



TERMS OF USE

HR LEVEL ACCESS TO

EMPLOYMENT HERO



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As a permanent, casual or temporary member of the Human Resources Department, you will be granted higher-level access to the Employment Hero platform through the hr@teamkids.com.au or hr-staff@teamkids.com.au log in.

You will also have access to employee information that will and must remain confidential.

As part of your responsibility, you must:

- Keep all employee information private and confidential (in particular HR Documents and Management Notes)
- Take all reasonable and necessary precautions to maintain the security of and prevent the disclosure of any confidential information.
- Only view and edit information that is a requirement of your position and/or as part of completing a task(s) assigned to you by Management.

Please see **clause 13. Confidential information** in your employment contract for what constitutes 'confidential information.

Any breach of the above will be deemed a serious breach of misconduct and may result in termination.

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