

# **Dames Ltd**

## **Induction Booklet**

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## **Greetings.**

We would like to take this opportunity to welcome you to Dames Ltd. whether you are working in the orchard or the packhouse. We hope you find this booklet (which is reviewed annually) informative.

## **A brief history.**

Growing high quality crops existed for three generations in the family of **Cornelius Antonius Dames** who continued as a horticultural farmer.

Arriving from Beverwijk, Holland he brought with him his adopted skills as an expert bloom grower but soon applied his growing excellence to a new farming type.

Early in 1950 he began growing pip and stone fruits in a richly fertile land belt between [Hastings](#) and [Havelock North](#), New Zealand.

It is our privilege to continue working with the company which today farms over several locations and grows apples, pears, peaches and nectarines on the alluvial soils of the [Hawkes Bay](#) Fruit Bowl.

Jozef H Dames

Mark P Dames

## **Your Management Team.**

|                    |   |
|--------------------|---|
| <b>Jos Dames</b>   | Managing Director                                   |
| <b>Mark Dames</b>  | Director (Eastend Orchards)                         |
| <b>Sally Dames</b> | Packhouse Supervisor/ Orchard Supervisor (Fernhill) |
| <b>Ed Sharp</b>    | Orchard Supervisor (Fernhill)                       |

# The Life Cycle of an Apple Tree.



**Winter Dormancy (Jun-Aug):** As our fruit trees approach winter dormancy to await a new spring, the sap system begins to store nutrients from the leaves into each fruit bud in readiness for the next crop. This period is what causes the leaves to turn yellow and then finally drop to the ground. While the branches on the tree are bare, we prune off the old fruiting wood and allow last season's growth to become the new fruiting sites

## We remove unprofitable varieties, poor blocks and old trees (Winter period):

Once removed, the trees are burned and the ground is prepared for replacement with new tree planting in the orchard each spring.



## Spring (Sep-Oct):



As our fruit trees awake from their [winter dormancy](#) the sap system begins to flow and new shoots emerge. This bloom period of growth occurs during the spring time and accompanies the formation of new fruit flowers. We use bees and other apple varieties to pollinate these flowers which are then carefully tended to become the new season's apple crop

**Growing Fruit (Nov-May):** As the days become longer and the temperatures warm approaching summer, the pollinated flower grows to become fruit. We use this period to control the pests and disease. We also regulate the crop load on the tree (thinning) by removing fruit which will not be top quality. Once the fruit matures (Feb-May) we harvest the crop from the trees ready for transport to the cold stores and pack house



## What Happens to the Fruit?



Fruit is picked in the orchards and placed carefully into bins and is then transported to the packhouse.



Fruit arrives at the packhouse, where a sample is tested for maturity, and is then stored in the coolstore waiting to be packed.



Fruit is removed from the coolstore, packed, palletized, documented and then placed back in the coolstore awaiting for shipment.

Once fruit is packed for a market, everything is rechecked, and all necessary export documentation is completed. Fruit is then placed in containers and trucked to the port for shipping



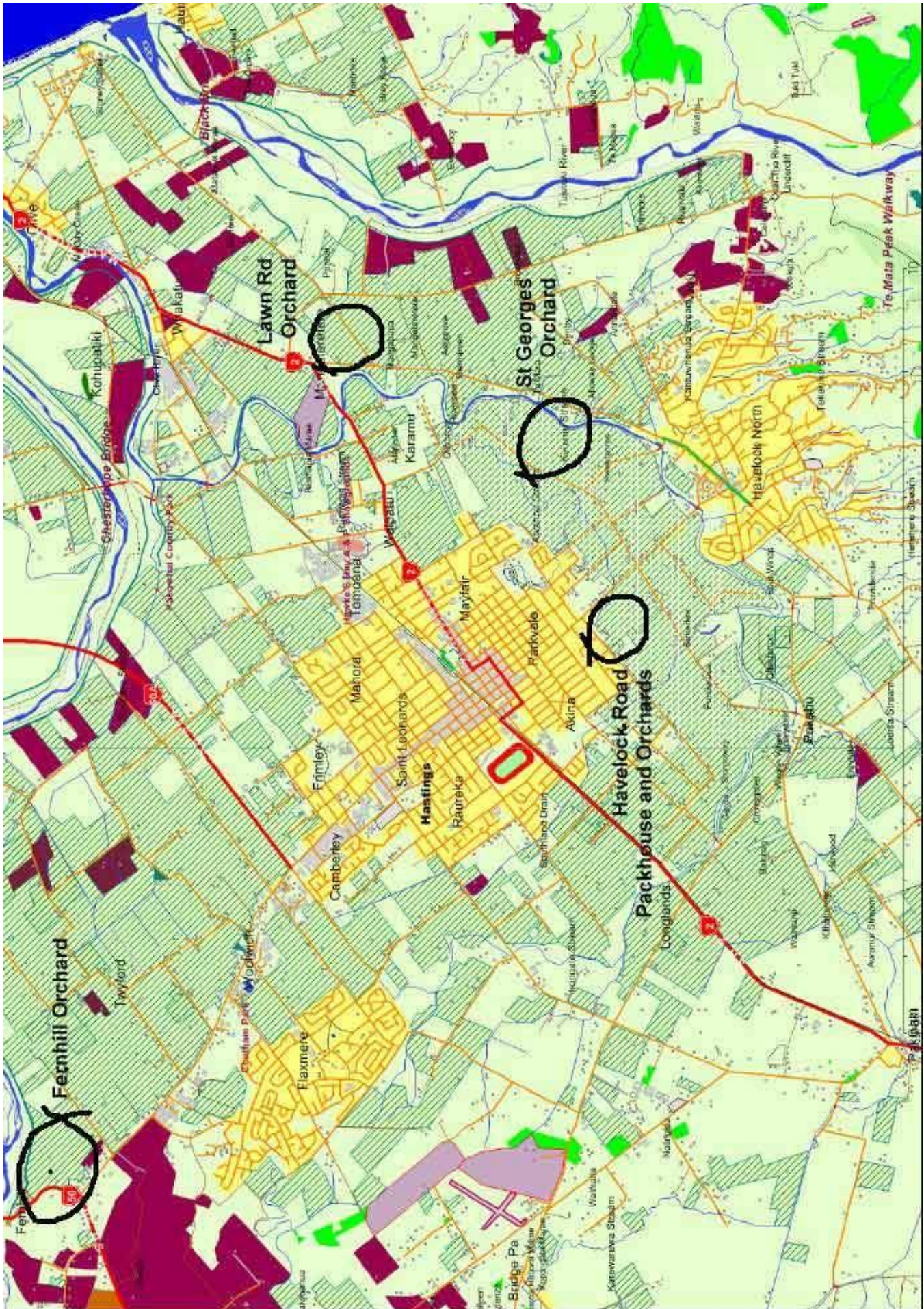
Fruit arrives at the port where it is unloaded from the trucks, loaded onto the ship and travels to its overseas destination.



The fruit is then distributed to outlet stores where we expect it will be of the highest quality and thus resulting in happy customers

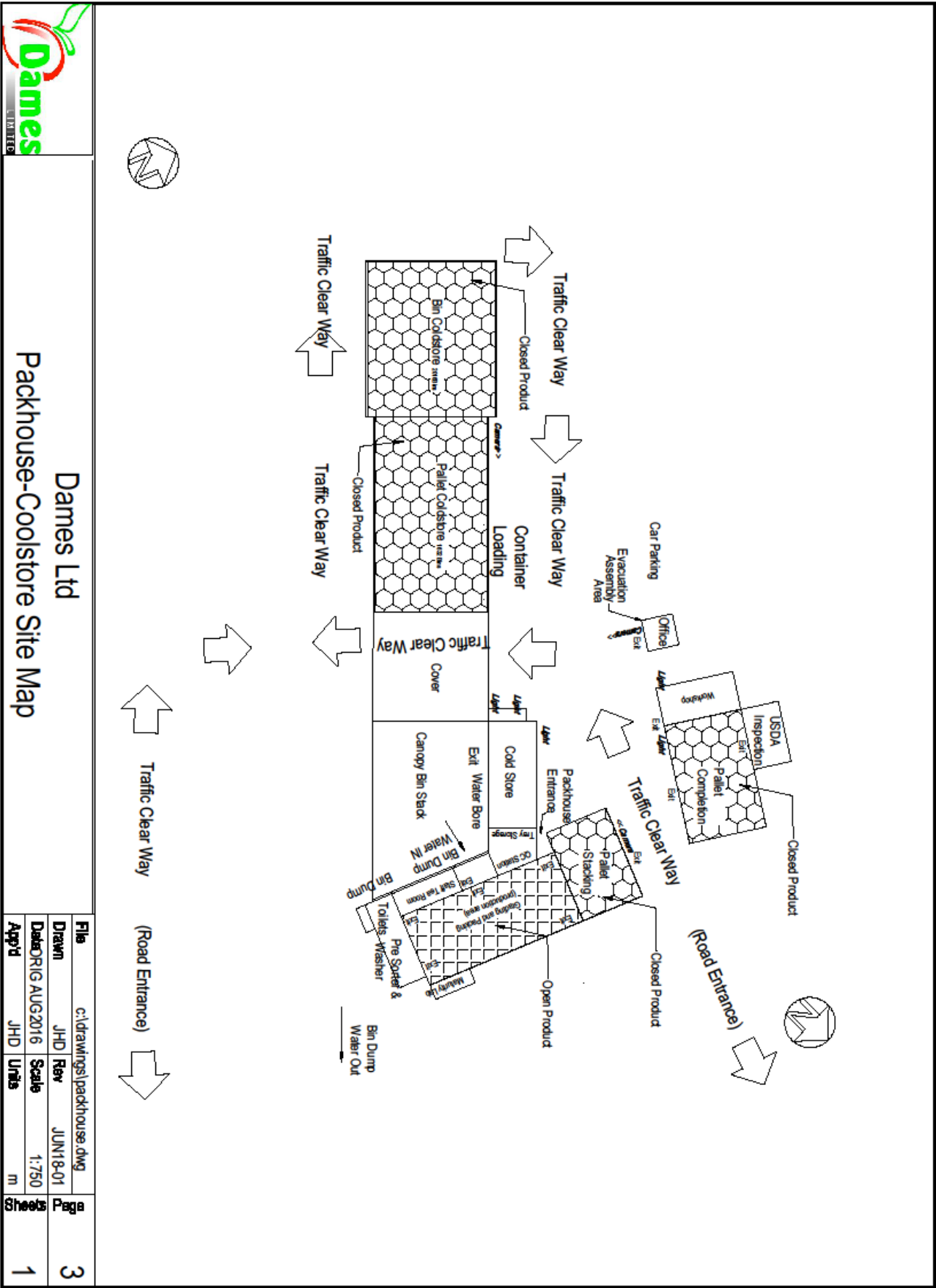


# Dames Ltd Orchard Sites Map.





# Dames Ltd Packhouse Site Plan.



## Details you need to know to start work.

### Personal Details.

Once you have been accepted as an employee of Dames Ltd you must present the manager/supervisor with the following information below so that we can proceed to enter you into the system.

- ☐ Bank account number in your name only with a deposit slip.
- ☐ IRD number.
- ☐ Your full name, address and telephone number.
- ☐ Name, address and telephone number of an emergency contact person (next of kin).

Notification must be given if any of these change

### Hours of Work.

These hours are a general indication of hours worked but can vary from time to time depending on a variety of circumstances. All employees need to be at their respective workstations at the commencement of each work period.

|   |                  |
|---|------------------|
| <b>Orchard work</b> (thinning, picking etc) | 8.00am to 5.00pm |
| Packhouse Work                              | 8.00am to 5.00pm |

Daily morning and afternoon tea breaks (10 minutes) are included in the paid hours. A midday lunch break (30 minutes) is unpaid.

Saturday work may be required depending upon fruit maturity and market requirements.

### Protective Clothing.

Uniforms are issued on commencement of work in the Packhouse and remain the property of Dames Ltd until returned at the end of the employment.

### Picking Buckets.

Picking buckets are issued on commencement of picking and must not be mishandled. These must be returned at the completion of picking or termination of employment.

### Food and Safety Assurance.

We aim to provide a safe, high quality fruit handling service so that the product we deliver to the customer meets their expectations and satisfies all legal and food safety requirements.

### General.

The Dames packhouse and orchard sites are **NON SMOKING**. Eating and drinking is not permitted within the packhouse or production areas.

- ☐ No personal belongings are allowed in the packhouse.
- ☐ All packhouse staff must use the hand sanitizer on entry into the packhouse.
- ☐ Hands must be washed thoroughly after using the toilet.

### Sickness Policy.

If you have any doubts or concerns as to whether you should be working or not due to sickness – in the first instance talk with your immediate supervisor who may refer you to the manager.

Serious illnesses include: diarrhoea, vomiting, influenza, skin infections which cannot be covered, hepatitis A.

## Blood Policy.

All open wounds must **immediately** be brought to the attention of your supervisor so as to ensure the avoidance of the transfer of blood onto fruit or packaging. All wounds must be covered at all times by dressings.

## Plaster Control.

In the packhouse all grazes/ cuts on exposed skin must be covered by a detectable blue strip plaster. Only plasters issued by Dames Ltd are to be worn in the packhouse. These plasters will be issued, recorded and accounted for daily by a member of the Quality Control team. If you should lose this plaster, **immediately** let your supervisor or Quality Controller know.

## Health And Safety.

Dames LTD, as the employer, will do all that is reasonable to prevent personal injury and damage to property and protect all employees from foreseeable work hazards.

You, as an employee, have the opportunity to participate and be involved in ongoing processes for improvement of health and safety in our places of work whilst working with us.

## Safety in the workplace.

All known hazards related to the workplace will be identified at the commencement of employment. Any workplace safety issues you may have must be notified in the first instance to your management team supervisor (see p3).

Each property has a **first aid station** located near the shed area. First aid incidents **MUST** be logged and reported to your management team supervisor.

## Safety Rules.

- ☐ Observe **all** safety signs and procedures.
- ☐ Covered footwear must be worn at all times.
- ☐ Do Not operate any vehicle or machinery without being instructed by the appropriate supervisor.
- ☐ Always operate all vehicles and machinery in a safe and correct manner.
- ☐ Do not remove any safety devices fitted to vehicles or machinery.
- ☐ Report any defective vehicles or machinery to your supervisor immediately.
- ☐ Keep your work area as tidy as possible.
- ☐ Clean up immediately anything soiled or dropped on the floor.
- ☐ Take care at all times.
- ☐ Do not run in the workplace.
- ☐ Report any person endangering the welfare of another person to your supervisor.
- ☐ Lift correctly and not beyond your strength.

## Work Place Rules.

- ☐ Basic personal hygiene and cleanliness is required. Wash hands after using the toilet.
- ☐ No urinating or human excretes in the orchard-USE THE TOILETS.
- ☐ No eating, smoking, spitting whilst handling fruit.
- ☐ Keep all fingernails trim and clean.
- ☐ No Children on the orchard premises.
- ☐ No Dogs allowed on the orchard properties or packhouse areas.
- ☐ No long/loose jewellery/hair permitted.
- ☐ Place ladder feet on firm even ground. So NOT stand on the top step without support.
- ☐ Do NOT overfill picking buckets as this causes fruit bruising.



- ☐ Do NOT bring glass bottles onto the orchard properties.
- ☐ Do NOT harvest fruit into contaminated or dirty bins.

## **Accidents.**

All work related accidents must be reported to your supervisor immediately.

If your work accident is not deemed to be as a result of negligence on the part of the employee and results in no loss of time other than a visit to a doctor, the cost and time taken for the visit will be paid for by Dames Ltd.

If you need time off work following the accident you must obtain a medical certificate from your doctor, hospital, or clinic.

## **Emergency Procedures.**

It is the objective of Dames Ltd to ensure the safe evacuation of all employees in the event of a fire or earthquake.

### **Fire Emergency.**

- ☐ Hit the emergency stop button.
- ☐ Sound the alarm.
- ☐ Leave premises immediately by nearest exit.
- ☐ Report to the appointed assembly area quickly and orderly.
- ☐ Remain there until the supervisor has given the all clear.

### **Earthquake Emergency.**

- ☐ Hit the emergency stop button.
- ☐ Place yourself in a safe position (i.e. under a door frame under a tray filler) and wait until all shaking has stopped.
- ☐ Report to the appointed assembly area quickly and orderly once the shaking has stopped.
- ☐ Remain there until the supervisor has given the all clear.

## **Serious Harm Procedures.**

In the case of serious harm, injury or illness, please follow the steps outlined below:

- ☐ Attend to the victim if it is safe.
- ☐ Stop work within that area.
- ☐ Block off the area and do not enter unless instructed.
- ☐ Do not disturb or remove anything from the scene of the accident.
- ☐ Notify the supervisor.
- ☐ Notify appropriate emergency services and OSH immediately.
- ☐ Contact next of kin or person nominated by employee.

## **Code of Conduct.**

To ensure a safe and happy working environment for all employees, the rules of conduct must be followed at all times.

## **Investigative Procedures.**

In the event of allegations of misconduct Dames Ltd will conduct an investigation to establish the veracity of that information.

At the conclusion of the investigation:

- ☐ If the employer determines that misconduct is not proven then no further action will be taken.
- ☐ If the employer determines that misconduct is proven, then the appropriate provisions of the Disciplinary Procedure will apply.
- ☐ In the case of alleged serious misconduct the employee(s) may be stood down without deduction from wages and be required to be available for discussion. A stand down is not a disciplinary measure.

## **Disciplinary Procedures.**

In cases of serious misconduct, an employee will be liable to dismissal without notice.

In circumstances where the employer determines that dismissal without notice is not appropriate the employee may be given a final warning that any further case of misconduct may result in dismissal without notice.

Less serious misconduct or unsatisfactory work performance will be subject to the following warning procedure.

**First occasion** – A written warning will be given.

**Any second occasion** – A final written warning will be given referring to the earlier warning and making it clear that any further misconduct or unsatisfactory work performance may result in termination with notice.

**Any third occasion** – Termination with notice.

If an employee has already received a warning, any subsequent disciplinary action may relate to dissimilar types of conduct.

## **Misconduct/Poor Behaviour.**

The following are examples of types of behaviour considered to be misconduct. Any breach will be dealt with under the progressive warning system.

Warnings are not limited to the repetition of the same offence, but may apply to any incident of misconduct:

- ☐ Misuse of company property.
- ☐ Leaving an assigned place of work without authority.
- ☐ Preventing, or interfering with another worker from carrying out their work function.
- ☐ Unauthorised absence from work.
- ☐ Continual lateness.
- ☐ Lack of application to an assigned task.
- ☐ Failing to report any accident or observe safety rules.
- ☐ Eating or drinking in the packhouse.
- ☐ Use of mobile phones during work hours.

## **Serious Misconduct.**

The following actions are Serious Misconduct and are grounds for instant dismissal:

- ☐ Refusing to obey reasonable instructions from your employer/supervisor.
- ☐ Walking off the job without lawful cause.
- ☐ Falsifying employee records.
- ☐ Wilfully or negligently acting in a manner that seriously affects quality or product safety.
- ☐ Violence, either verbal or physical, against other persons while at your employer's place of work.
- ☐ Bringing alcohol or drugs for consumption/supply or being under the influence of alcohol or drugs at your employer's place of work and/or premises.
- ☐ The employee aggrese to the employer's right to screen employee's and their personal property whilst on the employer's premises. Detection of any illegal substance by such screening shall be deemed as substantive evidence for serious misconduct.
- ☐ At the work place, being in possession of your employer's or another employee's property without proper authorisation.

- ☐ Misuse of the internet or downloading off the internet of any offensive materials.
- ☐ Sleeping on the job during working hours.
- ☐ Gambling on the premises.
- ☐ Smoking at the packhouse site and inside company buildings.
- ☐ Any action which will cause company/operational deregistration by certifying bodies.
- ☐ Wilful damage of company property.

## **Employment Resolution Process.**

### **Personal grievances.**

If you feel you have grounds for raising a personal grievance against Dames Ltd. (e.g. unjustifiable disadvantage, discrimination, sexual or racial harassment) then you must do so within 90 days of the action occurring.

If you have a problem then let your supervisor/manager know immediately, so that they can try to resolve it with you.

If you would like to have a support person in attendance we are happy to work with both of you to sort through the information to reach a satisfactory solution.

If you are not happy with our response then you can contact Mediation Services for free assistance on 0800 800 863.

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority for assistance.

## **Miscellaneous.**

### **Tea Room.**

Dames Ltd will provide tea, coffee, milk and sugar for packhouse staff.

Milk is provided as a mixer and not for consumption on its own.

Drinking cups/mugs taken away from this area must be returned at the end of each break **without fail!**

Picking staff are not permitted to use the tea room during Packhouse breaks.

### **Carparking.**

During harvest and thinning, cars will be parked as per the instruction of the supervisor.

Packhouse car parking will be either off the end of the granny smith trees alongside the office or at the road side.

### **Personal Property.**

Lockers are available for packhouse staff and Dames Ltd accepts no liability for personal property in the workplace.

### **Smoking.**

Smoking is not permitted in or near the packhouse, coolstore or storage shed.

### **Technological Change.**

The methods used to perform certain tasks are changing constantly and management reserves the right to introduce new work methods or equipment.

## **Timesheets.**

Timesheets are required for hourly paid employees. Staff timesheet hours are recorded by the shift supervisor.

All hourly paid employees must check in and out each day and notify the supervisor when leaving the work site during working times. Wages will be processed for the following Wednesday. Failure to check in and out with the supervisor may result in being recorded as absent from work. NB. Lunch breaks are not included in daily hours worked.

## **Phone Use.**

No employee shall answer a work phone unless requested to do so by the supervisor.

Employee personal calls from a work place phone require supervisor authorisation and are not permitted during working hours.

No calls to mobile phones or toll calls may be made from a work phone.

Mobile phones must be turned off during work hours. In the packhouse, these must be left with your personal possessions.

Incoming personal messages received at the office will be passed on to the employee at the earliest possible convenience.

All computers are off limits to employees unless instructed by a supervisor.

## **Private Property.**

All houses on all orchards are private property and no employee is permitted near these at any time. All enquiries should be referred to your supervisor or the office at 229 Havelock Road.

## **Thank You.....**

At all times we trust that you will show courtesy and consideration to others. Consider how your actions might affect them. Treat them the way you want to be treated yourself.

We hope your time with us will be remembered with happy thoughts.



## **Notes.**