

# Recover of Overpayment

Page 1 of 1

## Our Company Profile

SIMEC Engineering Ltd (“Company”) is a mechanical and electrical contractor who provides services to the life science, technology, energy and resource sectors.

## Our Mission

The Company is committed to ensuring that any over payments are handled fairly and lawfully in accordance with the “The Payment of Wages Act, 1991 (Section 5(5)) which sets out the rights of employers and employees in relation to overpayment of wages, allowances or expense for his/her employee(s) salary.

## Our Vision

It is not intended that the operation of this policy will cause undue hardship to any staff member or individual.

## Our Commitments:

On discovery of an overpayment, the Company will notify the individual by email as quickly as possible of: a) the existence of the overpayment, b) the amount, c) the reason the overpayment occurred, d) the period covered by the overpayment, e) the repayment options, and f) the proposed recovery plan. The individual will be required to select their chosen repayment option and advise the Company within a specified timeframe. Where the individual does not notify the Company of their chosen repayment option or does not appeal the proposed recovery plan within 21 calendar days (3 weeks) of the date of the email, it will be taken to mean that the consent of the individual is given to apply the proposed recovery plan. The email will be the notification for the purposes of the Payment of Wages Act that deductions will commence from the next available pay date.

*Martin Foran*

**Martin Foran**

Managing Director

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