

From: Emir Balicevac
Sent: Thu, 17 May 2018 15:03:01 +1000
To: Joe (Multi Works); Fawad Walizada (fwalizada@snpsecurity.com.au); Linda Willard (lwillard@snpsecurity.com.au); thoness@snpsecurity.com.au
Cc: nationaloperations@snpsecurity.com.au; Domenic Giardini (dgiardini@snpsecurity.com.au)
Subject: University of Sydney Governance Memo (002)
Attachments: University of Sydney Governance Memo (002).docx

Good afternoon Joe,

Please find attached University of Sydney Governance Memo attached.

Please share to your guards.

I have printed multiple copies in control room as well.

Thank you

Kind Regards

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EMIR BALICEVAC | Senior Team Leader
Campus Security Unit | Campus Infrastructure Services

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**SNP Protective Services
Memorandum**

To:	All Staff
c.c.:	
From:	Emir Balicevac
Date:	15/5/2018
Subject:	Employee behaviour

To all Staff

There have been incidents in the recent past that have raised a variety of issues. SNP must ensure that all staff understand their requirements while working at this site. The information contained within this memo must be complied with at all times while working at the University of Sydney.

Shift reporting

- When you start your shift you must sign onto the time sheet using your full legal name as shown on your security licence. No nicknames or preferred names.
- You must ensure that you record your NSW security licence number on the timesheet
- The time sheet must be clearly legible. Keep handwriting clear and easy to read.
- When you finish your shift you must record your accurate finish time.

Shift Attendance

- You are only to attend rostered shifts or shifts that have been requested by an authorized SNP representative. You cannot be onsite without a valid work requirement.
- You must be trained and deemed competent to perform the role you are rostered to perform.
- If you are aware that you will not be able to attend your rostered shift at the start time, you must notify the NOC as soon as you are aware. You must also advise why you are going to be late and when you estimate you will arrive.
- You are required to check in with the control room team leader at the beginning of your shift to gain approval to commence duties
- You are required to check in with the control room team leader prior to leaving site at the end of your shift to ensure the control room team leader is aware you are leaving and they can ensure you have completed your duties for the day.
- You are not permitted to leave the workplace without the specific approval of the control room team leader. You must remain on site at all times while you are signed onto the site.
- If you need to finish before your rostered finish time, you need to gain specific approval of the control room team leader and ensure you sign off at the new finish time.

Behaviour

- You must treat all staff, visitors and colleagues with due respect and professionalism. Any dispute or argument must be dealt with in a professional manner and escalated to your supervisor and team leader if you are unable to resolve it individually.
- You must follow all reasonable directives of your team leaders or supervisors. Any request that you believe is unreasonable must be discussed with your supervisor immediately. It is unacceptable to refuse to perform a task unless it poses a significant and immediate threat to your own personal health and wellbeing.

The requirements listed in this memo are mandatory for all staff working at the University of Sydney.

Failure to comply with these requirements will lead to performance management up to and including termination of employment.

In addition, any incomplete or illegible timesheets or documentation will require further investigation and may cause delays to payment processing.

Best Regards

Emir Balicevac
Site Manager- University of Sydney