



Flavorite Hydroponic Tomatoes

CORPORATE INDUCTION

264 COPELANDS ROAD WARRAGUL VIC 3820





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Welcome to Flavorite's Corporate Induction

Induction Presentation outlines:

- 🍅 Our expectations of you as an employee of Flavorite.
- 🍅 Your responsibilities as an employee of Flavorite.









Flavorite Hydroponic Tomatoes

History

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
-  Cucumber
-  Blueberries

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.



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Flavorite's Vision

Our Vision:

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





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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 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.



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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:



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



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Code of Conduct

Flavorite Property:

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



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Fit for Work

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



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Fit for Work

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 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.



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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 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.



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Equity 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



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Employee Grievances

Flavorite 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:

- 🍅 You can speak to the person causing the problem and tell them that their behaviour, decision or action was unfair, offensive or discriminatory.
- 🍅 You can also speak to your Supervisor, Manager 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.



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Employee 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 your Manager with this complaint.

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



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Workplace Health & Safety (WHS)

At Flavorite, 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 Manager.
- 🍅 Not put themselves at risk through their behaviours or omissions.
- 🍅 Actively cooperate with all reasonable efforts by management to improve safety at Flavorite.
- 🍅 Comply with individual legislative requirements.



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Health and Safety Representatives

Health and Safety Representative (HSRs) are employees who are 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



Tristan
Crop Care



Malcom
Picking



Rachael
Packing



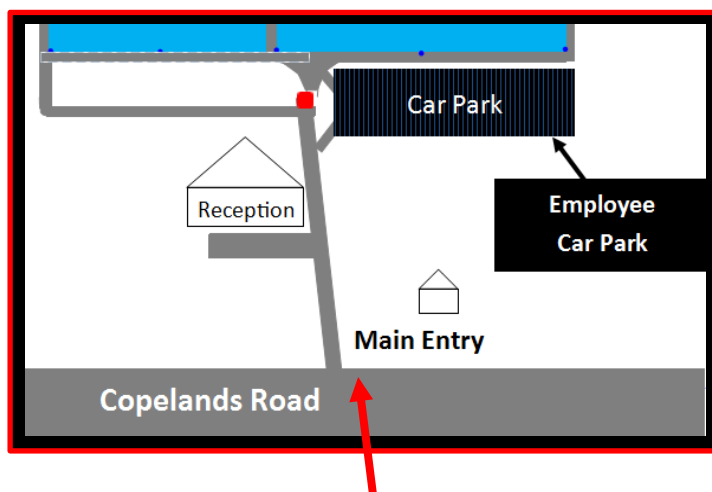
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Traffic Management

Flavorite is committed to providing a safe and healthy work environment for all of it's employees. This includes providing safe practices in relation to traffic management and pedestrian safety.

ACCESS TO THE FARM

- 🍅 Access to the farm is via the main entry at 264 Copelands Road.
- 🍅 Farm access is strictly by authorisation only. This means your friends are not permitted to drive on the farm without prior approval.



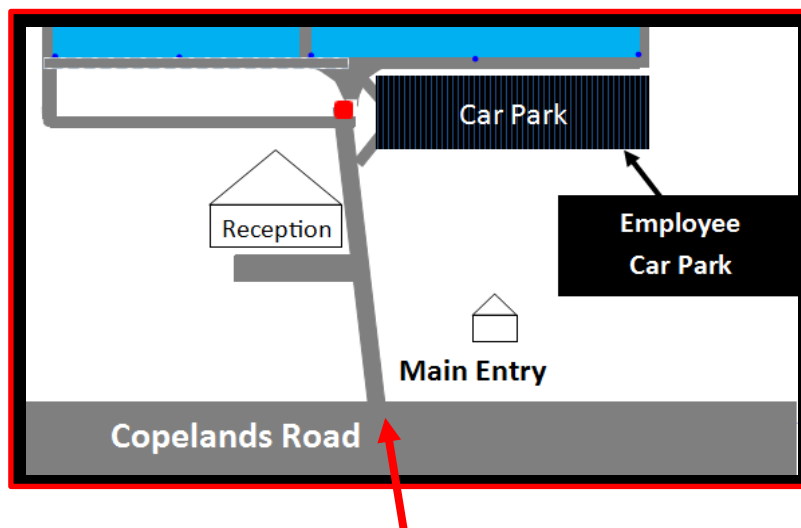


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Traffic Management

ACCESS TO THE FARM

- 🍅 All contractors and visitors 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.





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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.



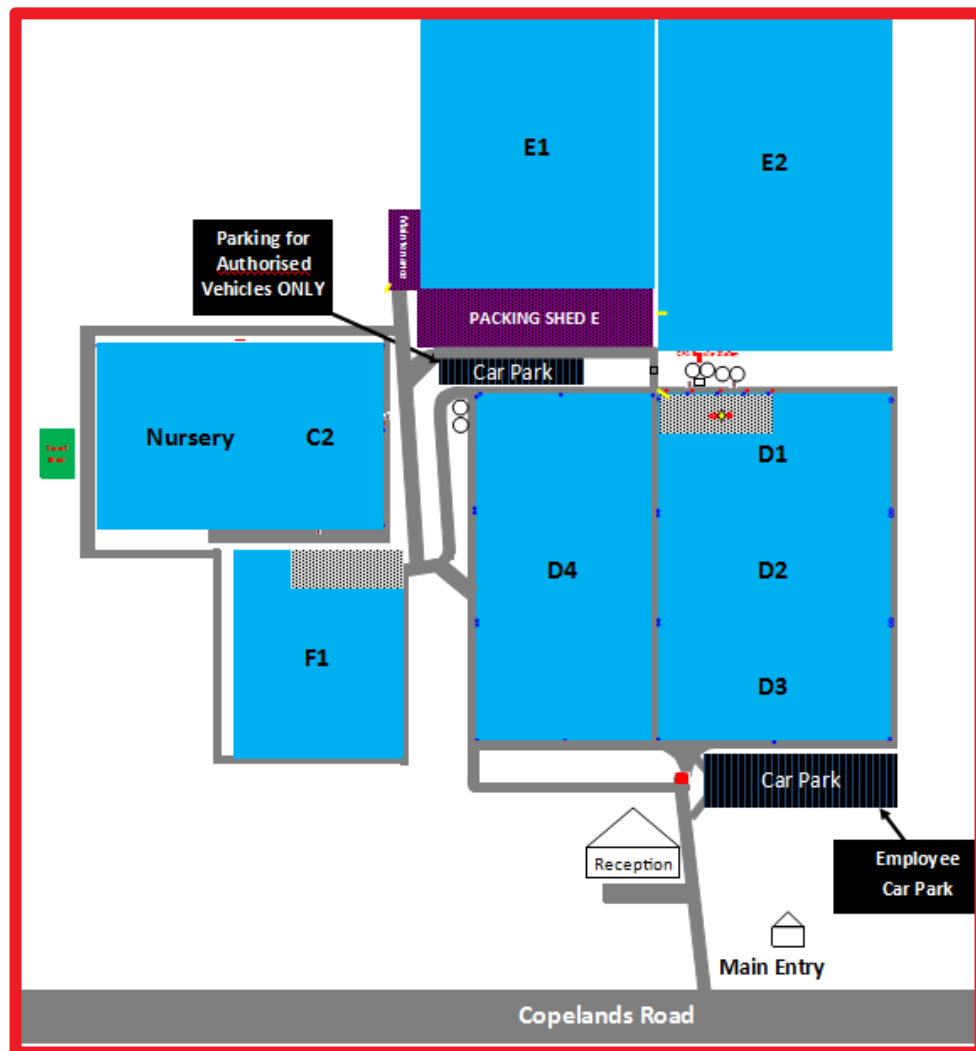


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Traffic Management

VEHICLE PARKING

- 🍅 Employees and visitors are only permitted to park their vehicles in the staff car park.
- 🍅 Vehicles are parked at own risk and Flavorite will not accept any responsibility for damage, accidents or losses.





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Traffic Management

VEHICLE PARKING

- 🍅 All employees must park their vehicles in the staff carpark with consideration of other vehicles. There are no lines marked in the staff carpark therefore, employees must park their vehicle with a maximum of 1m between the vehicles adjacent to them. Incorrect parking may result in insufficient car spaces for other vehicles
- 🍅 Parking in the internal carpark located adjacent to Packhouse E requires authorisation by a Department Manager. This is a regulation that is in place to reduce the amount of internal traffic on the Farm.

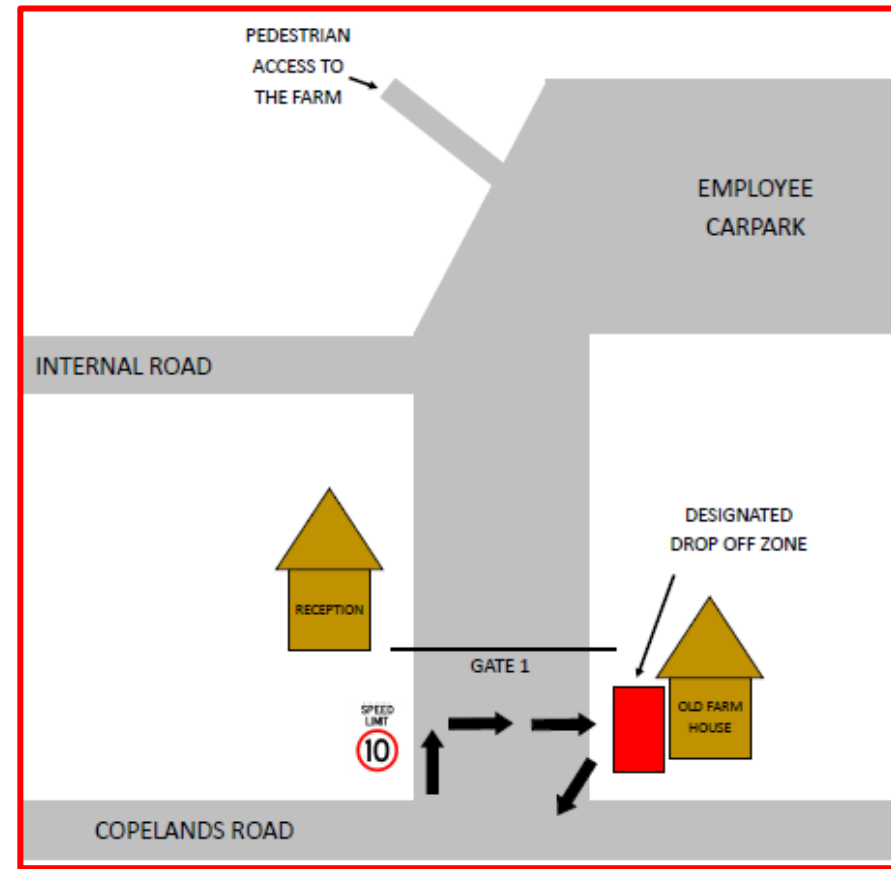


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Traffic Management

DROP OFF AND PICK UP AREAS

- Only vehicles authorised to do so should drive on internal roads.
- Vehicles are not permitted to set down passengers in front of Reception without authorisation.
- Employees should be dropped off and picked up in the designated drop off zones highlighted in the diagram and in the Traffic Management Policy.





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Traffic Management

PEDESTRIAN AND BICYCLE SAFETY

- 🍅 Employees should only walk on internal roads that are designated shared zones.
- 🍅 Pedestrians should always use designated pedestrian crossings.
- 🍅 Pedestrians should not use mobile phones or portable media players whilst walking on internal roads.





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Hygiene

All Flavorite employees 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.

- 🍅 No items are to be brought into the Glasshouse and Packhouse including mobile phones and other electronic devices.
- 🍅 Only a drink bottle, hat, sunglasses and jumpers are allowed into the Glasshouses and Packhouse.
- 🍅 Movement from one greenhouse to another is strictly prohibited unless wearing designated clothing for that area.
- 🍅 Shoes must be passed through provided footbaths upon entry to all greenhouses.



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Hygiene

- 🍅 Entry into the Nursery is restricted to designated staff only.
- 🍅 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.
- 🍅 Your Supervisor will explain more about Flavorite's Hygiene policy and procedures.

Any breach of Flavorite's hygiene policy by any member of staff must be reported immediately to the nearest Supervisor or Manager and may result in disciplinary action up to and including termination of employment.

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



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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.

Employee Responsibilities:

- 🍅 Email and Internet activities are to be confined only to Flavorite's business related activities.
- 🍅 All electronic communications originating from Flavorite employees 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.



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IT and Communications

- 🍅 Employees must check with their Manager before downloading programs and content from the internet.
- 🍅 Flavorite employees 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.



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Social Media

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.



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Social Media

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 (be it direct or indirect) may result in disciplinary action being taken by Flavorite.






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Social Media

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.

For more information please refer to your copy of the Social Media Policy located at the end of this presentation



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Smoking

- 🍅 Smoking is **not permitted** in any greenhouse, office area or building of Flavorite.
- 🍅 Smoking is only allowed at **designated break times** and in **designated smoking areas**.
- 🍅 There is no smoking permitted in Flavorite 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.



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Training

Training is provided to all Flavorite 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.



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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.



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Identification

- 🍅 Flavorite's Managers, 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 at Flavorite.
- 🍅 If at any time you have any questions you need to ask a member of the Leadership Team.



Chris and Will Millis



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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 supervisor immediately.
- 🍅 Every time you start work in a new greenhouse, packhouse or office on the farm you should ensure the supervisor has inducted you and has shown you the emergency evacuation routes which are on posters at all entrances.



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Emergency Evacuations

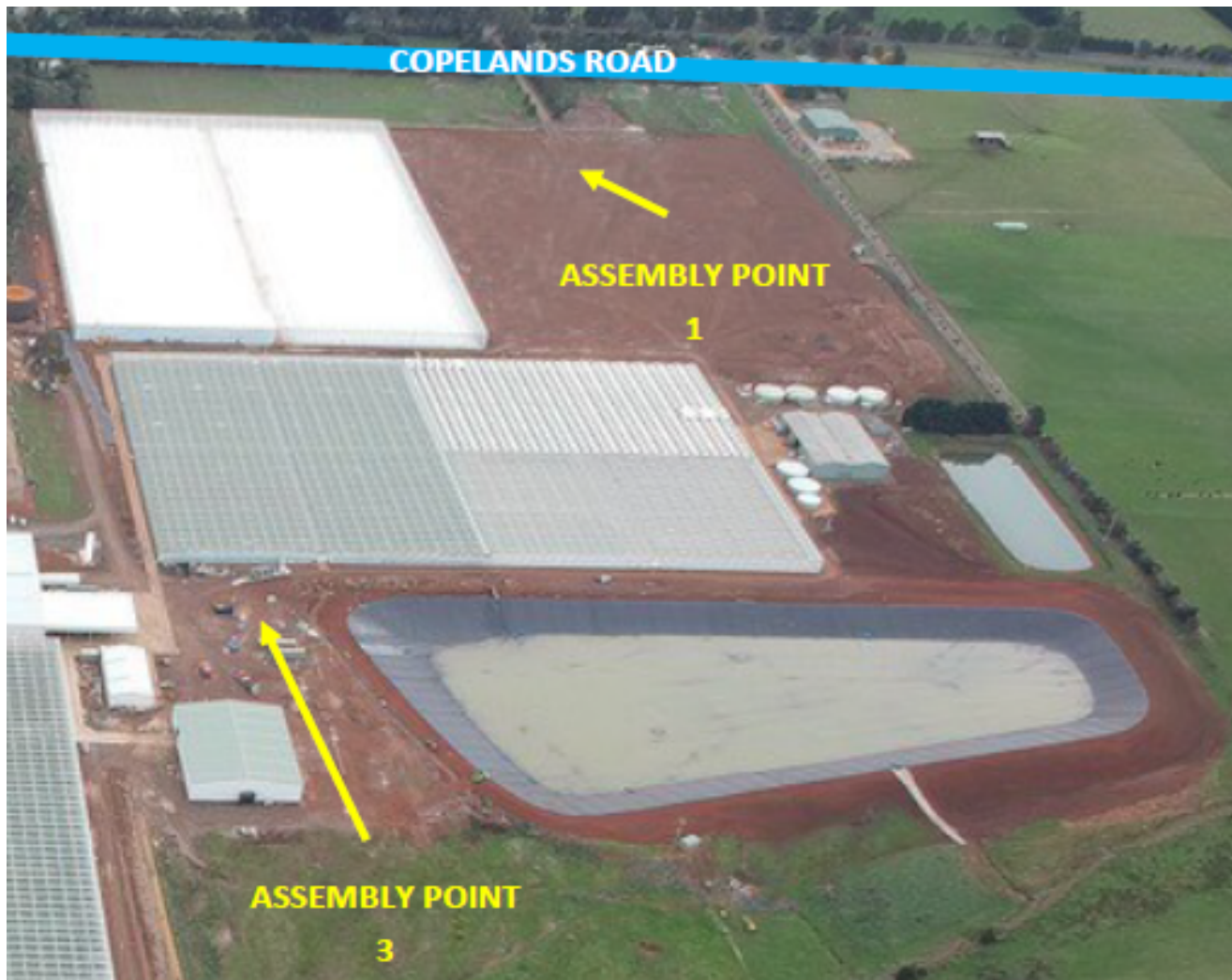
In the event of an Emergency Evacuation, you are required to follow the below procedures:

1. Don't panic!
2. At all times follow the instructions of your 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.



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Evacuation Assembly Area - 318





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Evacuation Assembly Areas - 264





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Whole Farm Evacuation Assembly Areas









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Incident and Injury Reporting

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

All Flavorite Supervisors are First Aid Representatives.

Employees must:

-  Report all incidents and injuries to their nearest Supervisor or Manager 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.



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Employee Absences

If you are absent from work:

- 🍅 Employees must advise their immediate Supervisor/Manager 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/Manager the nature and anticipated period of the absence.



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Employee Absences

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 Manager.

Departures from site:

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



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Payroll and FlavorFind

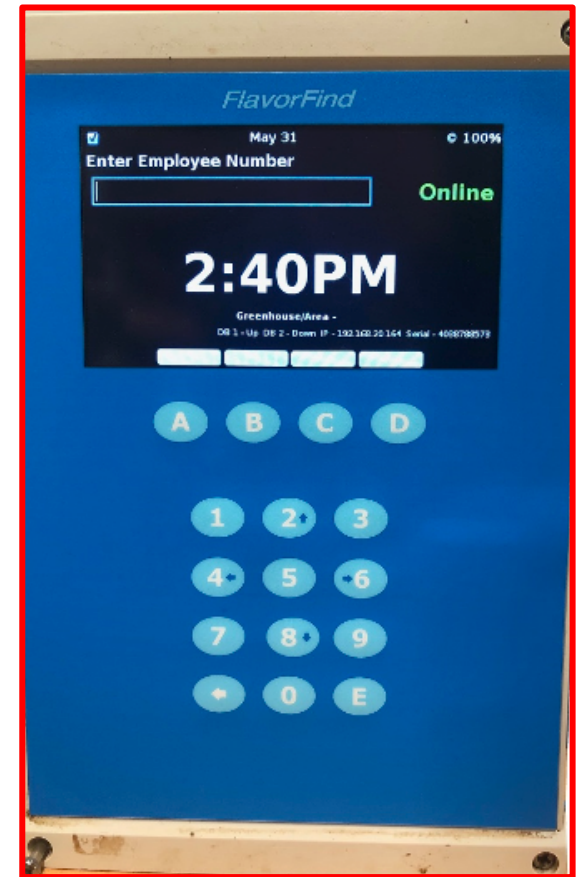
- 🍅 Payroll is processed on fortnightly basis, in arrears.
- 🍅 Payslips are emailed to your nominated email address.
- 🍅 All payroll queries are to be directed to your Supervisor via a Payroll Query Form.



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Payroll and FlavorFind

- 🍅 FlavorFind is Flavorite's time keeping system.
- 🍅 Your Supervisor will teach you how to use FlavorFind on your first day of employment.
- 🍅 All data entered by you must be 100% correct.
- 🍅 You will be given a card containing your personal FlavorFind number.
- 🍅 You must only scan your number. Employees are not permitted to scan for other staff members.





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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 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 your Supervisor.



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Thank you for participating in
Flavorite's Corporate Induction





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Coronavirus

- Do not attend site if you are displaying cold and/or flu symptoms. Phone your supervisor and advise them of your symptoms
- It will be highly likely that you will be required to get a Covid test but your Supervisor will advise you
- If you get tested you must send your negative results to your Supervisor before returning to work
- Hot spots: If you have been to a Covid-19 hot spot you must follow the advice. Do not come into work and phone your Supervisor.
- Please keep up to date with the latest regulations and hot spots at <https://www.dhhs.vic.gov.au/coronavirus>



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

POL001 [Code of Conduct Policy](#)

POL002 [Management & Quality Policy](#)

POL003 [Hygiene Policy](#)

POL004 [Information Technology & Communications Policy](#)

POL005 [Grievance Policy](#)

POL006 [Disciplinary Policy](#)

POL007 [Performance Appraisal & Development Policy](#)

POL008 [Environmental Policy](#)

POL009 [Leave Policy](#)

POL010 [Equity at Work Policy](#)

POL011 [Workplace Health and Safety Policy](#)

POL012 [Injury and Incident Reporting Policy](#)

POL013 [Injury Management & Return to Work Policy](#)

POL014 [Fit for Work Policy](#)

POL015 [Recruitment Policy](#)

POL017 [Social Media 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](#)

POL024 [Workplace Privacy Policy](#)

POL025 [Human Rights Policy](#)



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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](#)