



Contract of Employment

Private and Confidential

Dear

Re: Contract of Employment

We are pleased to offer you employment with us here at HAKATA GENSUKE where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your employment will commence on/...../..... (DD/MM/YYYY)

Location

You will be based at Victoria but may be required to work at such other locations within Victoria as reasonably determined by the needs of the business. This is in line with our new expansion plan for the current financial year. We wish to penetrate the Victorian Market following our success overseas.

Position

- Kitchen Staff - reporting to the Kitchen Manager
- Front of House Staff - reporting to Restaurant Manager

Term

This is a permanent part time position

Probationary Period

- A three month Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to

termination during any stage, by either party, upon one week's notice in writing, or by payment in lieu of notice.

Remuneration

Your wage is at a rate of gross

Rates:	Introductory Level
Adult rate:	\$23.46 per hour
Junior 19 years:	\$19.94 per hour
Junior 18 years:	\$16.42 per hour
Junior 17 years:	\$14.08 per hour
Junior 16 years or under:	\$11.73 per hour

Payment

- Your salary will be paid weekly by bank transfer.

Superannuation

- Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice. If you do not choose a fund, your contributions will be placed into the default fund selected by the company.

Salary Review

- Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

Leave Entitlements

Annual Leave

- You are entitled to annual leave of four weeks per year on a pro rata basis according to the number of hours you work.

Termination

The minimum period of notice required to be given to the employer by the employee is either:

- That is prescribed by the relevant employment agreement or other contract of employment.
- If no period of notice is prescribed as above, a period of notice equal to the employee's usual pay period.



HAKATA GENSUKE may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks
More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

If you are over 45 with more than two years continuous service, you will receive an additional week's notice (or payment in lieu).

The company may terminate your employment at any time without notice if:

- you are guilty of serious misconduct; or
- you are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company property.

Privacy

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

As part of your employment with Hakata Gensuke, you agree to be photographed and recorded on video while on duty. You consent to the use of these photos and videos for promotional purposes across all platforms. You waive your right to inspect or approve the final media and release Hakata Gensuke and its authorized parties from any liability regarding their use. Your personal information will be handled in accordance with the company's privacy policy.

Company Policy

HAKATA GENSUKE has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

These policies are found in our policy manual. These policies do not form part of this contract of employment.



Confidentiality of Information

During your employment you may become aware of information relating to the business of HAKATA GENSUKE including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of HAKATA GENSUKE. You shall not, either during or after your employment, without the prior consent of the HAKATA GENSUKE, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

Jurisdiction

This contract is made in the State of Victoria.

Welcome and Acceptance

....., we would like to take this opportunity to welcome you to HAKATA GENSUKE and wish you a long and rewarding career with us.

Yours sincerely,

..... (Manager's name & Position)

I,, accept the terms and conditions of this contract.

Signed: _____

Date: _____