



FLAVORITE HYDROPONIC TOMATOES

264 COPELANDS ROAD WARRAGUL VIC 3820





Corporate Induction

This online induction outlines:

- 🍅 Our expectations of you as a Contractor working at Flavorite.
- 🍅 Your responsibilities as a Contractor working at Flavorite.

Following this induction, you will be required to download the induction pack which contains copies of the policies referred to in this presentation as well as answer some questions relating to this presentation.

All Contractors working at Flavorite are required to download and read all of Flavorite's policies prior to commencement of work at Flavorite.





History of Flavorite

Flavorite is a family owned and operated business located in Warragul which began operation in 1994 by the Millis and Nichol families.

Flavorite is Australia's premier grower and marketer of quality vine ripened produce which spans over 30 hectares of undercover cropping.

This produce includes:

-  Truss tomatoes
-  Capsicums

A leader in today's market Flavorite prides itself on its passion for exceptional quality whilst maintaining its competitive edge through constant innovation, and is one of the major suppliers to supermarkets across Australia.



Flavorite's Vision






Our Vision:

“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”





Flavorite's Values

-  **Teamwork** - We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.
-  **Leadership** - We lead ourselves and we lead others to deliver our vision.
-  **Passion** - We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.
-  **Reliability** - We can be relied upon to do what we say we will do and what we need to do.
-  **Ethics** - We have the highest ethical standards and value honesty, responsibility, accountability in all we do.



Code of Conduct

All Contractors are responsible for undertaking their duties in a manner that is consistent with the provisions of the Code of Conduct policy including but not limited to:

- Obeying any lawful and reasonable direction from a person of authority.
- Behaving with honesty & integrity towards all Flavorite staff and visitors.
- Adhering to Flavorite policies and procedures at all times.
- Treating everyone with respect and courtesy.
- Maintaining company confidentiality and privacy.
- Carrying out your work efficiently, economically and effectively.



Code of Conduct

Flavorite Property:

- 🍅 All Contractors are required to use Flavorite resources efficiently, carefully and honestly.
- 🍅 No Contractor is to use or remove Flavorite resources for private purposes, this includes but is not limited to tools and equipment, fruit, tea, coffee, milk, etc.





Fit for Work

Flavorite is committed to providing a safe and healthy work environment for all of its staff including contractors.

An individual's fitness for work may be affected by a variety of reasons including, but not limited to, the adverse effects of hydration, fatigue, skin protection, stress, alcohol and other drugs.

Contractors must present themselves to work and throughout the work period in a fit for work condition which enables them to carry out their duties without risk to themselves or others.



Fit for Work

Contractors must ensure whilst working on a Flavorite site that they:

- 🍅 Manage their own hydration status by consuming enough water for their body and their working conditions.
- 🍅 Report any incidents or concerns about their own fitness for work where Contractors feel they may be effected by dehydration, fatigue, stress, drugs and/or alcohol to the Flavorite Supervisor immediately.
- 🍅 Notify their Flavorite Supervisor of any use of medication which may impair their fitness for work.
- 🍅 Obtain adequate sleep and exercise to prevent fatigue.
- 🍅 Not participate in the unauthorised consumption, sale or supply of alcohol, prescription, non-prescription or illegal drugs in the work place or during the working period.
These actions are illegal and will result in disciplinary action, up to and including termination of employment in addition to being reported to the Victorian Police.



Equity at Work

Flavorite endeavours to provide a working environment that promotes fairness, equity and respect and is free from discrimination, bullying and harassment for all staff including Contractors.

Harassment	Under federal and state legislation, harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, nationality or ethnic origin, sex, disability, sexual preference or some other characteristic specified under antidiscrimination or human rights legislation.
Sexual Harassment	Any sexual behaviour which offends you, or makes you feel humiliated or intimidated including, but not limited to, sexual advances and requests for sexual favours.
Workplace Bullying	Verbal, physical, social or psychological abuse by your employer (or manager), another person or group of people at work.



Contractor Grievances

*Flavorite values its people and provides advice on what to do if Contractors have a grievance.
All issues and formal complaints will be addressed in a timely and confidential manner.*

Raising an issue

- 🍅 Speak to the person causing the problem and tell them that their behaviour, decision or action was unfair, offensive or discriminatory.
- 🍅 Speak to your Company Supervisor, Flavorite Supervisor or the Human Resources Manager who will advise you what your options are. With your agreement, they may approach the person complained about and talk to him/her informally about your grievance.

Alternatively, you may decide to make a formal complaint.



Contractor Grievances

Making a formal complaint

- 🍅 Put the complaint in writing and include a description of the incident(s), decision, behaviour in question, the time and date of the incident(s), the name of any witnesses, your signature, and the date of the complaint.
- 🍅 Provide the Flavorite Supervisor or HR department with this complaint.

All formal complaints will be investigated by the associated Manager and the HR Department.



Workplace Health & Safety (WHS)

At Flavorite, we make every effort to protect our staff including Contractors from accidents and injury and promote health, safety and wellbeing.

The health and safety of our people will at all times remain our first priority.

Contractors must:

- 🍅 Follow all safety procedures and instructions.
- 🍅 Report all hazards to the Flavorite Supervisor.
- 🍅 Not put yourself at risk through your behaviours or omissions.
- 🍅 Actively cooperate with all reasonable efforts by management to improve safety at Flavorite.
- 🍅 Comply with individual legislative requirements.



Health and Safety Representatives

Health and Safety Representative (HSRs) are Flavorite employees who have been elected by the members of their designated work group to represent them and provide a way for their views and concerns about health and safety to be heard.



John
Maintenance



Donna
Growing



Brody
Crop Care



Tristan
Crop Care



Malcom
Picking



Rachael
Packing



For more information please refer to your copy of the Workplace Health & Safety Policy located at the end of this presentation



Traffic Management

Flavorite is committed to providing safe practices in relation to traffic management and pedestrian safety.

ACCESS TO THE FARM

- Access to the farm is via the Main Entry, as sign posted, at 264 Copelands Road.
- Farm access is strictly by authorisation only.
- All contractors are required to access the farm via the Main Entry and sign in at Reception prior to meeting with a designated Flavorite representative.
- Flavorite's Main Entry is monitored with 24 hour surveillance cameras.

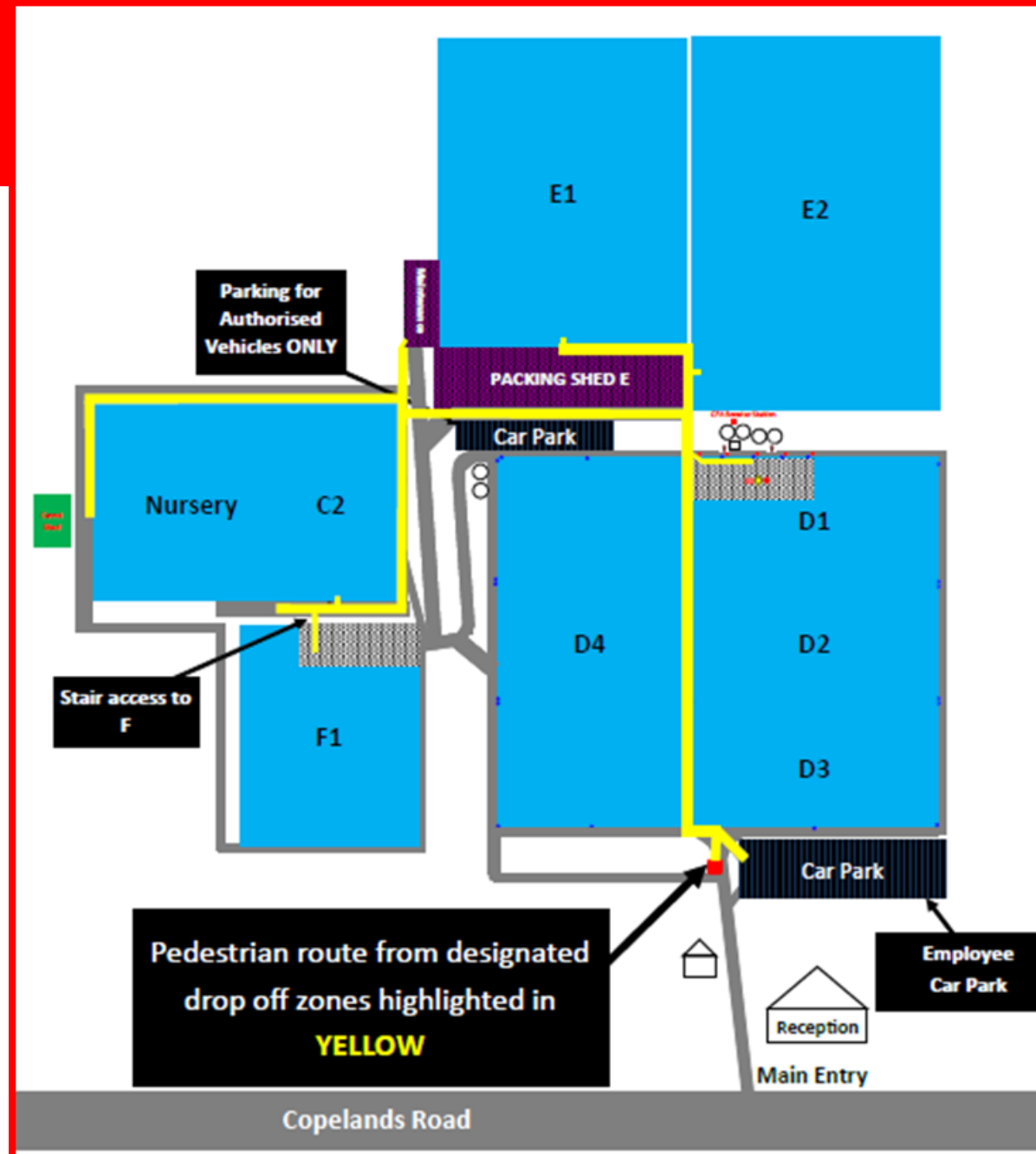




Traffic Management

VEHICLE PARKING & SAFETY

- 🍅 Contractors are only permitted to park their vehicles in the designated carpark at Flavorite.
- 🍅 Vehicles are parked at own risk and Flavorite will not accept any responsibility for damage, accidents or losses.
- 🍅 Parking in the internal carpark located adjacent to the Packhouse requires authorisation by a Department Manager. This is a regulation that is in place to reduce the amount of internal traffic on the Farm.
- 🍅 Contractors should only walk on internal roads that are designated shared zones, cross the road at designated pedestrian crossings and not use mobile phones or portable media players whilst walking on internal roads.



For more information please refer to your copy of the Traffic Management Policy located below this presentation



Traffic Management

SPEED LIMITS

- Speed limits on the farm are clearly sign posted and vehicle speeds are restricted to the displayed speed limit.
- All shared zones are designated at 10km per hour whilst all other areas on the farm are designated at 25km per hour.
- In shared zones drivers must give way to pedestrians at all times.
- All car parks are designated as shared zones.





Hygiene

All Contractors must adhere to Flavorite's hygiene policy and it's related procedures. This is to ensure that pests and diseases are not transferred between the greenhouses or from areas outside of Flavorite.

- 🍅 Electronic devices such as music listening devices and cameras are not permitted in the greenhouses or packing sheds. The only items allowed are Contractor work mobile phone jumpers/jackets, hats, sunglasses and water bottles.
- 🍅 Hands must be sanitised upon entry and exit to all greenhouses.
- 🍅 Always wash hands using provided sinks and hand dryers or sanitising stations before entering the packhouse.
- 🍅 Entry into the Nursery is restricted to designated staff only.
- 🍅 The Flavorite Supervisor will explain more about Flavorite's Hygiene policy and procedures.



IT and Communications

Information systems contain the intellectual property of our organisation which need to be protected and as such guidelines are in place to ensure the security of these systems.

Contractor Responsibilities:

- 🍅 Email and Internet activities are to be confined only to Flavorite's business related activities.
- 🍅 All electronic communications originating from Contractors must not:
 - Contain inflammatory, harassing or defamatory language.
 - Be disruptive to the operation of Flavorite.
 - Convey any material which would reflect poorly on Flavorite's reputation or it's general public image.
- 🍅 Contractors must check with the Flavorite Supervisor before downloading programs and content from the internet.
- 🍅 Contractors are not to disclose any confidential material to any unauthorised person/s via any means.
- 🍅 For security purposes surveillance cameras are located at entrances and various locations throughout the farm.



Use of Mobile Phones

- 🍅 Mobile phones are allowed on site and to be used by Contractors when needed.

- 🍅 Mobile phones are not allowed to be used whilst operating any machinery at Flavorite, this includes but is not limited to:
 - Driving motor vehicles
 - Operating a forklift
 - Driving a tractor
 - Working on a work platform
 - Operating the merlo
 - Using the quad bike
 - Operating the telescopic handler
 - Using any kind of machinery or vehicles that are bought to a Flavorite site

- 🍅 Mobile phones are not to be used by Contractors when walking in shared zones.





Smoking

- Smoking is not permitted in any greenhouse or packing shed across the farm.
- Smoking is only allowed at designated break times and in designated smoking areas.
- There is no smoking up and down any driveways on the farm.
- There is no smoking permitted in Flavorite's vehicles, including but not limited to cars, tractors, forklifts, trucks.
- All cigarette butts are to be disposed of in the provided ashtrays in the designated smoking areas. These ashtrays are for cigarette butts only and not for general rubbish. Normal rubbish bins are provided across the farm for general waste.





Identification at Flavorite

Flavorite's Managers, Flavorite Supervisors and Leading Hands make up Flavorite's Leadership Team.

All members of the Leadership Team wear a bright **YELLOW** shirt with **DARK BLUE** on the bottom so they can be easily identified and are your first point of call whilst on the Farm.

If at any time you have any questions you need to ask a member of the Leadership Team.



Chris and Will Millis



Identification of Contractors at Flavorite

*All Contractors are required to be easily identified when on Flavorite premises.
Certain clothing and attire is used at Flavorite for identification of key personnel.*

Around the Farm:

- It is a requirement of all Contractors on the Farm to wear high visibility clothing which can be made up of a vest or a shirt.
- If a Contractor arrives on site without high-visibility attire, Flavorite can provide an orange high-visibility vest to the Contractor for the duration of their assignment at Flavorite.



Contractor Orange High-Visibility Vest



Hazardous and Dangerous Goods

Flavorite's safe systems of work aim to eliminate any risk exposure to its staff including contractors who are engaged in the use, storage and handling of hazardous and dangerous goods.

In situations where the risks cannot be eliminated, controls must be used to minimise the risks.

- A Hazardous Substances/Dangerous Goods Register is held on Flavorite premises which includes Safety Data Sheets (SDS's) and Hazardous Substances/Dangerous Goods Risk Assessments.
- If safe hazardous substance storage facilities are not available, only the amount required for the task on that day should be kept on site.
- Contractors must comply with the requirements of the Workplace Health and Safety Legislation in regards to management of hazardous and dangerous goods.





Hazardous and Dangerous Goods

- Contractors will not bring chemicals, compressed gasses, fuels, cleaning agents, glues, etc. onto site without the permission of the Flavorite Supervisor so they can be included in Flavorite's Hazardous & Dangerous Goods Register.
- If a Contractor is required to bring hazardous and dangerous goods to site, they must be trained and signed off on Flavorite's SOP396 Managing Hazardous & Dangerous Goods.
- Contractors are to conduct risk assessments and establish control measures for hazardous and dangerous goods in consultation with the Flavorite Supervisor and Flavorite Health and Safety Representative (HSR), where applicable.
- The Contractor will be responsible to provide a supplier's Safety Data Sheet (SDS) for each product to the Flavorite Supervisor and ensure that all such products are properly labelled.





Emergency Evacuations

Flavorite's emergency evacuation procedure applies to all people on site.

All Flavorite Supervisors are Fire Wardens.

In the event you become aware of an emergency, notify the nearest Flavorite Supervisor immediately.

In the event of an Emergency Evacuation, you are required to follow the below procedures:

1. Don't panic!
2. At all times follow the instructions of your Flavorite Supervisor who is a designated Zone Warden.
3. On hearing the evacuation alarm, immediately prepare to leave.
4. If you are working in a greenhouse, immediately move toward the centre path to await further instruction.
5. If instructed to do so by a Zone Warden, leave the area by the nearest and safest exit route.
6. After leaving the evacuated area, do not return to collect belongings.
7. Assist any person with a disability to leave the evacuated area.
8. Walk quickly and calmly to the designated assembly area as advised by the Zone Warden.
9. Do not re-enter the evacuated area until instructed to do so by the Area Warden.



Evacuation Assembly Areas





Incident and Injury Reporting

All Flavorite Supervisors on the farm are First aid representatives.

If a Contractor is injured on site, they must immediately report all incidents and injuries that occur to the Flavorite Supervisor.

This includes, but is not limited to, the following:

- 🍅 Any injuries that result in medical treatment;
- 🍅 Lost time injuries;
- 🍅 All incidents;
- 🍅 All environmental damage;
- 🍅 Reportable dangerous occurrences.





Flavorite's Area Specific Induction

In addition to this induction, area specific inductions will also be conducted by the Flavorite Supervisor.

During this area specific induction, the Flavorite Supervisor will outline information relating to:

- 🍅 Farm hygiene;
- 🍅 Traffic management;
- 🍅 Emergency evacuations;
- 🍅 Facilities around Flavorite; and
- 🍅 Any other relevant information specific to the area you are working in.

It is your responsibility to ensure that all of the information on the sheet is covered by the Flavorite Supervisor.

Thank you
for participating in
Corporate Induction





Please download and read all policies before proceeding to the quiz.

- 🍅 POL001 [Code of Conduct Policy](#)
- 🍅 POL003 [Hygiene Policy](#)
- 🍅 POL004 [Information Technology & Communications Policy](#)
- 🍅 POL008 [Environmental Policy](#)
- 🍅 POL010 [Equity at Work Policy](#)
- 🍅 POL011 [Workplace Health and Safety Policy](#)
- 🍅 POL012 [Injury and Incident Reporting Policy](#)
- 🍅 POL014 [Fit for Work Policy](#)
- 🍅 POL018 [Hazardous & Dangerous Goods](#)
- 🍅 POL019 [Traffic Management Policy](#)
- 🍅 POL020 [Contractor & Consultant Management Policy](#)
- 🍅 POL021 [Heavy Vehicle National Law Chain of Responsibility](#)
- 🍅 POL022 [Whistleblower Policy](#)
- 🍅 POL023 [Infection Control Policy](#)
- 🍅 POL025 [Human Rights Policy](#)





Induction Quiz

- In order to complete the Contractor Induction, we need you to get a full score in the Induction quiz.
- The Induction quiz has questions with multiple choice answers.
- On completion of the quiz, please click on **VIEW SCORE**
- This will show any incorrect responses (if any) you may have selected.
- Close this browser tab and select **EDIT YOUR RESPONSE** to amend your incorrect answers. (if any)

[**TAKE THE QUIZ NOW**](#)

