

Flavourwave

# Employee Corporate Induction

Flavourwave Pty Ltd



# Welcome to Flavourwave

Induction Presentation outlines:

- Our expectations of you as an employee of Flavourwave.
- Your responsibilities as an employee of Flavourwave.



**NUMURKAH ROAD**



Flavourwave Pty Ltd has a growing facility in Katunga.

Flavourwave supplies major retailers, such as Coles, Woolworths and Aldi, with quality packed cherry tomatoes and truss tomatoes all year round.





# History – Flavourwave Farm

Flavourwave Pty Ltd farm has been growing cherry tomatoes in Katunga since February 2014.

In 2018, Flavourwave built a new state-of-the art greenhouse facility.





# Flavourwave's Vision

## *Our Vision*

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

# Flavourwave's Values

**Teamwork:**

We consider everyone at Flavourwave 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 Flavourwave and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.

**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 and accountability in all we do.



# Payroll & Timecards



The photo is of Hortimax, your time keeping system.

You will be using this to clock on and scan your jobs.



# Payroll & Timecards

- You will be given instruction by your Supervisor on how to operate this machine.
- The times captured by the scanner will be used by payroll
- Any errors need to be reported to your Supervisor who will be able to fix the error
- You will be advised by your Supervisor or Manager whether you are required to scan on.
- Employees are required to scan on before they start work and scan their last action before leaving work.
- If you have any queries on your weekly pay, see your Supervisor.



# Workplace Health & Safety

*At Flavourwave, we make every effort to protect employees 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.*

Employees must:

- Follow all safety procedures and instructions.
- Report all hazards to their Supervisor or Leading Hand.
- Not put themselves at risk through their behaviours or omissions.
- Actively cooperate with all reasonable efforts by management to improve safety at Flavourwave.
- Comply with individual legislative requirements.

*For more information please refer to your copy of the Workplace Health and Safety Policy at the end of this presentation.*



# Incident and Injury

*All employees are responsible for immediately reporting any incidents and injuries to their nearest Supervisor or Leading Hand.*

Employees must:

- Report all incidents and injuries to their nearest Supervisor or Leading Hand as soon as they are aware.
- Assist in the completion and submission of the Incident / Injury notification form as soon as possible.
- Not tamper or alter First Aid equipment or supplies.
- Fully and truthfully cooperate with all investigations.

# First Aid Officers and Fire Wardens



**Mark**  
Senior Grower



**Mario**  
Junior Grower



**Sugeesha**  
Crop Care  
Supervisor



**Harpreet**  
Crop Care  
Leading Hand



**Ricky**  
Picking  
Supervisor



**Aaron**  
Picking  
Leading Hand



# Code of Conduct

*All employees 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:*

Employees must:

- Obey any lawful and reasonable direction from a person of authority.
- Behave with honesty & integrity towards all Flavourwave staff and visitors.
- Adhere to company policy and procedure at all times.
- Treat everyone with respect and courtesy.
- Maintain company confidentiality and privacy.
- Carry out your work efficiently, economically and effectively.

*For more information please refer to your copy of Code of Conduct Policy at the end of this presentation.*



## Flavourwave Property:

- Use Flavourwave resources efficiently, carefully and honestly.
- No member of staff is to use or remove Flavourwave resources for private purposes, this includes but is not limited to fruit, tea, coffee, milk and toilet paper.

*Flavourwave endeavours to provide a working environment that promotes fairness, equity and respect and is free from discrimination, bullying and harassment for all employees.*

## 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.

Examples of bullying and harassment:

- Yelling at someone
- Calling someone names
- Excluding someone at lunch time
- Racial slurs
- Belittling comments

Bullying and harassment is **not**:

- Reasonable management direction
- Performance management



*Flavourwave believes that success depends on the supply of high quality products that meet or exceed customer and consumer expectations. Fundamental to this belief is the responsibility to ensure the highest level of food safety of all products through the development and implementation of rigorous hygiene protocols*

- Employees need to observe and comply with signage that is posted around Flavourwave regarding hygiene.
- All employees MUST wash their hands after going to the toilet, handling and eating food, blowing their nose, smoking, handling waste food and rubbish and any other act that could cause microbial cross-contamination.
- Do not smoke, eat food, chew gum or spit in food processing and handling areas.
- Follow all guidelines outlined in the Flavourwave Hygiene Policy.
- No items are to be brought into the Glasshouse including mobile phone and other electronic devices.

- Smoking is **not permitted** in any greenhouse, office area or building of Flavourwave.
- Smoking is only allowed at **designated break times** and in **designated smoking areas**.
- There is no smoking permitted in Flavourwave vehicles, including but not limited to, forklifts and trucks.
- All cigarette butts are to be **disposed of in the provide ashtrays** in the designated smoking area. These ashtrays are for **cigarette butts only** and not for general rubbish.

Training is provided to all Flavourwave employees on how to complete a task or operate a piece of equipment or machinery.

If you have not been trained you are **NOT** permitted to complete a task or operate a piece of equipment or machinery.

## 1. Practical

Your supervisor or trainer will show you what to do & how to use the equipment or machine in a safe and efficient manner.

## 2. Reinforce

You will be required to read the user manual or SOP for that task, equipment or machine.

## 3. Application & Feedback

You will be required to demonstrate your understanding for that task, equipment or machine.

## 4. Competent

You will sign the associated declaration to confirm that you are competent in that task, equipment or machine.

*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.*

## **Employee Responsibilities:**

- Email and Internet activities are to be confined only to Flavourwave's business related activities.
- All electronic communications originating from Flavourwave employees must not:
  - Contain inflammatory, harassing or defamatory language.
  - Be disruptive to the operation of Flavourwave.
  - Convey any material which would reflect poorly on Flavourwave's reputation or its general public image.
- Employees must check with their Manager before downloading programs and content from the internet.
- Flavourwave employees are not to disclose any confidential material to any unauthorised person/s via any means.

*For more information please refer to your copy of the IT & Communications Policy at the end of this presentation.*



## Using Social Media:

- When using social media for personal use, you should not divulge information about business activities, operational issues, clients, suppliers, the personal lives or work performance of colleagues.
- You should be careful not to spread rumours, discuss management styles and make belittling or derogatory comments about co-workers, management, clients, contractors or consultants.
- You must not imply that you are a representative of the company beyond your job description or share information that you do not have permission to share.

## Publishing Information:

- You are personally responsible for what you publish in a forum that is public  
A public forum is where more than 1 party has access e.g. Facebook post or Instagram photo with comment.
- Every time you utilise social media you are publishing a comment, an opinion or a fact, similar to a book, a magazine or a newspaper. You are accountable for what you write and any associated repercussions of (be it direct or indirect) may result in disciplinary action being taken by Flavourwave.

## Get Advice!

You can obtain advice or support from a Manager if:

- You are unsure if you should get involved in social media commentary or participate in an online discussion.
- You are worried about your privacy or reputation as a result of social media posts.
- You find information online which you believe the organisation needs to know about, this includes inappropriate activity on social media by staff.

If you are absent from work:

- Employees must advise their immediate Supervisor by phone within **1 hour of their shift start time**.
- Emails and text messages are **not permitted** forms of communication.
- Employees must advise their Supervisor the nature and anticipated period of the absence.

Any absences meeting the below conditions require a certified Medical certificate:

- Absence greater than one day.
- Absence directly before or following a public holiday.
- As requested by the appropriate Supervisor or Manager.

## Late Arrival:

- Contact the Supervisor or Leading Hand by phone (no texting).
- Advise that you are running late and expected time you will arrive.

## Departures from site:

- All departures from site must be authorised by the Supervisor or Leading Hand before the employee leaves the site.



*Flavourwave is committed to providing a safe and healthy work environment for all employees. 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.*

Employees 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.
- 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 employees feel they may be effected by dehydration, fatigue, stress, drugs and/or alcohol to their Supervisor immediately.

## Employees must:

- Notify their 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 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.

# Employee Grievances

*Flavourwave values its people and provides advice on what to do if employees 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 Supervisor, Leading Hand or the Human Resources Department 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.

## Making a formal complaint:

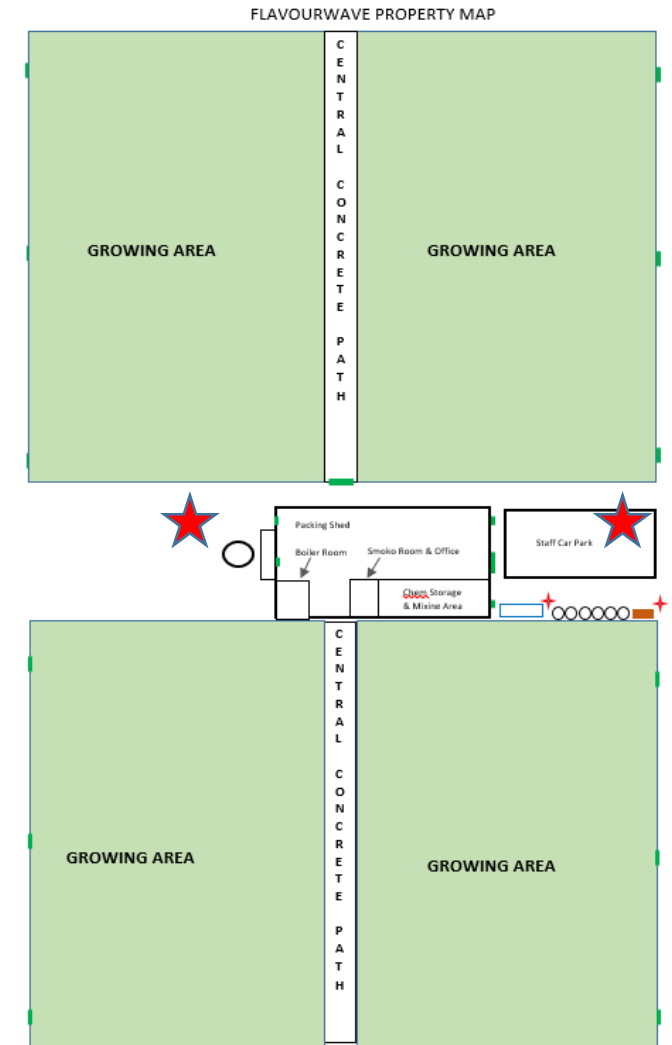
- Put the complaint in writing and include a description of the incident(s), decision, behaviour in question, the time and date of the incident(s), the name of any witnesses, your signature, and the date of the complaint.
- Provide your Manager with this compliant.

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

# Emergency Evacuation

There are **two** Emergency Evacuation Assembly Areas at Flavourwave:

- One is located at the South of the Packhouse at the **start of the staff carpark**.
- The other is located North of the Packhouse **between the two Glasshouses**.

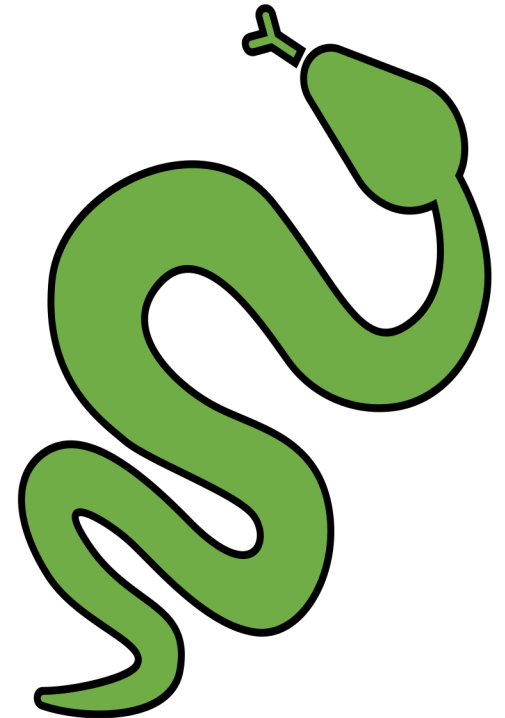




Working in a rural environment, snakes can be attracted to greenhouse because they provide warmth and shelter to snakes.

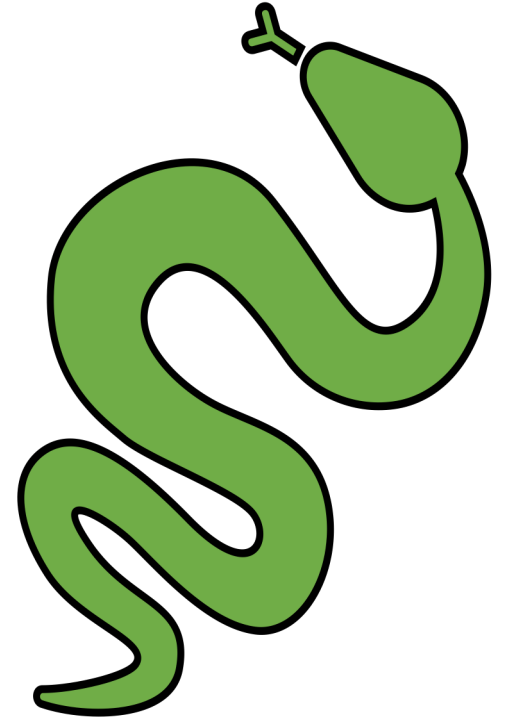
## DON'T PANIC

Snakes will try to avoid you as long as you do not approach.



If you see a snake, remember:

- **DO NOT APPROACH THE SNAKE.**
- Keep eye contact with the snake;
- Take note of location and physical appearance of snake;
- Notify any employees in the vicinity of the snake; and
- Report to supervisor immediately.





# Area Specific Induction

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

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

- Farm hygiene;
- Traffic management;
- Emergency evacuations;
- Facilities around Flavourwave; 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 your Supervisor.



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

POL001 [Code of Conduct Policy](#)

POL002 [Equity at Work Policy](#)

POL003 [Hygiene](#)

POL004 [Information Technology & Communication Policy](#)

POL005 [Grievance Policy](#)

POL006 [Disciplinary Policy](#)

POL007 [Performance Appraisal & Development Policy](#)

POL008 [Environmental Policy](#)

POL009 [Leave Policy](#)

POL010 [Management & Quality Policy](#)

POL011 [Workplace Health & Safety Policy](#)

POL012 [Social Media Policy](#)

POL013 [Fit for Work](#)

POL014 [Incident and Injury Reporting Policy](#)

POL015 [Injury Management & Return to Work Policy](#)

POL016 [Recruitment Policy](#)

POL017 [Hazardous and Dangerous Goods Policy](#)

POL018 [Heavy Vehicle National Law Chain of Responsibility Policy](#)

POL019 [Infectious disease policy](#)

POL020 [Whistle-blower policy](#)

POL021 [Workplace Privacy Policy](#)

POL022 [Human Rights Policy](#)

# INDUCTION QUIZ

- In order to complete the 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](#)



Thank you  
for participating in  
Flavourwave's  
Corporate Induction

