

Letter of agreement between;

**SPORTS MEDICINE AUSTRALIA QUEENSLAND BRANCH
(SMA Qld)**



AND _____

To deliver SMA Qld Education Programs.

1. SMA Qld agrees to:

- Pay the above presenter the pay rate as per attached sheet;
- Provide a safe and healthy work environment;
- Provide personnel management practices which are based on performance and equal opportunity;
- Fair and consistent treatment; and
- Freedom from harassment or discrimination in the workplace.

2. The Presenter / Assessor (as above) agrees to:

- Fulfil the requirements of this agreement, including upholding and implementing company policies and procedures;
- Ensure that all RTO and quality management systems are adhered to;
- Dress appropriately for their duties;
- In the event of illness or an unavoidable delay, to contact the course convenor or SMA staff at the earliest time possible;
- Arrive at least 15min prior to the commencement of their presentation/s;
- Treat members of the public and fellow presenters with courtesy, consideration and equitably;
- Ensure that equipment and facilities provided are treated with the same level of care which reasonable people accord to their own valuable possessions. In addition, presenters should ensure that equipment and facilities provided are not used improperly;
- Maintain confidentiality of Sports Medicine Australia Qld Branch intellectual property as considerable resources have been expended in developing the organisation's intellectual property;
- Not to amend any documentation supplied by Sports Medicine Australia;
- Ensure that the professional image of Sports Medicine Australia Queensland is upheld at all times;
- Not disclose Sports Medicine Australia Qld Branch confidential matters and privileged information; and
- Refrain from smoking, and/or being under the influence of illegal drugs and/or alcohol whilst presenting.

SIGNED: _____ DATE: _____
(Sports Medicine Australia Qld Representative)

SIGNED: _____ DATE: _____
(Presenter / Assessor)