

Employee Handbook and Health & Safety Policies

Part A: EMPLOYEE HANDBOOK		Page No.
1	Introduction	2
2	What we do	2
3	Policy Statement and Coverage	2
4	Salaries and Wages	3
5	General Leave Policy	3
6	Disciplinary policy	3
7	Standards	6
8	Equal Employment opportunities and Anti-Discrimination policy	8
9	Bullying and Harassment Complaint procedure	10
10	Motor Vehicles	12
11	Termination of Employment	12
12	Abandonment of Employment	13
13	Privacy Policy	15
14	Acknowledgement Form – Employee Handbook	18
Part B: HEALTH AND SAFETY POLICIES		
1	Introduction	19
2	Health and Safety Policy statement	19
3	Health and Safety Responsibilities	20
4	Hazard and Risk Management Procedure	20
5	Work premises and working environment	22
6	Workplace Smoking	22
7	Forced Labour	23
8	Induction	23
9	Safety Information	23
10	Working alone	23
11	Drug and alcohol policy	24
12	Mobile phone policy	26
13	Hazardous manual tasks	27
14	Working at Height	28
15	Working in heat	28
16	Pesticides, Fuels, Oils and Chemicals	28
17	Personal Protective Equipment (PPE)	29
18	Identifying & Reporting Security Issues	29
19	Identifying & Reporting Bio-Security Issues	30
20	Fresh Food Contamination	30
21	Emergency procedure	30
22	Injury Management, Rehabilitation and Return to Work	31
23	Reporting of incidents and injuries	31
24	CoVid-19	32
25	Acknowledgement Form – Health and Safety Policies	33

Part A - Employee Handbook

1 Introduction

Congratulations on your appointment and welcome to the team at Biteriot Operations Pty Ltd (“the Company”). We are excited that you have decided to join us, and we look forward to a long, happy and successful partnership together. Our business is primarily about fruit production, sales & packing. We want to ensure that your interactions with other Company employees and our customers will reflect that which the Company places on teamwork and our commitment to superior customer service.

The purpose of this Manual is to introduce you to the Company, give you some information about our history, our clients and what we do. You will also find information about your terms and conditions of employment, our expectations around your behaviour and our policies and procedures. This manual should be read in conjunction with your Contract of Employment. This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and easily accessed via the contents page. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur.

2 What we do

In an average year we pick and pack thousands of tonnes of fruit. The harvest is intensive and demanding and it will take place between November and January (Cherries) and February and May (Apples).

The fruit is graded and then either exported overseas, sold to Australian supermarket chains, or supplied to your local fruit store and markets.

Our fruit is highly regarded in the global marketplace and that is due to a high standard of pride and commitment from our current and past employees.

You must always remember that you are working with fruit. It is a perishable item and has a limited lifespan. We have a small “window of opportunity” to pick, pack and despatch the fruit in optimum condition. For this reason, workloads may fluctuate. They will depend on the weather, the ripening of the crop, the volume of ready fruit and the amount of orders received. Sometimes we may need to work weekends. If you can be flexible in this regard it will ensure a more harmonious work environment.

3 Policy Statement and Coverage

This policy covers all persons employed by Biteriot Operations Pty Ltd (“the Company”) and was developed to provide employees with a clear understanding of what is expected of them during their course of employment with the Company. It provides a fair, predictable and consistent approach to managing our workforce.

As an employer, Biteriot Operations Pty Ltd recognises the rights of individuals and groups to be free from discrimination and harassment on legislatively applicable Federal and State grounds such as:

Race	Colour
Sex	Age

Physical/Mental ability	Marital status
Family responsibilities	Religious beliefs
Pregnancy/possible pregnancy	Political beliefs
Gender identity	Physical features
Industrial activity	Carer status
Sexual orientation	Breastfeeding in public

4 Salaries and Wages

4.1 Payroll

Your employment with Biteriot Operations (“the Company”) is essentially governed by your contract of employment (Horticulture Award 2010), Biteriot Operations Policies, in conjunction with this Manual.

Your pay cycle is weekly and runs from Thursday to Wednesday with pays processed on Friday. Pays will be electronically deposited into the Bank account details provided to Biteriot Operations. Depending on which bank you use, some people may be able to access their pays on Friday.

4.2 Taxation & Superannuation

Taxation payments are automatically deducted from your wage. Superannuation payments are paid into your nominated fund. If you do not nominate a Superannuation fund, payments will be made into SunSuper (USI 98503137921001) on your behalf.

4.3 Changing Pay Details

Please advise Jenny Pratten via email (accounts@biteriot.com.au) should you wish to change any pay details. Please ensure you notify us prior to the date you wish for the change to be effective by. Your payroll contact is Jenny Pratten and all requests for changes should be made via email.

5 General Leave Policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

All employees are entitled to leave in accordance with the *National Employment Standards (NES)* as provided at the commencement of your employment.

All planned leave must be mutually agreed between yourself and your Supervisor and take into account workloads and the employee’s needs. Leave must be approved one-week in advance, except when the employee cannot anticipate the absence. **All leave must be notified to the payroll contact, via email, prior to the week ending pay day.**

6 Disciplinary Policy

6.1 Introduction

This policy sets standards of performance and behaviour expected by the Employer, together with the procedure to be followed in the event of disciplinary issues. The policy aims to help promote fairness and order in the treatment of individuals. It is the Employer’s aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case.

The following rules and procedures should ensure that:

- the correct procedure is used when requiring you to attend a disciplinary hearing;
- you are fully aware of the standards of performance, action and behaviour required of you;
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case;'
- at all disciplinary hearings, rather than investigatory meetings, you have the right to be accompanied by a support person at all stages of the formal disciplinary process;
- you will not normally be dismissed for a first breach of discipline, except in the case of serious misconduct; and
- if you are disciplined, you will receive an explanation of the penalty imposed

On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This should not be regarded as disciplinary action or a penalty of any kind.

6.2 Disciplinary Rules

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and serious misconduct shown in this policy, a breach of other specific conditions, procedures and practices set out elsewhere in this Employee Handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

6.3 Rules covering unsatisfactory conduct and misconduct

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- failure to abide by the Employer's health and safety policies and procedures and your general health and safety responsibilities;
- actions which could threaten the health and safety of yourself, your colleagues or others;
- persistent absenteeism and/or lateness;
- unsatisfactory standards or output of work;
- rudeness towards customers/clients, members of the public or your colleagues, objectionable or insulting behaviour, harassment, bullying or bad language;'
- failure to devote the whole of your time, attention and abilities to our business and its affairs during your normal work hours;
- unauthorised use of email, internet and/or social media
- failure to carry out all reasonable instructions or follow our rules and procedures
- use of the Employer's vehicles without approval or the private use of our commercial vehicles without authorisation;
- failure to report any incident whilst driving the Employer's vehicles, whether or not personal injury or vehicle damage occurs;
- if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction;
- carrying unauthorised goods or passengers in the Employer's commercial vehicles or the use of the Employer's vehicles for personal gain;

- loss of driving licence where driving on public roads forms an essential part of the duties of the role;
- unauthorised use or negligent damage or loss of our property; and
- failure to report immediately any damage to property or premises caused by you.

This list is not exhaustive.

6.4 Serious Misconduct

Occurrences of serious misconduct are significant because the penalty may be termination without notice, even without any previous warning being issued. It is not possible to provide an exhaustive list of examples of serious misconduct. However, any behaviour or negligence resulting in a fundamental breach of your contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute serious misconduct. Examples of offences that will normally be considered to be serious misconduct include serious instances of:

- theft or fraud;
- physical violence or bullying;
- deliberate damage to property;
- deliberate acts of unlawful discrimination or harassment;
- possession, or being under the influence, of illegal drugs at work; and
- breach of the Employer's health and safety policies and procedures and your general health and safety responsibilities or any actions that endangers the lives of, or may cause serious injury to, employees or any other persons.

6.5 Disciplinary Procedure

Disciplinary action taken against you may be based on the following procedure:

Offence	1st occasion	2nd occasion	3rd occasion	4th occasion
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Termination
Misconduct	Final written warning	Termination		
Serious misconduct	Termination			

We retain discretion in respect of the disciplinary procedures to take account of your length of service and the severity of the misconduct to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before termination, but you will retain the right to a disciplinary hearing.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or termination, and full details will be given to you.

There may be occasions where the performance or conduct of an employee is serious enough to bypass one of the above steps and move immediately to a first and final written warning but not a summary termination. This option might be used in circumstances where the Employer's policy is breached but is not so serious as to warrant instant termination.

In all cases, warnings will be issued for misconduct, irrespective of the precise matters concerned and any further breach of the rules in relation to similar or entirely independent matters of

misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to termination if the warnings do not change behaviour.

6.6 Duration of Warnings

(i) Formal Verbal Warning

A formal verbal warning will normally be disregarded for disciplinary purposes after a 6 month period.

(ii) Written Warning

A written warning will normally be disregarded for disciplinary purposes after a 12 month period

(iii) Final Written Warning

A final written warning will normally be disregarded for disciplinary purposes after a 18 month period

7 Standards

The Company standards outlines our expectations regarding employee's behaviour towards their colleagues, supervisors, contractors, and overall organisation.

These standards apply to all employees regardless of employment agreement or rank.

Company employees are bound by their contract to follow our standards while performing their duties. We outline the component of our standards below:

- **Compliance with Law**
All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.
- **Respect in the workplace**
All employees should respect their colleagues. We will not allow any kind of discriminatory behaviour, harassment, or victimisation. Employees should confirm with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.
- **Protection of Company Property**
All employees should treat our company's property, whether material or intangible, with respect and care.
Employees should not misuse company equipment or use it frivolously.
Employees should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc;) Employees should use them only to complete their job duties
Employees should protect company facilities and other material property (e.g. company vehicles) from damage, vandalism, whenever possible.
- **Professionalism**
All employees must show integrity and professionalism in the workplace.
- **Job duties and Authority**
All employees should fulfill their job duties with integrity and respect towards customers, stakeholders, and the community. Supervisors and Managers must not abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders

instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our Company.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days, but generally we expect employees to be punctual when coming to and leaving from work. If you are scheduled to work and are unable to attend, you are required to advise your Supervisor prior to your designated start time.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues work.

- **Communication**

All employees must be open for communication with their colleagues, supervisors, or team members

- **Benefits**

We expect employees not to abuse their employment benefits. This can refer to time off, insurance, facilities, use of equipment or other benefits our company provides.

- **Packhouse Entry**

There are numerous vehicles and forklifts in and around the Packhouse which present as a hazard for employees and visitors – please be aware of their presence when moving around the packhouse.

Casual employees for the packhouse are not to enter the packhouse until a Supervisor instructs them it is safe to do so.

All employees and visitors must wear a HiViz vest whilst onsite.

No unauthorised /unaccompanied visitors are to enter the packhouse – they must be directed to the cottage office.

- **Car parking**

Staff are always to utilise the designated staff parking area. Vehicles are not to be parked in the Visitors bay.

Staff are to use the designated pathways when walking to and from the packhouse.

- **Site Cleanliness & Waste**

All employees are responsible for the cleanliness of both their work area and the entire packhouse.

Remove any waste immediately that could be a trip hazard or cause a dangerous situation.

If you see a hazard or waste issue and cannot clean due to your task at hand, bring the hazard to the attention of your supervisor.

- **PPE and Dress Code**

Closed in shoes must always be worn

Shirts must always be worn / no singlets permissible

HiVis vests must always be worn over the top of your shirt / jacket (unless you are wearing HiVis clothing).

No jewellery is to be worn – this includes watches or any piercings. **NO EXCEPTIONS**

Hair nets and beard nets (if applicable) must be worn in the packing area

If a band-aid is required, only food grade blue plasters that are provided at the first aid station are to be used. If it is to be applied to your hand and you are in the packing area, than a disposable rubber food grade glove must be worn over the top.

You must report any missing band-aids to your Supervisor in case of contamination.

No gloves are to be worn on the packing line (see exemption above).
Hands are to be sanitised at the provided stations as per CoVid-19 policy

- **Packhouse Forklift Exclusion zone**

Whilst the packhouse is in operation, a forklift exclusion zone will be established in the centre of the shed. Before entering this area, you are required to make eye contact with the forklift operator that is working in the vicinity of your transit. All efforts are to be made not to enter this zone whilst fruit packing is taking place.

Any movement of staff from packing line out of the shed for breaks or shift changes are to be controlled by a Supervisor.

No employees are to leave the packing line without permission from a Supervisor.

When there is a break or shift change forklift operators are to, if possible, park the forklift whilst employees depart or enter the shed.

8 Equal Employment Opportunities (EEO) and Anti-discrimination Policy

EEO means that employees are treated fairly and equitably. It means that employees are judged on their ability to do the job based on merit – skills, qualifications and experience, rather than assumptions about them because of different characteristics such as their sex, race, marital status, disability etc; It also means promoting a working environment that is free from sexism, racism, sexual harassment and other forms of discrimination. This applies to customers, fellow employees and independent contractors.

8.1 Discrimination

Discrimination, which includes both direct and indirect discrimination, is essentially any practice that makes distinctions between individuals or groups so as to disadvantage some or advantage others. Direct discrimination refers to individual actions or behaviour usually resulting from prejudice or stereotypical thinking. Indirect discrimination involves instances where certain groups are unreasonably excluded or otherwise disadvantaged by apparently neutral policies, practices, procedures, or decisions that are unfair or unequal in their effect.

Under Federal and State legislation, Biteriot Operations Pty Ltd will ensure that direct or indirect discrimination on the grounds listed in Section 3 of this Handbook does not occur in its work environment or dealings with the public.

The Company will ensure that current and prospective employees receive fair and equitable treatment.

Unlawful discrimination will not be tolerated by the Company. Employees found engaging in discriminatory conduct will be subject to disciplinary action, including termination.

8.2 Harassment

The intention of these procedures are to inform workers of the type of behaviour that is unacceptable and to provide procedural guidance.

We recognise that we have a duty to implement this policy and all workers are expected to comply with it.

Harassment is any unwanted physical, verbal or non-verbal conduct based on grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or

belief, sex or sexual orientation which affects the dignity of anyone at work or creates an intimidating, hostile, degrading, humiliating or offensive environment.

A single incident of unwanted or offensive behaviour can amount to harassment.

Harassment can take many forms and individuals may not always realise that their behaviour constitutes harassment. Examples of harassment include:

- insensitive jokes and pranks;
- lewd or abusive comments about appearance
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- unwelcome touching; and
- abusive, threatening or insulting words or behaviour

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against workers committing any form of harassment. Appropriate action in relation to an employee will include disciplinary action in accordance with the Organisation's disciplinary and disciplinary termination procedure. For other workers, appropriate action may include termination of their engagement with the Organisation.

8.3 Bullying

Bullying is repeated, offensive, abusive, intimidating, insulting or unreasonable behaviour directed towards an individual or a group, which makes the recipient(s) feel threatened, humiliated, or vulnerable. Note single incidents of bullying will not be tolerated.

Bullying can occur in the workplace and outside of the workplace at events connected to the workplace, such as social functions or business trips.

Bullying can be a form of harassment and can cause an individual to suffer negative physical and mental effects.

Bullying can take the form of physical, verbal and non-verbal conduct. As with harassment, there are many examples of bullying, which can include:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- physical or emotional threats
- deliberate exclusion from workplace activities
- the spreading of misinformation or malicious rumours; and
- the denial of access to information, supervision or resources such that it has a detrimental impact on the individual or group

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of bullying. Appropriate action in relation to an employee will include disciplinary action in accordance with the Organisation's disciplinary and disciplinary termination procedure. For other workers, appropriate action may include termination of their engagement with the Organisation.

8.4 Reasonable Management Action taken in a Reasonable way

It is reasonable for Managers and Supervisors to allocate work and to give fair and reasonable feedback on a worker's performance. These actions are not considered to be workplace bullying or harassment if they are carried out lawfully and in a reasonable manner, taking the particular circumstances into account.

Examples of reasonable management action can include but are not limited to:

- setting reasonable performance goals, standards and deadlines;
- rostering and allocating working hours where the requirements are reasonable;
- transferring a worker for operational reasons;
- deciding not to select a worker for promotion where a reasonable process is followed;
- informing a worker of their unsatisfactory work performance;
- meeting with a worker to discuss performance and/or conduct;
- informing a worker of their unreasonable or inappropriate behaviour in an objective and confidential way;
- implementing organisational changes or restructuring; and
- taking disciplinary action including suspension or termination of employment.

9 Bullying and Harassment Complaint Procedure

9.1 Informal complaint

We recognise that complaints of bullying, harassment and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim or minor bullying or harassment you should make it clear to the alleged bully or harasser on an informal basis that their behaviour is unwelcome and ask the individual to stop. If you feel unable to do this verbally then you should hand a written request to the individual, and your confidential helper can assist you in this.

9.2 Formal complaint

Where the informal approach fails or if the bullying or harassment is more serious, you should bring the matter to the attention of management as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the bullying or harassment so that the written complaint can include:

- the name of the alleged bully or harasser;
- the nature of the alleged incident of bullying or harassment;
- the dates and times when the alleged incident of bullying or harassment occurred;
- the names of any witnesses; and
- any action already taken by you to stop the alleged bullying or harassment.

9.3 Rights and Responsibilities

All persons have the right to have the principles of natural justice and procedural fairness observed, this means:

- the employee who is the subject of concern must be informed of all the allegations in relation to his/her behaviour;
- the employee must be provided with the opportunity to put forward their case;
- all parties must have the right to be heard;
- all relevant submissions and evidence must be considered; and
- irrelevant matters must not be taken into account.

It is the responsibility of all parties involved in counselling or disciplinary action to participate fully in the resolution process in good faith. *Confidentiality must be respected and maintained at all times within the constraints of the need to fully investigate the matter, subject to any legal requirements for disclosure and consistent with the principles of natural justice.*

9.4 Resolution Procedure

Step 1. Identify the problem. Notify the person of the problem immediately

- i. Discuss the problem and investigate the cause. Conduct formal or informal counselling – a private meeting/interview is generally appropriate to discuss the reasons.
- ii. Get a response/reason/explanation. Be prepared to give a fair hearing of and proper consideration to any reason or excuses given.
- iii. Negotiate outcomes (e.g. training)
- iv. Set a period for review
- v. Make the person aware of the consequences of noncompliance with requirements, for example;
 - (a) your future employment may be reviewed (first warning)
 - (b) your employment WILL be terminated (final warning)

Step 2. Document the outcome.

- i. the person should be allowed to see, sign and make any comments on this file note;
- ii. Concentrate on the facts of the situation and clear quantifiable measurements to support these facts. Ensure there is evidence for facts and figures.

Step 3. Monitor Change. The persons should be allowed time to demonstrate improvement, in line with the review period and standards set at the counselling meeting.

If the behaviour persists, act as per the notified consequences.

Appropriate action in relation to an employee will include disciplinary action in accordance with the Organisation's disciplinary and disciplinary termination procedure. For other workers, appropriate action may include termination of their engagement with the Organisation.

10 Motor Vehicles

10.1 General

All road and vehicle safety regulations enforced by State law apply to those using site roads, tracks and public roads. Riding on trailers, on and in the trays of vehicles and trucks is strictly prohibited. Safety helmets must be worn at all times when riding motorcycles, quad bikes or side by side vehicles (SSV). Vehicles used for on-road transport, whether owned by the Company or privately, must be registered with the proper authorities. Employees must operate the vehicle in accordance with the manufacturer's specifications.

10.2 Maintenance

Regular and routine maintenance is carried out on all vehicles, machinery and equipment. Before maintenance is carried out on any machinery or implement, it must be disengaged, machines parked and motors turned off with keys removed. If working under a raised machine or implement, they must be supported on stands and wheels chocked.

All electrical tools and equipment must be turned off and unplugged. Maintenance records are kept in the office.

10.3 Road rules and licences

All vehicles whether the Company's or privately owned must be adequately insured and must comply with the Roads and Maritime Services (RMS) road rules. Whenever a vehicle is driven on site, all drivers and passengers must adhere to the rules, including the wearing of seat belts.

Only workers that have obtained a driver's licence and the relevant SafeWork NSW licences or permits will be permitted to drive vehicles and operate certain mobile equipment. Non-roadworthy or unsafe vehicles and mobile equipment must not be driven and workers should advise the Manager immediately of the vehicle's or equipment's condition.

10.4 Speed Limit

Posted speed limits must be adhered to, subject to road conditions, and must be reduced when adverse conditions exist, such as in wet weather and on slippery surfaces. Any damage to property and/or machinery must be reported immediately on the Hazard and Incident Report Form.

11 Termination of Employment

In cases of resignation, the employee must submit an official written resignation letter to their immediate Supervisor. A notice is expected by the employee to be consistent with the minimum notice requirement, so the company can arrange alternative for handling the remaining workload of the position. The resignation letter must be copied and submitted to the Payroll office.

In cases of involuntary dismissal, the Supervisor must submit an employee termination document to the Payroll office at the date of separation or before that. Discharge for cause justifies immediate suspension until the necessary documentation for termination has been gathered. In some instances, a termination meeting with the employee, supervisor and a witness may be scheduled.

In cases of discharge without cause, the employer must officially notify the employee of the termination a specified amount of time in advance. When severance pay is appropriate it will be officially stated in writing.

At all times, proper employee records will be kept containing all relevant documentation.

12 Abandonment of Employment

Abandonment of employment occurs when an employee fails to attend work for a period of time without prior authorisation for the absence or providing a satisfactory explanation for their absence. An employee who is on approved leave, whether paid or unpaid has not abandoned their employment.

12.1 Coverage

This Policy applies to all employees of the Company

12.2 Policy

If an employee is absent from work for a continuous period exceeding three (3) days without notifying the Company, this is prima facie evidence that the employee has abandoned their employment.

If the employee cannot establish to the Company that there was a reasonable cause for their absence within 14 days since their last attendance at work or their last authorised absence, the employee is deemed to have abandoned his or her employment, therefore terminating the contract of employment.

“Reasonable cause” refers to the reason for the non-attendance. “Reasonable” means what would be considered as reasonable by an average person. An example of a reasonable cause could be an illness or injury requiring the person involved to be urgently evacuated unexpectedly without notice and/or without family or other community members being aware.

12.3 Procedure

The following principles will be used by management to determine whether an employee has abandoned his or her employment:

1. If an employee is absent from work without explanation or prior approval, management will confirm that the employee’s absence is unauthorised by checking Company records.
2. On the first day of an employee’s unauthorised absence, if no contact has been made with Bernard Hall, another delegated person will attempt to contact the absent employee personally via telephone, mobile phone or text message to ascertain the reason for the employee’s absence, his or her anticipated date of return and an explanation as to the failure to notify.
3. The Company will continue to attempt to contact the absent employee personally via telephone, mobile phone or text message for the first three (3) days of the employee’s unauthorised absence. Notes will be kept on the attempts to contact the employee and the results
4. If the company is successful in contacting the employee within the first three (3) days of the employee’s unauthorised absence, or if the employee contacts the Company of his or her own accord in this timeframe, the employee will not be deemed to have abandoned his or her employment, but may be subject to disciplinary action, including termination of employment, if the employee intends to return to work and has not provided reasonable cause for their absence.
5. If the Company is unable to contact the employee personally in accordance with Clauses 2 and 3, on the fourth day of the employee’s unauthorised absence, a letter will be sent by

registered post to the employee's last known address. A copy of the letter will also be sent to the employee by email if the employee's email address is known to the Company.

The letter will address the following:

- That the employee's absence is unauthorised and unacceptable;
 - The attempts to contact the employee have been unsuccessful and details of the attempted contact;
 - Request the employee to contact the Company as soon as possible, and within 5 business days from the date of the letter, to discuss the reason for the absence, the failure to notify of the absence and whether or not the employee intends to return to work.
 - That a failure to contact the Company within this timeframe will result in the Company determining that the employee has abandoned his or her employment, therefore terminating the contract of employment.
6. If the employee responds to the letter within the specified timeframe, the Company will ascertain the details outlined in the letter and identified in Clause 5 above. If the employee intends to return to work and has not provided reasonable cause for the absence, the employee may be subject to disciplinary action.
 7. If the employee has made no contact with the Company following the issue of the letter outlined in Clause 5 and a total of 14 days has passed from the employee's last attendance at work or their last authorised absence, the employee is taken to have terminated their employment by way of abandonment of employment.

The Company will send the employee another letter to the employee's last known address. This letter will address the following:

- That no contact has been made, or response received, from the previous letter;
- As a result it has been determined that the employee has abandoned their employment;
- Employment was terminated by the employee without notice from the date the employee last attended work or the employee's last authorised absence;
- Details of any termination payment that will be made and the date on which it will be made;
- Any property that must be returned;
- Arrangements that may be made for the employee to collect any personal belongings.

12.4 Consequences of breaching this Policy

An employee who is absent from work without explanation or prior approval without reasonable cause for one or more days may be subject to disciplinary action, which may include counselling, verbal or formal warnings or dismissal.

In accordance with the "Procedure" of this policy, an employee may be found to have abandoned his or her employment, therefore terminating their employment contract, if an employee is absent from work without authorisation for a period of 14 days.

13 Privacy Policy

13.1 Objectives

The objectives of this policy are to:

- Ensure that Biteriot Operations Pty Ltd protect the privacy of all our employees and contractors
- Explain how we comply with our privacy obligations and how we manage the personal information that we collect.

13.2 Application of Policy

This policy applies to all existing and prospective employees and contractors connected to Biteriot Operations Pty Ltd. We reserve the right to make changes to the Privacy Policy and all information held by Biteriot Operations Pty Ltd will be ruled by the most recent version.

13.3 Our Commitment

Biteriot Operations Pty Ltd is committed to protecting the privacy of the personal and sensitive information that is collected in relation to our employees and contractors, while also ensuring that we comply with the Privacy Act.

13.4 What is personal information?

Personal information is any information and opinion (whether true or not) collected by Biteriot Operations Pty Ltd. It may range from the very sensitive (e.g. medical history or conditions) to the every day (e.g. address and phone number).

It also includes the opinions of others about your work performance (whether true or not), your work experience and qualifications, and other information obtained by us.

13.5 What is sensitive information?

Sensitive information is a special category of personal information. It is information or opinion about you:

- Racial or ethnic origin
- Membership of a political association or religious beliefs, affiliations, or philosophical beliefs
- Membership of a professional or trade association or membership of a trade union
- Sexual preferences or practices
- Criminal records
- Health or disability (at any time)

Sensitive information can, in most cases, only be disclosed with your consent. Biteriot Operations Pty Ltd will seek your consent to the collection and use of this information. Your personal and sensitive information will be collected by Biteriot Operations Pty Ltd for its own use in connection with your work placement.

13.6 How is the information collected?

The information will be collected in a variety of ways, including via your application, staff information sheet, submitting resumes, when you provide information either in person, over the phone or by email.

Personal and sensitive information will also be collected when:

- We complete reference checks to verify your work history and experience
- We receive any performance feedback (either positive or negative)
- We receive any complaint from or about you in the workplace
- We confirm your right to work in Australia
- We receive any information about a workplace accident or incident in which you were involved
- We receive any information about any insurance investigation, litigation, criminal matter, inquest or inquiry you may be involved in.

13.7 When will your information be used?

You personal and sensitive information may be used in connection with (but not limited to):

- Your work placement
- Your performance appraisals
- Any test or assessment (Including medical tests & assessments) that you might be required to undergo
- Our identification of your training needs
- Any workplace rehabilitation plan or program
- Our investigation into any complaint in which you may be involved
- Any insurance matter that requires disclosure of your personal or sensitive information

13.8 Your personal and sensitive information may be disclosed to:

- Potential employers and clients of Biteriot Operations Pty Ltd
- Referees for the purpose of identification
- A workers compensation body or insurer
- Our contractors and or suppliers
- Any person with a lawful entitlement to obtain the information
- Registered Training Organisations for the purpose of pre-vocational training and up-skilling

13.9 What happens if you do not give us the information?

If you choose not to provide the requested information we seek you may be limiting our ability to locate suitable work opportunities for you.

13.10 Gaining access to your information

Subject to some exceptions, which are set out in the National Privacy Principles (*principal 6 – Use or Disclosure of personal information*), you have a right to see and have a copy of personal and sensitive information collected.

If you are able to establish that the information is not accurate, we will take reasonable steps to correct it so that it is accurate and up to date. If you wish to access your rights of Access and Correction, you should contact the Payroll officer.

13.11 Changing or deleting information

You are able to update personal information that you have submitted to Biteriot Operations Pty Ltd. Your personal information must be kept up-to-date to ensure that we are able to provide you with suitable work opportunities. Please contact your Biteriot Operations Pty Ltd representative to

adjust any information that is out-of-date or incorrect. Sensitive information, such as bank details, must be supplied in writing.

You may also request for your personal information to be deleted. Biteriot Operations Pty Ltd is required by law to retain certain information for a designated length of time. This information is unable to be deleted from our records. We will inform you if your information is unable to be deleted for legal reasons.

13.12 Concerns or Queries

If you have any concerns or queries in relation to this information collected, how it is stored, how it is disclosed etc please contact the Biteriot Operations Payroll officer.

Acknowledgement form

Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of Biteriot Operations Pty Ltd.

Employee Handbook

- 1 Introduction
- 2 What we do
- 3 Policy Statement and Coverage
- 4 Salaries and Wages
- 5 General Leave Policy
- 6 Disciplinary policy
- 7 Standards
- 8 Equal Employment opportunities and Anti-Discrimination policy
- 9 Bullying and Harassment Complaint procedure
- 10 Motor Vehicles
- 11 Termination of Employment
- 12 Abandonment of Employment
- 13 Privacy Policy
- 14 Acknowledgement Form

I, _____, have read and understood the above

Biteriot Operations Pty Ltd [Employee Handbook](#).

X

Employee Name

Date: _____

Part B - HEALTH & SAFETY POLICIES

1 Introduction

- 1.1 This policy is designed to outline the commitment of Biteriot Operations Pty Ltd (ABN 98 634 260 101) (“the Company”) to provide a safe working environment for employees, contractors and visitors (also referred to as “workers” herein). This policy sets out the guidelines and procedures to be followed to ensure compliance with current Work Health and Safety (WHS) legislation and related codes of practice and industry standards.
- 1.2 The Company is committed to providing the highest level of health and safety awareness and protection from hazards arising from work that we conduct, as far as reasonably practicable.
- 1.3 This WHS policy applies to all Company employees, contractors and visitors to the workplace.

2 Health and safety policy statement

- 2.1 The Company is committed to providing a workplace that ensures the health and safety of employees, contractors and visitors to site, by involving all necessary personnel in the WHS decision making process through regular communication, consultation and training.
- 2.2 The Company will:
 - Provide employees, contractors and visitors with the appropriate resources, training and guidance to identify, assess, eliminate and control risks in the workplace in order to comply with the WHS policy;
 - Provide and maintain plant, structures and systems of work that are safe and do not pose health and safety risks (e.g. providing effective guards on machines and regulating the pace and frequency of work);
 - Acquire and keep updated information relating to WHS matters; and
 - Do all things reasonably practicable to maintain the health and safety of employees, contractors and visitors to site.
- 2.3 The company aims to eliminate hazards as far as is reasonably practicable. If elimination is not reasonably practicable, then the Company aims to minimise those risks so far as is reasonably practicable by substitution, isolation or engineering control methods to protect works from identified and potential hazards. If a risk remains, it will be minimised so far as is reasonably practicable by administrative controls (e.g. training) and provision of Personal Protective Equipment (PPE).
- 2.4 The Company expects that all workers will cooperate with the established WHS standards and procedures, take responsibility for their actions and not put themselves or others at risk from hazards.
- 2.5 WHS issues that are identified will be taken seriously and addressed promptly to mitigate the risk of harm. Issues will be communicated and addressed continually at employee meetings.
- 2.6 Employees are required to report all incidents and complete all necessary documentation so that any incidents may be managed in accordance with the current statutory requirements.
- 2.7 In the event of an injury occurring, the Company will render assistance and support to optimise

the worker's likelihood of returning to work in accordance with the relevant workers compensation laws. Return to work injury management plans will be developed in consultation with the Company, its workers compensation insurer and the employee.

3 Health and safety responsibilities

3.1 Employees

3.2 The Company expects that employees will support the management team by taking reasonable care for the health and safety of themselves and co-workers, by not placing themselves and co-workers at risk through their actions.

3.3 All employees are expected to:

- Comply with the WHS Policy and other requests by the Company to ensure a safe workplace;
- Avoid or prevent a serious risk to the health and safety of themselves or another person;
- Identify and report risks to the appropriate Supervisor or Manager; and
- Provide constant supervision to their visitors whilst on the premises.

3.4 All employees are expected not to:

- Intentionally or recklessly interfere with or misuse anything provided, in the interests of health, safety and welfare;
- Behave or partake in unruly behaviour in a way that results in risk to others; and
- Intentionally hinder or obstruct the giving or receiving of any form of aid when a person is injured at work.

3.5 Contractors and Visitors

All contractors and visitors are required to be inducted in WHS procedures, including but not limited to, safe working procedures, location of fire exits, emergency evacuation procedures, locations of fire extinguishers, first aid kits and welfare facilities.

All contractors and visitors are expected to:

- Sign into the contractors and visitors Register located at the reception desk, before entering the office areas and/or property and sign out when they leave;
- The Company will be responsible for ensuring a contractor or visitor has signed in and out of the Contractors and Visitors Register whilst in the office;
- Comply with directions given by employees;
- Adhere to signage on the property; and
- Comply with the Company's evacuation procedures and directions of the Emergency Warden in the event of an emergency.

4 Hazard and risk management procedure

4.1 Introduction

Hazard management is the process of identifying what may cause an injury or illness in the workplace and deciding what may happen as a result. Once hazards in the workplace have been identified and assessed, priorities can be set determining what action is to be taken to eliminate or control the hazard.

4.2 Organisation Responsibilities

The Organisation will:

- Identify hazards by conducting regular workplace inspections, reviewing hazard reports and reviewing injury/illness records
- Assess each hazard in terms of its potential to do harm;
- Identify and implement control measure to eliminate or reduce the risks; and
- Monitor and review the effectiveness of the control measures

Where necessary, the Company will implement a safe work procedure to ensure the risk of the hazard causing harm is controlled.

4.3 Worker Responsibilities

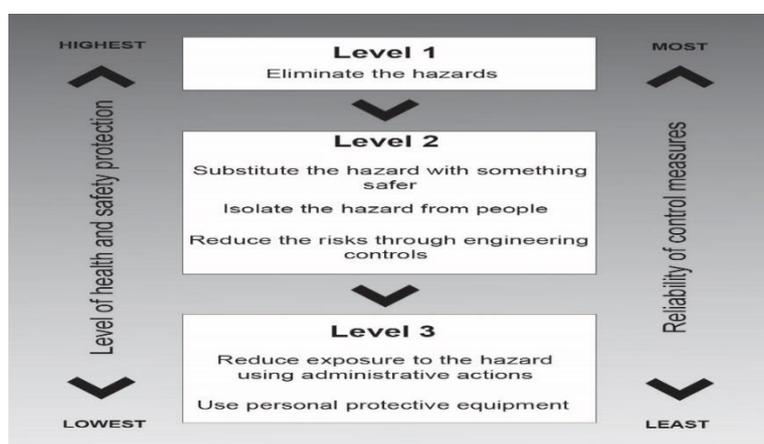
- As you go about your work you may identify hazards that could present a health and safety risk to you, your colleagues and others. It is every workers responsibility to identify and report any such hazards to management.
- Where you identify a hazard, if it is safe to do so, immediately take steps to prevent this hazard from posing a health or safety risk. If you cannot fix the problem, you are required to report it to management immediately and complete a Hazard Report.
- In addition, where an inspection of the workplace is taking place, you should inform the person conducting the inspection of any ongoing health and safety concerns you have.
- All workers will be given the opportunity to express their views and contribute In a timely manger to the resolution of health and safety issues that affect them. These views will be valued and taken into account by those making decisions.

4.4 Risk Control

Risk control measures that are reasonably practicable are used for all hazards identified in the workplace. These are based on farm safety guides, approved Codes of Practice and Work Health and Safety Regulations.

Control measures are prioritised using the hierarchy of control. Hazards with high and medium risk of harm to workers on the farm will be eliminated wherever reasonably practicable.

HIERARCHY OF CONTROLS



WHS RISK MATRIX

		Severity - Consequences				
		1	2	3	4	
		Kill or Disable	Serious injury - long term illness	Medical treatment - several days off	Minor first aid	
Probability - Likelihood	A	Very likely - could happen anytime	1A	2A	3A	4A
	B	Likely - could happen sometime	1B	2B	3B	4B
	C	Unlikely - could rarely happen	1C	2C	3C	4C
	D	Very unlikely - could happen, but probably never will	1D	2D	3D	4D

5 Work Premises and Working Environment

- **Amenities** - The Company provides certain facilities on-site, including lunchroom (inclusive of kitchen and dining area), and bathroom facilities (inclusive of washrooms, showers and toilets) for use by all workers to the site. All amenities are to be maintained in a safe and healthy condition. All persons using the amenities are expected to maintain them in a clean and tidy condition.
- **Working space** - The Company provides sufficient working space to allow employees to work safely. All walkways and general working areas are to be kept clear of any obstructions, or trip/slip hazards. Signage is to be used if any work is undertaken which may obstruct a walkway, whilst that specific task is completed.

6 Workplace Smoking

- The Company recognises the harmful effects of tobacco smoke and the importance of maintaining a clean and smoke free workplace. The Company is committed to providing a safe and healthy work environment by protecting all workers from the damaging effects of tobacco smoke and providing support and education to any worker requiring assistance to quit smoking.
- Smoking is prohibited in all areas of the Company's premises including offices, lunchrooms, meeting rooms, packhouse, workshops and in all Company supplied vehicles. The Company allows smoking in outdoor areas, located a minimum of 6 metres from any building or doorway. It is the responsibility of the workers using this area to ensure that cigarette butts are disposed of effectively using the receptacles provided. No additional breaks will be provided for 'smoko breaks'. Smoking is only permitted during workers' designated break times.

7 Forced Labour

- The Company prohibits the use of child labour and forced or compulsory labour within its operation.
- No employee is made to work against his or her will or work as bonded / forced labour, or is subject to corporal punishment or coercion in any type related to work.

8 Induction

- WHS induction and training is intended to familiarise workers undertaking work or other activities, with the work premises and the associated emergency and safe working procedures for tasks. The induction training shall ensure the competency of workers to perform work and act safely as well as meeting legislative compliance requirements.
- WHS induction and training must be completed prior to work activities commencing, before the introduction of new equipment, procedures or processes; and also, when equipment, procedures or processes are modified.
- All employees will be given instructions for work and jobs to be done safely. If you do not understand instructions or directions given to you, please ask for a clearer explanation or demonstration of work and jobs to be performed.
- No employee is to operate any machinery or use equipment that they are not authorised or deemed competent to operate.
- All plant and machinery must be operated as directed by the manufacturer's Operating Handbook or as described in a Safe Work Method Statement.
- A record of all workplace training will be maintained in a Training Register located in the Packhouse office.

9 Safety Information

- The Company will provide information relating to health and safety, including the safe use of plant and machinery and Safety Data Sheets for chemicals.
- Operator manuals for vehicles, plant, machinery, and equipment are available for all employees. Operator manuals are located at the Packhouse office.
- Safety Data Sheets for pesticides and other hazardous substances are located in the Packhouse office and the Chemical shed.
- Chemical safety information can be obtained from [SafeWork NSW](#), [Australian Pesticides and Veterinary Medicines Authority \(APVMA\)](#) and [Farmsafe Australia](#).
- Other safety guidance notes are located in the Packhouse office.

10 Working alone

- In undertaking work for the Company, some areas of the property are remote. At the commencement of each day's work employees and contractors will discuss and confirm their

duties for that day with the relevant Farm Manager/Supervisor. Depending on the task, location, number of individuals involved and the block to be worked, a communication means of mobile phone and/or scheduled check-in time will be agreed.

- Employees working alone in a remote area shall advise the Supervisor of any change in job location should it be different to the original plan for the day.

11 Drugs and Alcohol Policy

All employees of the Company are expected to comply with the Company's Drug and Alcohol Policy.

- All employees of the Company must not:
 - commence or return to work while under the influence of alcohol; or
 - consume alcohol at work.
- All employees of the Company must not:
 - commence or return to work while under the influence of prohibited drugs; or
 - possess, sell, distribute or consume prohibited drugs at work or during work hours.

Alcohol and/or prohibited drugs must not be consumed during working hours or on Company premises. However, there may be certain occasions where alcohol is available at functions. On these occasions, employees are expected to ensure that the consumption of alcohol is kept to relevant legal limits and that appropriate standards of behaviour are maintained.

Company vehicles are not to be driven by anyone who is under the influence of alcohol and/or prohibited drugs. The Company or its agents will not accept liability for any damage to a Company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the Company vehicle is in breach of this policy or the law. All liability shall rest with the driver concerned, subject to any legislative provision to the contrary.

Employees must not work or undertake work while being impaired by general medications and/or prescription drugs. If an employee has any doubt about their ability to perform any or all of their duties, the employee must consult their doctor and notify their Supervisor. The employee may also be required by their Supervisor to provide the medical practitioner's advice in writing.

Ceasing to take medication that is required on medical grounds could impair performance. In these circumstances, individuals must consult their doctor and notify their Supervisor to discuss suitable arrangements.

Indicators that an employee is under the influence of drugs and/or alcohol include (but are not limited to):

- blood shot eyes, pupils larger or smaller than usual, deterioration in appearance and grooming, slurred speech, impaired co-ordination, discrepancies in work attendance, unusual change in behaviour/personality, impaired co-ordination, emitting alcohol and/or cannabis smell;
- where the employee's performance has deteriorated significantly;
- where the employee has admitted to use of drugs and/or alcohol;
- where the employee presents for work under the influence of drugs and/or alcohol;
- where the employee consumes drugs and/or alcohol during working hours;

- where the employee is involved in a workplace health and safety incident/accident.

Responsibilities

I. Manager / Supervisor

The Manager/Supervisor has the overall responsibility for the implementation and review of this policy. This includes ensuring that:

- a) Employee behaviour is observed to ensure adherence to this policy;
- b) Any concerns or issues are addressed proactively and expediently, to ensure the health and safety of all employees;
- c) Any suspected breaches of this policy are dealt with in accordance with this policy.

II. Employees

All employees must adhere to their duty of care and their specific obligations as outlined in this policy. This includes:

- Observing all directions from their Supervisor in regards to this policy;
- Advising their Supervisor if they have a concern for, or believe themselves or a co-worker presents, a threat to the health and safety of themselves or others. This includes employees' notifying their Supervisor if they have observed behaviour or received information that indicates another employee is under the influence of drugs and/or alcohol;
- Recognising that work performance could be impaired by the consumption of alcohol and/or drugs and raising this with their Supervisor;
- Not possessing, distributing or consuming alcohol or any prohibited drug while on duty.

Procedures

Where an observation is made, or information is received, that indicates that an employee may have breached this policy and appears to be under the influence of drugs and/or alcohol, in the first instance the employee will be removed from any position of risk and/or directed to undergo a drug and/or alcohol test.

When an employee is suspected to have breached this policy, an investigation will be undertaken and the employee will be given the opportunity to explain their conduct or behaviour. Depending on the investigation and whether or not the employee has provided any reasonable or satisfactory response(s) for their conduct or behaviour, the employee may be asked to:

- undertake a drug and/or alcohol test; or
- go home until the end of the day or shift; or
- attend a counselling session with their Manager to determine a course of action; or
- be suspended from the workplace until deemed fit for duty and/or the Company's investigations are completed; or
- be terminated from their employment on the grounds of breaching this policy.

Confidentiality

The Company will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this policy as per the *Company privacy policy*.

Consequences

An employee who returns a positive drug and/or alcohol test or is otherwise found to have breached this policy may be subject to disciplinary action, which may include termination of employment, following an investigation process.

Information and Assistance

There are a range of professional support services available to employees experiencing alcohol and/or drug related issues and the Company is committed to providing assistance, support and information to these employees. Employees are also encouraged to seek advice from their preferred medical practitioner. Below is a list of service providers that you can access for assistance:

ADIS Counselling, support, referrals and information	1800 250 015
Family Drug Support (FDS)	1300 368 186
Opioid Treatment Line (OTL)	1800 642 428
NSW Quitline	13 7848

12 Mobile Phone Policy

The purpose of this policy is to ensure that all employees of the Company understand their obligations in relation to the use of personal mobile phones during work hours and the use of any company supplied mobile phones. All employees of the company are expected to comply with the Company's Mobile Phone Policy.

Use of personal mobile phones in the Orchard

- An employee should keep their personal mobile phone on their person at all times during their work hours and ensure that it is switched on and set to a loud mode (as opposed to silent mode), so that the employee can be easily contacted by the Company.
- During working hours, an employee should answer any incoming calls from their Supervisor/Manager.
- An employee should only answer personal calls during scheduled work breaks or in cases of emergency. Any other personal use of an employee's mobile phone should be during scheduled work breaks, except in the case of an emergency.
- An employee must not use a mobile phone while driving a motor vehicle, unless using a hands-free device.
- Personal mobile phones damaged at work, for example as a result of falling from pockets, will not be replaced by the Company. Personal mobile phones should be securely fixed to your person, and in such a way as not to impede performance or pose a personal risk to the individual or others in the workplace.

Use of personal mobile phones in the Packhouse

- Personal mobile phones are not permitted in the Packhouse unless the employee's position requires the use of a mobile phone.
- Personal use of an employee's mobile phone is permitted during scheduled work breaks, outside of the Packhouse.
- An employee, permitted to use a mobile phone in the Packhouse must meet the following guidelines:

- not use a mobile phone while driving a motor vehicle, unless using a hands-free device.
- Mobile phones must be secured on your person whilst in the Grading line / Packing area
- Where mobile phone use is unavoidable, ensure you are in a safe place away from the packing line, stationery and out of the line of traffic when taking / making calls / text or email as distraction is a major cause of accidents in the workplace

Use of Company supplied mobile phones

- The Company may issue mobile phones to employees in positions where a phone is necessary to perform the job, for example where an employee needs to spend a large amount of time away from the farm or office or needs to be contactable outside normal business hours.
- A Company supplied mobile phone is provided for work purposes. While reasonable and legitimate personal use is acceptable, this should be kept to a minimum. Any personal use should be during scheduled work breaks, except in the case of an emergency.
- If an employee is found to be using a Company supplied mobile phone excessively or irresponsibly, he/she may be required to return the mobile phone and/or requested to reimburse the Company for the cost of excessive personal use.
- An employee should keep the Company supplied mobile phone on their person at all times during their work hours and ensure that it is switched on and set to a loud mode (as opposed to silent mode), so that the Company and customers or suppliers of the Company can easily contact the employee.
- The voicemail facility on the Company supplied phone should be activated and regularly accessed so that messages are responded to promptly.
- An employee must not use a mobile phone while driving a motor vehicle, unless using a hands-free device.
- An employee must take reasonable care to safeguard the Company supplied mobile phone at all times. The mobile phone should be securely fixed to your person, and in such a way as not to impede performance or pose a personal risk to the individual or others in the workplace.
- If a Company supplied phone is damaged, lost or stolen or otherwise malfunctioning, this should be reported to Fiona Hall, General Manager, as soon as possible. If the damage, loss or theft is found to be due to the employee failing to take reasonable care or due to deliberate actions of the employee, the employee may be liable for the cost of repair or replacement.
- Upon request by the Company or upon termination of employment, the Company supplied mobile phone and any related accessories such as a charger must be returned to the Company.

Consequences of breaching this Policy

An employee, who is found to have breached this policy, may be subject to disciplinary action, which may include counselling, verbal or formal warnings or dismissal.

13 Hazardous Manual Tasks

There are many hazardous manual tasks (including lifting heavy loads) that can cause injury.

Where necessary, controls will be applied so as to effectively manage the risk. Management shall be responsible to ensure that:

- Manual handling requirements are considered when purchasing new equipment or introducing new work practices or technologies;
- Lifting aids are provided and should be used to prevent the risk of manual handling injury; and
- Employees are instructed in correct lifting techniques used for performing tasks that involve manual handling and using manual handling equipment.

Employees shall be responsible to:

- Assist with the assessment of hazardous manual tasks;
- Safely use the equipment as instructed, including using jacks, stands, trolleys and equipment provided to assist with manual handling tasks; and
- Team lifting should only be performed as a last resort to safely lift awkward loads.

14 Working at Height

There is a risk of serious injury from falling when working above the ground. No employee or contractor will work at height without ensuring that ladders, steps and handrails are safe and/or fall arrest harnesses are in use. This applies to structures including, but not limited to:

- Picking ladders, overhead fuel and water tanks;
- Buildings and roofs; and
- High machinery - e.g. EWP's.

The Company will ensure that:

- Employees working at height are made aware of the hazards and risk management procedures;
- Fall arrest harnesses are provided and used where indicated by the risk assessment; and
- Employees are instructed in the correct use when using fall arrest harnesses.

Contractors will ensure that they:

- Observe and apply risk management procedures when working at heights; and
- Use the required PPE where indicated.

15 Working in Heat

There are risks associated with working in hot conditions. All employees and contractors should ensure they are adequately hydrated, that opportunities to limit exposure to heat are taken whenever possible and that appropriate clothing is worn. Immediate assistance should be provided if any worker experiences any of the following symptoms of heat strain: dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert.

16 Pesticides, Fuels, Oils and Chemicals

- The Company uses chemicals, pesticides, gases, fuels and oils. All pesticides are stored securely in a designated chemical store according to their label and Safety Data Sheet (SDS). An inventory of pesticides stored and used is maintained in the chemical store and farm office. This must be filled out by contractors or employees using and applying pesticides.
- Pesticides are stored in the chemical store that is reconciled regularly. An annual auditor checks the condition of the store and currency of Safety Data Sheets (SDSs). Suppliers of

agricultural chemicals are required to supply SDSs when supplying or delivering pesticides to the Company.

- The Company's employees or contractors must not use or apply any pesticides unless they have been trained and accredited in the proper use of pesticides (i.e. ChemCert or its equivalent).
- The Company provides PPE to its employees that are required to handle chemicals and pesticides. All employees and contractors are to use the PPE required by the manufacturer and described on the product label or SDS.

17 Personal Protective Equipment

All employees are to be supplied with Personal Protective Equipment (PPE) and must use it where required in order to carry out tasks in a safe manner. The PPE will include, but will not be restricted to:

- Wide brimmed hat;
- Appropriate helmet;
- Safety glasses;
- Face shield (appropriate for welding and chainsaw tasks);
- Hearing protection;
- Fully enclosed shoes;
- Gloves; and
- Full length and appropriate clothing.

Employees are responsible for reporting damaged PPE to the Farm Manager.

18 Identifying & Reporting Suspicious behaviour Policy

To ensure that all produce is safe and secure and untampered with only ASIC approved staff are to be in restricted access areas unaccompanied.

Suspicious behaviour and activity can take any number of forms. All employees should have an awareness of behaviour or activity that is atypical for their work environment.

Possible indicators are:

- Unusual interest in security measures and routines including over-inquisitive, unusual, or persistent questions
- Making notes and sketches and taking footage or images of an area or its security measures
- Complying with Security directives when challenged, but defying directives afterwards.
- Evidence of tampering or damage to packaged goods
- No legitimate reason for being in an area

If you have a security concern, say something, and report it to your Supervisor

19 Identifying & Reporting Bio-Security Issues

- Biosecurity is defined as a set of precautions that aim to prevent the introduction and spread of harmful organisms. These may be pests, pathogens or invasive species.
- During the process of grading and packing fruit, all fruit must be washed, culled, sorted and graded to ensure the fruit is free of insects, mites, rotten fruit, twigs, leaves, roots & soil. Damage from Coddling Moth and Late Brown Apple Moth are evident by curling or damage to the leaf.
- Should you sight any of these issues, please notify your Supervisor immediately so that they can take corrective action

20 Fresh Food contamination

- The Company operates under the program of the Harmonised Australian Retailer Produce Scheme known as HARPS. HARPS assist the Company with the management of food safety and product quality.
- As such, the Company does not allow the use of paperclips, staples and other small office supplies in any office area which is located within the Packhouse, where such items present a risk of food contamination.
- The Company does not allow employees to wear jewellery of any kind whilst working within the Packhouse, where such items present the risk of food contamination
- The Company expects that all employees shall understand the importance of ensuring that no foreign object will contaminate our fresh produce, comply with all reasonable instructions as issued by the Company to confirm with this Policy and to report any foreign objects. *Refer to BROP002 Glass Contamination Policy, BROP003 Wood Contamination Policy, BROP007 Food Allergen Policy and BROP0009 Dropped Product Policy for further information*

21 Emergency Procedures

- An emergency plan has been developed and details of this are given to all employees and contractors at the safety induction when they begin work.
- Emergency plans are displayed in the office, packhouse and at first aid stations.
- The emergency plans and procedures are in all safety induction handbooks, the office and packhouse.
- All employees will be required to participate in six monthly emergency drills.

22 Injury Management, Rehabilitation and Return to Work

Worker compensation arrangements are maintained for all employees

In the event of an employee being injured whilst at work, assistance will be sought from the Company's workers compensation insurer to help coordinate the employee's rehabilitation and return to work. Injury Management and Return to Work Programs are maintained in the Packhouse office.

23 Reporting of incidents and injuries

23.1 Introduction

- Wherever possible, the Company aims to prevent any incident or injury from occurring in the workplace.
- However, where an incident, injury or near hit/miss does occur, it is essential that proper records of these are kept. This ensures that appropriate records are available should the need arise, for example in support of a workers compensation claim. It will also assist the Company to identify and address any ongoing health and safety concerns or unsafe work practices.

23.2 Company responsibilities

- The Company will provide and maintain a workplace register of injuries. Management must ensure the details of any workplace injury/illness are recorded on this register.
- Where a worker is suffering an injury/illness at work and requires medical attention, management will arrange this. In emergency cases, an ambulance will be called to attend the location. If it is not an emergency, management will organise for the affected work to be transported to a medical practitioner/centre as soon as possible, or for on-site first aid treatment to be rendered.
- Where necessary, management will undertake an investigation into any work related injury/illness within 24 hours. The purpose of any such investigation will be to determine the cause/s of the injury/illness (if possible) and recommend measures (if any) to be implemented to eliminate or reduce the probability of re-occurrences.

23.3 Workers responsibilities

- Where any workplace incident, injury/illness or near hit/miss occurs, you must notify management as soon as possible and complete an Incident Report Form.
- You are also responsible for entering the details of any minor workplace injury/illness that requires First Aid treatment on the First Aid Treatment Log/ Register of Injuries Form.
- For any workplace injury/illness, you are required to undergo medical treatment as necessary. Where the need for treatment is identified whilst at work, management will arrange this treatment. However, where your injury/illness worsens whilst away from the workplace, or over a period of time, you are required to seek medical attention at the earliest opportunity.
- If you have suffered any workplace injury/illness that required medical treatment, you must provide a certificate from your treating doctor stating your fitness for duties upon your return to work.

All injuries or near miss incidents are to be investigated as per the Company's Incident Investigation Procedure – **BRO02 Incident Investigation Procedure**

24 CoVid-19

The symptoms of CoVid-19 are fever, cough, sore throat, unusual/unexplained fatigue, unusual/unexplained shortness of breath, runny nose, chills & body aches.

If you or a member of your family / household are experiencing cold or flu like symptoms, you must not come to work until you are well.

If you have in the past 14 days come into close contact with someone who is:

- A confirmed CoVid-19 case; or
 - A part of a CoVid-19 cluster; or
 - Has returned from international travel in the past 14 days
- You must not come to work until you have had a CoVid-19 test and received a negative result.

If you develop any of the CoVid-19 symptoms above, you must immediately isolate yourself and seek medical attention.

- Please advise Fiona Hall (0417 060 554) as soon as possible after you develop any of these symptoms, including precisely when you believe you may have started exhibiting symptoms
- Advise Fiona Hall (0417 060 554) of the outcome of any medical investigation of your condition – you should do this as soon as possible.
- Do Not return to work until your situation has been resolved and you have received a Negative test result, which must be provided to Fiona Hall prior to your return to work.

Social Distancing – you must maintain a physical distance of at least **1.5 metres** – this includes breaks, at home, whilst travelling and where possible in the workplace.

All staff should observe good hygiene practices. Maintain a high level of personal hygiene on and off the orchard. Avoid touching your face – especially your mouth, nose & eyes. You should wash or sanitise your hands every time:

- Before and after eating
- After coughing and sneezing
- After going to the toilet
- After changing tasks
- After touching potentially contaminated surfaces

Hand washing should take 20 – 30 seconds. Wash the entirety of your hands (palms, fingers, nails and back of hands). Cover all areas with soap prior to washing them with warm water. Alternatively use an alcohol-based hand sanitiser with more than 60% ethanol or 70% isopropanol.

Acknowledgement form – Health and Safety Policies

Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of Biteriot Operations Pty Ltd.

Health and Safety Policies

- 1 Introduction
- 2 Health and Safety Policy statement
- 3 Health and Safety Responsibilities
- 4 Hazard and Risk Management Procedure
- 5 Work premises and working environment
- 6 Workplace Smoking
- 7 Forced Labour
- 8 Induction
- 9 Safety Information
- 10 Working alone
- 11 Drug and alcohol policy
- 12 Mobile phone policy
- 13 Hazardous manual tasks
- 14 Working at Height
- 15 Working in heat
- 16 Pesticides, Fuels, Oils and Chemicals
- 17 Personal Protective Equipment (PPE)
- 18 Identifying & Reporting Security Issues
- 19 Identifying & Reporting Bio-Security Issues
- 20 Fresh Food Contamination
- 21 Emergency procedure
- 22 Injury Management, Rehabilitation and Return to Work
- 23 Reporting of incidents and injuries
- 24 CoVid-19
- 25 Acknowledgement Form – Health and Safety Handbook

I, _____, have read and understood the above

Biteriot Operations Pty Ltd [Health and Safety Policies](#)

Signed: _____

Date: _____