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Hi Everyone,

Welcome to the mid-winter edition of the Coverstaff Newsletter. I hope you are all keeping warm. With this weather, unloading the freezer boats doesn't seem like such a cold job after all!

Thanks to all of you who are keen and motivated and call us regularly looking for work. We know it is hard, but don't give up! We know who you are and when that ideal job comes in, we will be calling you first! Keep it up!



## NEWS FLASH!!!

We are moving!! From 29<sup>th</sup> July, our new office will be on 10 Vanguard Street – next door to The Car Company. The office will NOT be open for general enquiries on Wednesday 29<sup>th</sup> July due to the move. Our phone numbers will stay the same, just our location will change.



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Gillian will only be in the office on Tuesdays and Wednesdays for any payroll or general queries. This means she has less time to get payroll done! Watch the steam rise from that corner of the office...!! Please ensure your timesheet gets to us by Monday lunchtime. Late timesheets can not be processed.



**CONGRATS** to **STEVE WHITAKER**, this month's **Employee of the Month** and winner of the \$100 voucher. Thanks for keeping in touch with us, for calling to let us know you are available for work, for getting your timesheets to us on time, and for doing such a great job on every job!! Enjoy your voucher.



## Quote of the Day

The best way to appreciate your job is to imagine yourself without one. *Oscar Wilde 1854-1900*

## REMINDER:



If you have an accident at work you MUST call us ASAP – use the 0800 number! Even if it is a near miss, or a bruise, you must still call us. We need to know. We want to **REDUCE** the number of accidents that occur in the workplace, so if there is a hazard or health and safety issue where you work, call us now!



## MOBILE PHONES:

A reminder to all staff that mobile phones and other electronic devices are **NOT** to be used during work time. Unless you are told otherwise, it is prohibited.



## EMPLOYEE OF THE MONTH – Win a \$100 Voucher

A \$100 voucher will be given to the Employee of the Month – this is the person who is the most reliable, flexible, who touches base with us to let us know they are available for work, who gets their timesheet in on time to us, has the right attitude and receives great feedback from our clients. Simple!