



Contractor Induction

Flavorite Tatura
6130 Midland Highway
Tatura VICTORIA 3616



Welcome to Flavorite Tatura

Our Contractor induction presentation outlines:

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

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

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





Flavorite Tatura History



Flavorite Tatura was acquired in 2021 by the Flavorite Group. We grow delicious vine-ripened, glasshouse grown truss tomatoes and cucumbers all year round. Flavorite Tatura tomatoes and cucumbers are stocked in major supermarkets across Australia.

Flavorite Tatura is a growing, picking and packing facility located in Tatura, North-East Victoria.



Flavorite Tatura's Vision

Our Vision:

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





Flavorite Tatura'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.



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, including but not limited to:

- Obey any lawful and reasonable direction from a person of authority to give direction
- Behaving with honesty and integrity toward any Flavorite Tatura staff, contractors or visitors
- Carry out your work efficiently, economically and effectively
- Adhere to Flavorite Tatura company policy and procedures at all times
- Treating everyone with respect and courtesy
- Maintain company confidentiality and privacy
- Comply with Occupational Health & Safety legislation, policies and requirements
- Do not use, possess or distribute offensive materials
- When representing Flavorite in public forums dress and act appropriately
- Report any potential or actual conflicts of interest to your Manager



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



Code of Conduct

Flavorite Tatura Property:

- All Contractors are required to use Flavorite Tatura resources efficiently, carefully and honestly.
- No Contractor is to use or remove Flavorite Tatura's resources for private purposes, this includes and is not limited to tools and equipment, fruit, tea, coffee, sugar, milk and toilet paper.



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



Fit for work

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

- An individuals' fitness for work may be affected by a variety of reasons including, and not limited to, the adverse effects of hydration, fatigue, skin protection, stress, alcohol or 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.
- Report any incidents or concerns about their own fitness for work, where contractors feel they may be affected by dehydration, fatigue, stress, drugs and / or alcohol to the Flavorite Tatura Supervisor / Manager immediately.

For more information please refer to your copy of the Fit for Work Policy available after this presentation



Fit for work

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

- Manage their own hydration status by consuming enough water for their body and their work conditions.
- Notify their Flavorite Tatura 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 workplace or during the work period.
- These actions are illegal and will result in disciplinary action, up to and including termination of contract, in addition to being reported to Victoria Police.

For more information please refer to your copy of the Fit for Work Policy available after this presentation



Equity at Work

Flavorite Tatura 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, humiliated because 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 and intimidated including, and not limited to, sexual advances and requests for sexual favours.

Workplace Bullying:

Verbal, physical, social and psychological abuse by your employer (or manager / supervisor), another person or group of people at work.

For more information please refer to your copy of Equity at Work Policy at the end of this presentation



Contractor Grievances

Flavorite Tatura 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 the Flavorite Tatura Supervisor / Manager or Human Resources Department who will advise you on what your options are. With your agreement, they may discuss with him / her informally about your grievance.
- Alternatively, you may decide to make a formal complaint.

For more information please refer to your copy of the Grievance Policy available after this presentation



Contractor Grievances

Making a formal complaint:

- Put the complaint in writing and include a detailed description of incident(s), decision, behaviour in question, the time and date the incident(s) occurred, any witnesses, your signature and date of the complaint.
- Provide the Flavorite Tatura Supervisor or HR Department with the complaint.
- All formal complaints will be investigated by the associated Supervisor / Manager and Human Resources Department.

For more information please refer to your copy of the Grievance Policy available after this presentation



Workplace Health & Safety

At Flavorite Tatura, we make every effort to protect staff including Contractors from accidents and injury and promote health, safety and wellbeing. The health and safety of our people will remain at all times our first priority.

Contractors must:

- Follow all safety procedures and instructions.
- Report all hazards and incidents to a Flavorite Tatura Supervisor and Manager immediately. In addition, ensure you log a report to YOUR Company Management.
- Not put themselves or others at risk through their behaviours and omissions.
- Actively cooperate with all reasonable efforts by management to improve safety at Flavorite Tatura.
- Comply with individual legislative requirements.

For more information please refer to your copy of the Work, Health and Safety Policy available after this presentation.



Traffic Management

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

ACCESS TO FARM

- Access to the farm is via the 6090 Midland Highway entry, as sign posted.
- Farm access is strictly by authorisation only.
- All contractors are required to access the farm via 6090 Midland Highway entry, and sign in at the Site Office office prior to meeting with designated Flavorite Tatura representative.
- Flavorite Tatura's Main Entry is monitored with 24 hour surveillance cameras.

For more information please refer to your copy of the Traffic Management Policy available after this presentation



Traffic Management

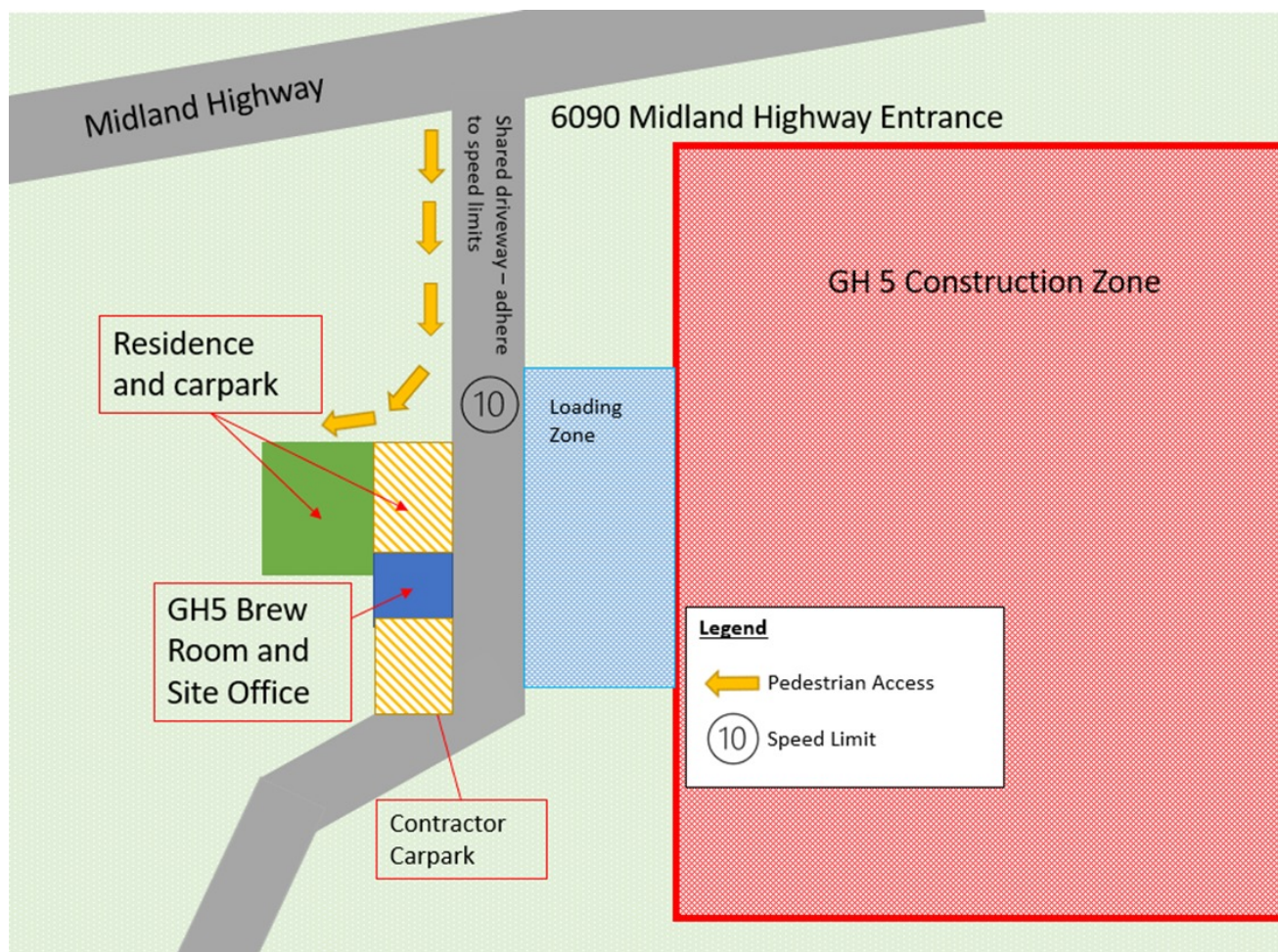
Vehicle Parking & Safety:

- Contractors are only permitted to park their vehicles in the designated carpark at Flavorite Tatura.
- Vehicles are parked at own risk and Flavorite Tatura will not accept any responsibility for damage, accidents or losses.
- Parking in the internal carpark is 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 the 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 available after this presentation



Traffic Management



Upon entering Flavorite Tatura please observe all traffic related signage and drive and park in allocated areas.

For more information please refer to your copy of the Traffic Management Policy available after this presentation



Traffic Management

SPEED LIMITS:

- Speed limits on the farm are clearly sign posted and vehicle speeds are restricted to display speed limit.
- All shared zones drivers must give way to pedestrians at all times.
- All carpark areas are designated shared zones.



For more information please refer to your copy of the Traffic Management Policy available after this presentation



Hygiene

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

- Electronic devices such as music listening devices and camera's are not permitted in the greenhouses or packing sheds. The only item allowed are Contractor work mobile phone, jumpers/jackets, hats, sunglasses and water bottles.
- Hands must be sanitised upon all entry and exit to all greenhouses.
- Shoes must be sanitised upon all entry and exit to all greenhouses.
- All employee's, Contractors and visitors 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, spit in food processing and handling areas.
- The Flavorite Tatura Supervisor will explain more about Flavorite Tatura's hygiene policy and procedure.

For more information please refer to your copy of Hygiene Policy at the end of this presentation



IT & Communications

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

Contractor Responsibilities:

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

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



Smoking

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





Identification at Flavorite Tatura

Flavorite Tatura's Managers, Supervisors and Assistants make up Flavorite Tatura's Leadership Team.

- All members of the leadership team wear a navy blue polo shirt with the embroidered symbol and their name underneath the symbol.
- The Leadership team is your first point of call whilst at the farm.
- If at any time you have any questions you need to ask a member of the Leadership team.





Identification of Contractors at Flavorite Tatura

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

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 Tatura can provide an orange high – visibility vest to the Contractor for the duration of their assignment at Flavorite Tatura.





Hazardous and Dangerous Goods

Flavorite Tatura'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 dangerous goods. In situations where the risks cannot be eliminated, controls must be used to minimise the risks.

- A Hazardous Substances/Dangerous Good register is held on Flavorite Tatura 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.

For more information please refer to your copy of Hazardous and Dangerous Goods Policy at the end of this presentation



Hazardous and Dangerous Goods

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

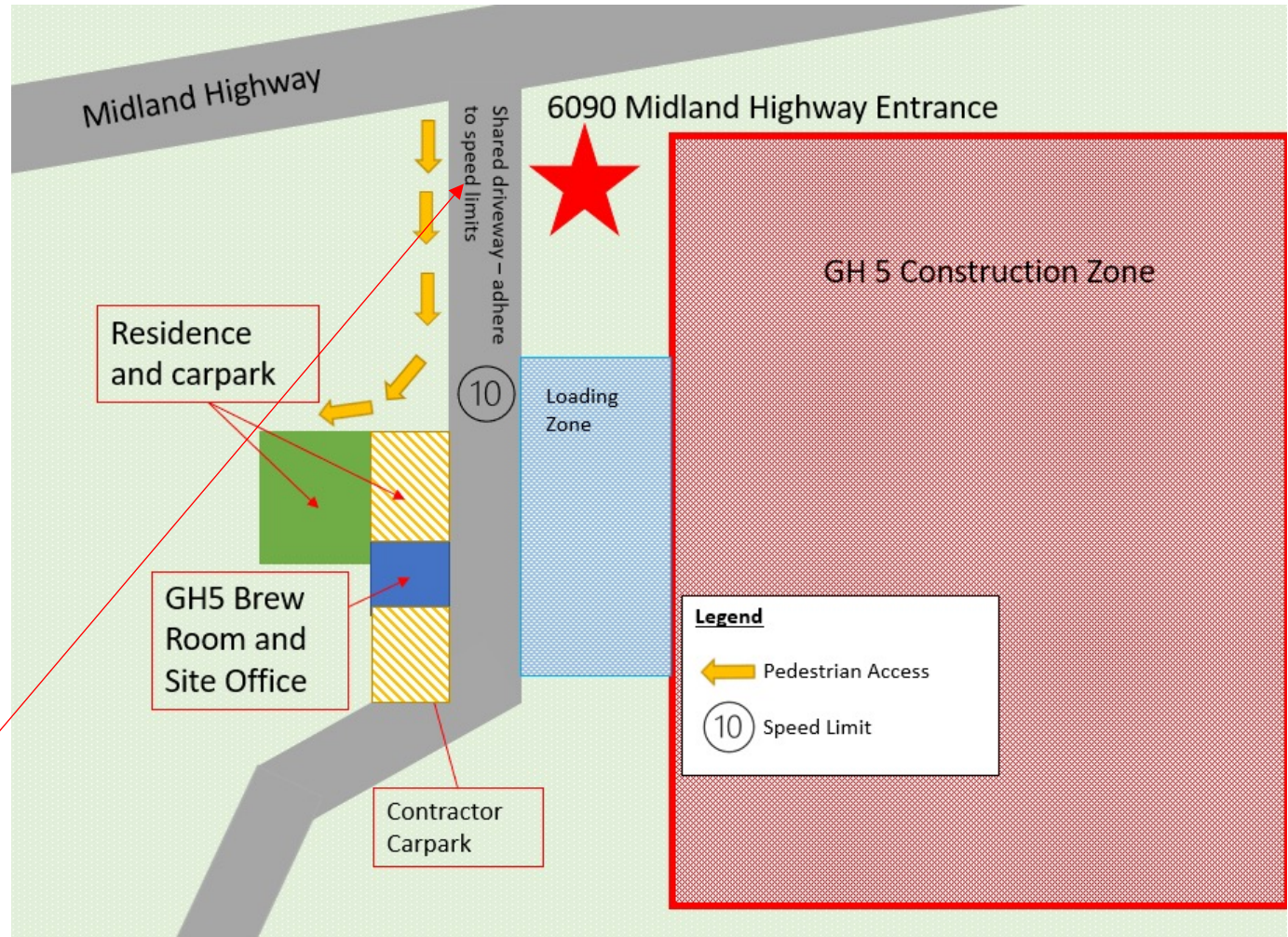
For more information please refer to your copy of Hazardous and Dangerous Goods Policy at the end of this presentation



Emergency Evacuation

There is one Emergency Evacuation Assembly Area at Flavorite Tatura. The primary evacuation point is located near the main entrance of the farm in the carpark two.

Emergency Evacuation Assembly Area 1





Incidents and Injury

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

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

- Any injuries that result in medical treatment;
- Lost time injuries;
- All incidents;
- All environmental, plant and equipment damage;
-
- Reportable dangerous occurrences.

For more information please refer to your copy of Incident and Injury Reporting Policy at the end of this presentation



First Aid Officers



Alex Bertram
Senior Production
Supervisor



Janelle Vidler
Production
Manager



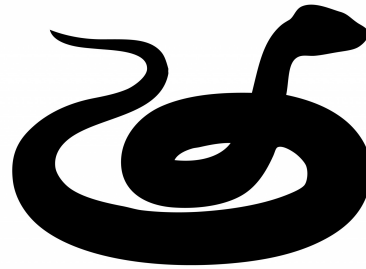
Amy Rees
Senior Grower



Jason Cooke
Maintenance
Manager



Snakes



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

If you see a snake:

DON'T PANIC

Snakes will try to avoid you as long as you don't approach them.



Snakes



If you see a snake, remember:

DO NOT APPROACH THE SNAKE

- Keep eye contact with the snake.
- Take note of the location and physical appearance of the snake.
- Notify any person/s in the vicinity of the snake.
- Report to the Flavorite Tatura Supervisor / Manager Immediately.



Area Specific Induction

In addition to this induction, Area Specific Inductions will also be conducted by the Flavorite Tatura Supervisor or Manager when you commence.

During the Area Specific Induction, the Flavorite Tatura Supervisor / Manager will outline information relating to:

- Farm hygiene
- Traffic Management
- Emergency Evacuation
- Facilities at Flavorite Tatura
- Any other relevant information specific to the area you are working in.

It is your responsibility to ensure that all the information on the sheet is covered / signed off by the Flavorite Tatura Supervisor / Manager before you commence working.



Thank you for
participating in
Flavorite Tatura's
Contractor Induction





Policies

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

POL001 [Code of Conduct Policy](#)

POL003 [Hygiene Policy](#)

POL004 [Information Technology & Communications Policy](#)

POL005 [Grievance Policy](#)

POL008 [Environmental Policy](#)

POL009 [Leave 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](#)



Quiz

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](#)