

Personal Records

When an Employee begins employment, we will request that certain forms to be completed; these must be completed during the timeframe required.

During employment, Employees have the responsibility to notify their Supervisor / Manager of changes in the following personal information:

- Legal Name / Address
- Bank / Payment Details
- Home phone/mobile number
- Emergency contact person

All personnel records will be kept private and confidential in-line with regulations as enforced by the Fairwork Act.

Confidentiality

Employee Confidentiality

Under the confidentiality policy the employee owes the employer a duty of fidelity and a duty of confidentiality, with such duties having the meaning recognised by law from time to time.

Accordingly, and without limiting the meaning of the employee's duties, the employee must:

- a) the employee will not at any time knowingly disclose to any unauthorised person confidential information of the employer, which comes to the employee's knowledge during the course of their employment
- b) upon the termination of employment or on the request of the CEO or delegated representative, the employee will return all intellectual property of the employer to which the employee has access during the course of their employment, including all documents, materials, processes, and data whether in physical, electronic, computerised or any other form.

Employer Confidential Information

To protect the privacy of current and former Employees of LSV, the organisation will not provide information to outside parties without the prior consent of the Employee. Employees who would like the company to provide confidential information on their behalf (e.g. Request for salary confirmation for banks, employments dates for property leasing etc) should speak to their Manager or the Human Resources representative.

It is also advised that Employee salary packages should not be discussed between Employees or other outsiders aside from managers of LSV, the accounts department, banks or financial institutions and family members.

Intellectual Property Rights Policy

You assign to LSV for use by LSV all existing and future intellectual property rights in works (including but not limited to computer software, programs, designs, briefs, drawings, materials, manuals, records, procedures, systems, marketing techniques, plans and specifications) conceived, developed, written or otherwise created by you in the course of your employment with LSV whether during or outside your normal working hours, and acknowledge that all such rights vest solely in LSV and you will, at the request and expense of LSV execute such assignments and assurances as may be reasonably necessary to perfect ownership by LSV of those rights.

To the extent permissible by law, you consent to any acts or omissions of LSV which would otherwise constitute an infringement of your moral rights in relation to all intellectual property created by you in the course of your employment.

Any breach of Intellectual Property Policy may result in LSV seeking an injunction against you and you acknowledge that damages are not an adequate remedy in such circumstances to protect the interests of LSV or any related person affected.