendment (Protecting Vulnerable Workers) Act 2017* makes the following changes to the FW Act:
 - i. increased penalties for 'serious contraventions' of workplace laws
 - ii. increases penalties for breaches of record-keeping and pay slip obligations
 - iii. employers who don't meet record-keeping or pay slip obligations and can't give a reasonable excuse will need to disprove wage claims made in a court (this is also referred to as a reverse onus of proof)
 - iv. strengthen our powers to collect evidence in investigations

- v. introduce new penalties for giving us false or misleading information, or hindering or obstructing our investigations.

Executed as an undertaking

EXECUTED by ORIENTAL FOOD AUSTRALIA PTY LTD in accordance with section 127(1) of the *Corporations Act 2001*:



(Signature of director)

(Signature of director/company secretary)

YING ZHANG

(Name of director)

(Name of director/company secretary)


18/10/2018

(Date)

(Date)

in the presence of:

in the presence of:



(Signature of witness)


(Signature of witness)

Wei He

(Name of witness)

(Name of witness)

EXECUTED by Ying Zhang

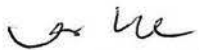


Signature of Ying Zhang

18/10/2018

(Date)

in the presence of:




(Signature of witness)

Wei He

(Name of witness)

ACCEPTED by the FAIR WORK OMBUDSMAN pursuant to section 715(2) of the *Fair Work Act 2009* on:




FAIR WORK OMBUDSMAN

Lynda McAlary-Smith

25/10/2018

(Date)

in the presence of:



(Signature of witness)

Louise Cato

(Name of witness)

Attachment A – Underpaid and Affected Employees

The Employees

No.	Employee Name	Classification	Underpayment
1.	[REDACTED]	Retail Employee Level 1	\$53,448.32
2.	[REDACTED]	Retail Employee Level 1	\$15,937.32
3.	[REDACTED]	Retail Employee Level 1	\$5,461.72
		Total	\$74,847.36

Attachment B – Form of Public and Workplace Notice

Contravention of Fair Work Act by Oriental Food Australia Pty Ltd

We refer to the investigation conducted by the Office of the Fair Work Ombudsman (FWO) into allegations that Oriental Food Australia Pty Ltd contravened the *Fair Work Act 2009* and *Retail Industry Award 2010* as follows:

- Clause 10.2 by failing to inform an employee of their employment status;
- Clause 13.2 by failing to pay casual employees a casual loading of 25%;
- Clause 17 by failing to pay the minimum hourly rate of pay;
- Subclause 20.2(b) by failing to pay employees the applicable special clothing allowance for laundering uniforms;
- Clause 20.12 by failing to pay an employee the applicable higher duties allowance for performing duties carrying a higher rate;
- Clause 27.3 by failing to ensure employees did not work more than 11 continuous hours on any day;
- Subclause 29.4(b) by failing to pay employees the penalty for work performed on a Saturday between 7.00 am and 6.00 pm;
- Subclause 29.4(c) by failing to pay employees the penalty for all hours worked on a Sunday;
- Subclause 29.4(d)(i) by failing to pay employees the penalty rate for work on a Public Holiday;
- Clause 31.1 by failing to provide employees appropriate rest breaks and meal breaks;
- Section 44 National Employment Standards
- Section 535 Record keeping
- Section 536 Pay slips

Oriental Food Australia Pty Ltd has formally admitted to FWO that these contraventions occurred and has entered into an Enforceable Undertaking with the FWO (available at www.fairwork.gov.au) committing to a number of measures to remedy the contraventions. Including by rectifying the underpayments to the employees affected by the contraventions and donating \$27,000 to the JobWatch to fund education about workplace rights.

Oriental Food Australia Pty Ltd expresses its sincere regret and apologises for the conduct, which resulted in the contraventions. Furthermore, Oriental Food Australia Pty Ltd gives a commitment that such conduct will not occur again and that it will comply with all requirements of the Commonwealth workplace relations laws in the future.

Attachment C – Letter of Apology

<Date>

<Employee Name>

<Employee Address>

Dear <Employee Name>

I am writing to apologise on behalf of Oriental Food Australia Pty Ltd for non-compliance with Commonwealth Workplace relations laws. A recent investigation conducted by the Office of the Fair Work Ombudsman (**FWO**) determined that Oriental Food Australia Pty Ltd had contravened the *Fair Work Act 2009* and *Retail Industry Award 2010* as follows:

- Clause 10.2 by failing to inform an employee of their employment status;
- Clause 13.2 by failing to pay casual employees a casual loading of 25%;
- Clause 17 by failing to pay the minimum hourly rate of pay;
- Subclause 20.2(b) by failing to pay employees the applicable special clothing allowance for laundering uniforms;
- Clause 20.12 by failing to pay an employee the applicable higher duties allowance for performing duties carrying a higher rate;
- Clause 27.3 by failing to ensure employees did not work more than 11 continuous hours on any day;
- Subclause 29.4(b) by failing to pay employees the penalty for work performed on a Saturday between 7.00 am and 6.00 pm;
- Subclause 29.4(c) by failing to pay employees the penalty for all hours worked on a Sunday;
- Subclause 29.4(d)(i) by failing to pay employees the penalty rate for work on a Public Holiday;
- Clause 31.1 by failing to provide employees appropriate rest breaks and meal breaks;
- Section 44 National Employment Standards
- Section 535 Record keeping
- Section 536 Pay slips

Regrettably, the investigation determined that you were affected by the above contraventions. Oriental Food Australia Pty Ltd is taking steps to remedy the contraventions, including by rectifying the underpayments, and making a donation of \$27,000 to fund education about workplace rights.

You have received a payment on 20 July 2018 and will be provided with a pay slip and payment summary regarding the payment.

Oriental Food Australia Pty Ltd have formally admitted to the FWO that it did not comply with its

obligations under Commonwealth workplace relations laws and have entered into an Enforceable Undertaking with the FWO, a copy of which is available from the FWO website at www.fairwork.gov.au. As part of the Enforceable Undertaking we have committed to a number of measures to ensure future compliance with Commonwealth workplace relations laws.

Oriental Food Australia Pty Ltd expresses its sincere regret and apologises to you for failing to comply with our lawful obligations.

Should you have any questions, please contact [party to include contact details].

Yours sincerely

[Director]

Attachment D

TRAINING RESOURCES UTILISED FROM THE FAIR WORK OMBUDSMAN WEBSITE

I, _____ (Enter name and position in the organisation)

have undertaken the following tools:

Completed online courses* including:

- Difficult conversations in the workplace – manager course date _____ completed: _____

- Hiring employees date completed: _____
- Managing employees date completed: _____
- Managing performance date completed: _____
- Diversity and discrimination date completed: _____
- Workplace flexibility date completed: _____
- Record-keeping and pay slips date completed: _____

** Please provide printout of the Statement/Certificate of Attainment for each course completed*

Viewed Videos including:

- Welcome to fairwork.gov.au date completed: _____
- Finding information for your industry date completed: _____
- My account date completed: _____
- Introduction to the Pay and Conditions Tool date completed: _____
- PACT – Award classifications date completed: _____
- PACT – Pay summary date completed: _____
- PACT – Penalty rates date completed: _____
- PACT – Allowances date completed: _____
- PACT – Award Coverage date completed: _____

Read Factsheets including:

- Role of the Fair Work Ombudsman date completed: _____

- Contractors and employees – what's the difference? date completed: _____

Read information on the following:

- **Pay Overview**

- Minimum wages Page Ref No. _____ date _____ completed: _____
- Penalty rates & allowances Page Ref No. _____ date _____ completed: _____

- **Leave Overview**

- Annual leave Page Ref No. _____ date _____ completed: _____
- Sick & carer's leave Page Ref No. _____ date _____ completed: _____

- **Ending Employment Overview**

- Notice & final pay Page Ref No. _____ date _____ completed: _____
- Unfair dismissal Page Ref No. _____ date _____ completed: _____

- **Employee Entitlements Overview**

- Types of employees Page Ref No. _____ date _____ completed: _____
- National Employment Standards Page Ref No. _____ date _____ completed: _____

- **Awards & Agreements Overview**

- Awards Page Ref No. _____ date _____ completed: _____

- Date and signature: _____

Attachment E – FWO Fact Sheets and FWIS acknowledgement template.

Acknowledgement of Receipt – FWO Fact Sheets and Fair Work Information Statement

I, of

agree that I received a copy of the FWO Fact Sheets **About the Fair Work Ombudsman and Employer obligations in relation to employee records and pay slips** and a copy of the **Fair Work Information Statement**.

Signed:

Date:/...../.....