(Business Letterhead )

**MEMORANDUM**

**To: All Eligible Employees**

**Re: JobKeeper Payment and conduct at work**

**Date:**

As you are aware (name of the business) is participating in the JobKeeper scheme and has nominated you as an eligible employee to receive JobKeeper payments.

Please be aware you are being compensated for your hours of work in line with JobKeeper payments and will therefore are required to present yourself for work when rostered on.

As your employer, we will not tolerate inappropriate behaviour or conduct during this time, given your wages are being subsidised by the Government. Acts of inappropriate behaviour will lead to disciplinary action in line with our policies and procedures.

If you have any further questions or concerns in relation to this matter, please contact

(Name ) on (Phone Number)

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**ACKNOWLEDGEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name) hereby acknowledge that I have received, read and understand the details confirmed in this memorandum. I also understand that all contents of this letter are private and confidential.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dated: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |