

Visitor Registration Terms and Conditions

Please note the information contained in this document is provided for your protection and that of the Institute during your visit with AIMS. Failure to fully read, seek understanding of, and comply with any of the above, may be viewed as an act of negligence and may result in immediate termination of your visitation with AIMS and attract the possibility of being held personally liable for any claims, legal or otherwise, resulting from your act of negligence particularly with regards to any harm or damage caused to either yourself, your personal effects, AIMS staff or resources.

Registration Process:

Prior to commencing with AIMS, all visitors must complete the Visitor Registration Form and applicable online workplace health and safety inductions. Visitors must supply a copy of their identification (licence/passport/birth certificate) as well as a copy of their current visa if appropriate.

Visitors may only be registered for a maximum period of 12 months in any instance; however, extensions are permitted indefinitely (unless otherwise restricted by visa status etc) following successful completion of annual inductions. Visitors who require a visa to work in Australia may only be registered for the duration of their current approved visa validity period.

Allocation of Identity Cards and Building Access Cards:

Visitors who attend an AIMS workplace for a period of more than two consecutive weeks will be provided with a photo identification card. Visitors must clearly display their identification at all times whilst at the AIMS workplace. Visitors who are required to access non public areas of the AIMS research facilities will be provided with a building access card.

Obligations of the Visitor:

Visitors are expected to exercise a 'duty of care' with regards to the use of AIMS resources, their conduct toward AIMS staff and their own conduct whilst participating in AIMS activities or being present at an AIMS facility.

Visitors must at all times:

- Notify the Sponsor immediately if they identify a potential hazard or risk occurring as a result of an intended activity and discontinue this activity until the risk or hazard has been assessed and/or resolved;
- Not attempt any activities that they feel they are not competent or confident to undertake, this includes new activities for which the visitor has not been fully inducted (i.e. equipment usage);
- Seek further assistance and/or ask for further information if they are at any time unsure about the policies and procedures of any activity they are about to undertake;
- Comply with AIMS' Policies and Procedures;
- Notify the AIMS Recruitment Administrator immediately should any details with regards to their initial visitation approval change. This includes:
 - A change in activities that require a certain qualification or new induction to be submitted, for example participating on a field trip requires the completion of a field induction;
 - The requirement to work in a different laboratory environment which may require the completion of an induction specific to that laboratory;
 - The development of any health issues that may adversely affect their ability to perform intended activities whilst with AIMS; or
 - A change in personal contact information.



- Notify the AIMS Recruitment Administrator immediately if they are in any way not satisfied with the level of supervision they are receiving. Please note, this may be done in confidence and a consultative approach will be taken in order to reach a mutually beneficial outcome; and
- Be aware that criminal activity such as, but not limited to theft of property, possession of child pornography or use/possession of illegal drugs, will result in immediate termination of visitation status and corresponding privileges including AIMS vehicles and referral of the matter to the police.

In regards to supervision and coordination of AIMS activities, visitors shall not:

- Work without the appropriate supervision of an AIMS staff member;
- Supervise any AIMS staff members;
- Supervise other non-staff members in a workplace controlled by AIMS;
- Control an AIMS workplace; or
- Act as cruise leader or dive leader on AIMS field trips, unless specifically authorised to do so by the CEO.

Code of Conduct:

It is the responsibility of all members of staff and Visitors to:

- Observe the highest standards of ethics and integrity;
- Present and behave at all times in a manner that maintains or enhances the reputation of AIMS;
- Provide a working environment that is safe, challenging, stimulating and rewarding;
- Provide fair and consistent feedback to others, where appropriate;
- Comply with any lawful and reasonable direction, whether of individual or general application, given by persons who are authorised to give such a direction;
- Comply with AIMS' Policies and Procedures and with oral and written directions concerning the satisfactory performance of duties, having regard to personal skills, experience and qualifications for each position;
- Never in the performance of duties provide false or misleading information in response to a request for information;
- Refrain from carrying out an illegal act, and be aware that acting under the direction of AIMS or simply complying with AIMS' Policy is not a justification for an illegal act;
- Refrain from engaging in any activity or be responsible for any act or omission which could be detrimental to AIMS' interests;
- Observe and comply with relevant Local, State, Territory and Commonwealth law, any enactments, regulations, determinations, awards, agreements and internal instructions which apply to the satisfactory performance of duties and responsibilities;
- Discharge with the highest degree of skill, care, diligence, efficiency and impartiality the duties and responsibilities required to be performed;
- Avoid waste or extravagance in the use of AIMS' resources;
- Not remove AIMS property from the premises or use property for personal use without obtaining prior consent;
- Not incur any liability or enter into any contract on behalf of AIMS or alter the terms or conditions of any approved contract, unless duly authorised; and
- Not be absent from duties during ordinary hours of attendance, unless previously authorised or where other cause that was not reasonably foreseeable can be shown.

Health and Safety:

Under The Work Health and Safety Act 2011 (Cth) (WHS Act), the Institute must apply the overriding principle that workers and other persons should so far as reasonably practical, be given the highest level of protection

against harm to their health, safety and welfare from hazards and risks arising from work. The definition of a worker under the Act includes the following classes of persons:

- Volunteers of AIMS
- Adjunct Appointments to AIMS
- Collaborators with AIMS
- Academics visiting AIMS
- Visiting students to AIMS
- Associates to AIMS

AIMS has a duty to all staff and visitors to provide a safe workplace and working environment. Similarly, staff and visitors must take reasonable care for their own health and safety and take reasonable care that their actions or omissions do not adversely affect the health and safety of others.. All staff and visitors must observe the AIMS Health and Safety Policy and uphold its principles.

Visitors are required to complete the on-line safety induction process applicable to their activities every 12 months, as well as attend any other compulsory health and safety training, information sessions or meetings.

The AIMS Working Alone Procedure shall apply to any visitor required to access an AIMS workplace outside of designated work hours, or undertake work alone.

Intellectual Property and Confidentiality:

Intellectual property must be managed responsibly, preserved, enhanced and optimised for the benefit of AIMS and its stakeholders. All visitors must adhere to the AIMS Intellectual Property Policy.

Subject to specific intellectual property arrangements in writing between the visitor and AIMS, visitors agree that the intellectual property arrangements under section 48 of the *Australian Institute of Marine Science Act 1972 (Cth)* ("AIMS Act") applies and extends to all forms of intellectual property.

Section 48 of the AIMS Act states that discoveries, inventions or improvements of or in any process, apparatus or machine generated by staff in the course of official duties is the property of AIMS. For avoidance of doubt, all intellectual property made, conceived and reduced to practice by the visitor in relation to its purpose at AIMS is deemed to be commissioned by AIMS and is the sole and absolute property of AIMS. Visitors with other existing intellectual property arrangements in place or who is unsure of their intellectual property ownership status shall raise the issue with their sponsor or the AIMS Recruitment Administrator.

Visitors shall observe confidentiality of any information concerning AIMS, its stakeholders, or its suppliers, which they may gain or may have gained during their visit at AIMS.

Visitors shall not, except in the course of official duty, or with the authority of the CEO, directly or indirectly:

- Communicate information concerning the affairs of AIMS or any matter of which official knowledge has been gained; or
- Disclose the contents of any official papers.

Privacy:

In accordance with the provisions of the Privacy Act 1988 (Cth), AIMS has developed a Privacy Policy that outlines how and why private information is obtained, used, maintained, stored and managed. AIMS will take all reasonable steps to ensure that private information is kept secure with access restricted to authorised personnel only. A record of visitor information will be kept for safety and security purposes.

Indemnity:

The visitor agrees to indemnify and keep indemnified and to hold harmless the Institute, its directors, officers, servants and agents and each of them, from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them, arising out of or in relation to the authority granted by the Institute and be directly related to the negligent acts, errors or omissions of the visitor. The visitor's liability to indemnify the Institute shall be reduced proportionately to the extent that any act or omission of the Institute, its servants or agents, contributed to the loss or liability.

Insurance:

Visitors to the Institute are advised to ensure that they have appropriate medical cover to provide for any injury or illness sustained while at the Institute.

Non Australian citizen visitors who are engaged under a visa (tourist, long stay business, working holiday, spouse etc) must ensure that they meet the minimum standards required for medical insurance as specified in their visa notice. Visitors who are not covered by Australia's national health scheme are responsible for ensuring that they have acquired adequate medical cover for the duration of their visit to the Institute. The Institute reserves the right to seek evidence of a visitor's health insurance cover before approving their visitor registration.

Work Eligibility:

Visitors must have the right to work in Australia and the Institute must be satisfied of the visitor's eligibility prior to the visitation commencement date. Visitors to AIMS who do not have such authorisation will not be approved.

All visitors must not commence work with AIMS nor use any AIMS resources until approved by the AIMS Recruitment Administrator. To ensure visitors are approved prior to their proposed commencement date, Sponsors must ensure all documentation and visitor checks are completed in a timely manner.

Visitor Clearance:

At the conclusion of the visitation period, the visitor is responsible for returning to his/her sponsor all AIMS property, equipment and/or resources, including any identification and building access cards, phones, library books etc. Failure to ensure all AIMS property is returned may be deemed as an act of negligence.

AIMS Resources and Equipment:

Where practical, visitors shall fully utilise AIMS resources for any and all activities whilst with AIMS. This includes computer equipment, cameras etc. If the use of personal effects becomes necessary, the visitor must submit written notification to do so, listing the items to be used, and this must be authorised by the sponsor. Visitors who use their own laptops or other electronic equipment must comply with the AIMS IT Security Policy.

AIMS Vehicle Usage:

Approved visitors may utilise AIMS vehicles for the purposes of business or work travel as required, subject to the successful completion of an AIMS Vehicle Induction conducted by an authorised member of the AIMS Transport Team. International visitors will be required to meet the licensing standards as defined by the Queensland Department of Transport prior to undertaking an AIMS Vehicle Induction or operating an AIMS vehicle.