

Have you reviewed your Employment Contracts?



4 QUICK STEPS TO COMPLY

1



Review and
update ECs
and KETs

2



Ensure job
descriptions
are accurate

3



Keep all
changes
documented

4



Store securely
for 4 years



Enter into written employment contracts (ECs)



All licensed cleaning businesses
must enter into a contract of
service (i.e. EC) in writing for
every employed cleaners

ECs should include:



Any employment adjustments and
increment letters (where applicable)



Key Employment Terms (KETs) that
clearly state job titles, main duties and
responsibilities (which must be
accurate and up-to-date)



Retain Employment Records (4 years)



Cleaning businesses must
keep employment records for
4 years after a cleaner leaves.

Scan for more information



More info on
Contract of Service
and KETs



Guidelines and
definitions of PWM
cleaning job roles



*Non-compliance to licence conditions may result in maximum financial penalties of \$5,000, and suspension or revocation of your Cleaning Business Licence.