



EMPLOYEE DETAILS

Last Name: Address:
 Given Names: Postcode
 Phone Number: Mobile Number:
 Tax File Number: Date of Birth
 Email Address:..... Gender: Male / Female
(This email address is where your payslips and other payroll documents will be sent to you.)

PLEASE FILL IN THE FOLLOWING INFORMATION IF YOU ARE NOT AN AUSTRALIAN CITIZEN:

Passport Number: Expiry Date:
 Visa Number & Class: Expiry Date:
 Visa Subclass & Number: Work Condition:

BANKING DETAILS

Banking Institution: B.S.B. No:
 (must be 6 digits)
 Account Name: Account No:

SUPERANNUATION

Please indicate your preferred Superannuation fund:

Name of Fund: Membership No :.....
 Do you want us to give your Tax File Number to your Super Fund? Yes No

* If no superannuation fund is nominated above, an account will automatically be set up with our default superannuation fund BTSuper

EMERGENCY CONTACT DETAILS

Name: Phone No:
 Relationship to you: Mobile No:
 Do you have any medical condition that you need to alert us of? Yes No
 Do you have any allergies to food, medicines or substances? Give details below. Yes No

Please provide any information that will assist should this medical condition / allergy occur:

I affirm that the information provided herein is true and correct

Signature : Date:

OFFICE USE ONLY

Payroll Number: Rate :.....
 Commencement Date:..... Terms: F/T P/T Casual

Swipe Card Issued	<input type="checkbox"/> No: _____	Super details received	<input type="checkbox"/>
TFN Received	<input type="checkbox"/>	Passport/Visa sighted (if applicable)	<input type="checkbox"/>



Please also supply:

1. Copy of Photo ID – For non – residents this must be a Passport
2. Copy of any VEVO (Visa Entitlement Verification Online) forms showing eligibility to work in Australia for non residents



Casual Position Contract

Dear _____

Casual Position – Contract

I have great pleasure in confirming the following offer of employment on behalf of Carter & Spencer Pty Ltd.

Your signature and initials indicate that you agree to the conditions set out in this contract.

Position Title: Casual Packing Personnel

Starting Date:

Employment

Category: Seasonal Casual/Casual

Please note: As a casual employee you will be employed on an hour by hour basis.

Employment conditions: As a casual employee, you are engaged on an hourly basis for variable shift lengths.

The ordinary hours of work prescribed may be worked on any given day within the week, Saturday to Friday inclusive and all hours are paid at ordinary time rates.

You are employed under the Horticulture Award 2010 and by signing this contract you are agreeing to the terms and conditions outlined in this Award.

7 May 2017

Task Details: Employees within each classification are to perform a wider range of duties including work which is incidental or peripheral to their main tasks or functions.

An employer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence provided that such duties are not designed to promote deskilling.

Please Note: Other duties may be assigned as directed by the Supervisors or another person as nominated by Supervisors.

Hourly Rate: _____

Your salary will be paid weekly.

Rate Increases: As this contract is aligned with the Fairwork Commission, any hourly rate increase will only occur when increases are made by the Commission and to the rate they specify.

Accountability: You shall be accountable to the Supervisors.

Please Note: We may nominate another supervisor from time to time.

Annual Leave: The Annual Leave component is paid as part of your hourly rate.

Sick Leave: the sick leave component is paid as part of your hourly rate.

Other Entitlements:

Please Note: Statutory changes in entitlements including wage alterations may be paid to you as they occur.

Superannuation: If your salary reaches the appropriate threshold then the current employer contribution will be paid to a nominated account.

Confidentiality

1. Except in the course of your duties, you will not during your employment, or at any time after ceasing to be employed (howsoever this may occur) disclose to any other person (without previous consent in writing by the Employer) either directly or indirectly, any confidential information relating to the Employer of which you became possessed whilst employed by the Employer, nor use any such confidential information in any manner which may cause or be calculated to cause injury or loss to the employer. Without limiting the generality of the foregoing, the Employer's confidential information shall include information which the Employer directs you to treat as confidential and shall include (but not be limited to) the Employer's debtor list, profit and loss documents, client lists, client cards, job orders, employee availability lists, telephone contact lists, employee forms of any kind and the employee's, principal's or other employee's consultation diaries.

2. At any time on the request of the Employer, you will immediately deliver up to the Employer all documents, which are prepared by or on behalf of the Employer and which are in your care, custody, or control, and all other property belonging to the Employer.

Without limiting the generality of the foregoing, documents shall include those documents relating to the confidentiality clause (part 1) hereof.

Restraints

In the event that your employment under this contract is terminated either by yourself or by the Employer, you shall not:

(a) For a period of 12 months after the date of termination if employment under this agreement, canvas, solicit, interfere with or entice away any person, firm or company who shall at any time during the continuance of your employment hereunder, have been in the habit of being a client or employee of Carter & Spencer Group.

Twelve months is the default period of time unless deemed too restrictive by a court of law exercising relevant jurisdiction and the clause is severable from this Agreement. If deemed too restrictive the default period of time may be reduced to 9, 6, 3 or 1 months by a decision of a court of law exercising relevant jurisdiction.

Carter & Spencer Group Company Rules

You must observe and comply with all policies and procedures of the Company. The Employer is entitled from time to time to amend, cancel, or introduce such policies and procedures, as it considers necessary.

Termination of Employment

As this is a casual position, termination of employment can occur after a minimum set of hours has been worked, or immediately for a summarily dismissible offence.

To signify your acceptance of the contract and all of the stipulated conditions of employment, please sign the original copy of this document and return it to me. The other copy is for your records.

I take this opportunity to welcome you to our Company and look forward to working with you.

Yours sincerely,

Brendan Starr
Site Manager

I agree to the conditions set out in this document and the attached job description, and have signed below and initialed each page to indicate my understanding.

Signature:

Date:

7 May 2017


IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS


Find out more about your workplace entitlements and obligations during the impact of coronavirus at coronavirus.fairwork.gov.au

Employees in Australia have entitlements and protections at work, under:

FAIR WORK LAWS	AWARDS	ENTERPRISE AGREEMENTS	EMPLOYMENT CONTRACTS
<ul style="list-style-type: none"> minimum entitlements for all employees includes the National Employment Standards 	<ul style="list-style-type: none"> set minimum pay and conditions for an industry or occupation cover most employees in Australia 	<ul style="list-style-type: none"> set minimum pay and conditions for a particular workplace negotiated and approved through a formal process 	<ul style="list-style-type: none"> provide additional conditions for an individual employee can't reduce or remove minimum entitlements

Find your award at www.fairwork.gov.au. Check if your workplace has an enterprise agreement at www.fwc.gov.au/agreements

 **CASUAL EMPLOYEES** If you are a casual employee, you also need to be given the Casual Employment Information Statement when you start work. Visit www.fairwork.gov.au/ceis for more information.

 **PAY** Your minimum pay rates are in your award or enterprise agreement. If there is no award or agreement for your job, you must get at least the National Minimum Wage. **You can't agree to be paid less.** Minimum pay rates are usually updated yearly. Find out what you should get at www.fairwork.gov.au/minimum-wages

NATIONAL MINIMUM WAGE FROM 1 JULY 2021	\$20.33/hour full-time or part-time	\$25.41/hour casual	Use our free calculators to check your pay, leave and termination entitlements at: www.fairwork.gov.au/pact
<p>This is the adult minimum rate for employees with no award or enterprise agreement. Lower rates may apply to juniors, apprentices and employees with disability.</p>			

NATIONAL EMPLOYMENT STANDARDS

These are minimum standards for all employees. Rules and exclusions may apply. **Your award or agreement may provide more.** Find more information on the National Employment Standards at www.fairwork.gov.au/NES

	Full-time and part-time employees	Casual employees
Annual leave	✓ 4 weeks paid leave per year (pro rata for part-time employees) + 1 week for eligible shift workers	✗
Personal leave (sick or carer's leave)	✓ 10 days paid leave per year (pro rata for part-time employees)	✗
Carer's leave	✓ 2 days unpaid leave per permissible occasion (if no paid personal leave left)	✓ 2 days unpaid leave per permissible occasion
Compassionate leave	✓ 2 days paid leave per permissible occasion	✓ 2 days unpaid leave per permissible occasion
Family & domestic violence leave	✓ 5 days unpaid leave per 12 months	✓ 5 days unpaid leave per 12 months
Community service leave • Jury service	✓ 10 days paid leave with make-up pay + unpaid leave as required	✓ Unpaid leave as required
• Voluntary emergency management activities	✓ Unpaid leave as required to engage in the activity	✓ Unpaid leave as required to engage in the activity
Long service leave	✓ Paid leave (amount and eligibility rules vary between states and territories)	* Varies between states and territories
Parental leave eligible after 12 months employment	✓ 12 months unpaid leave - can extend up to 24 months with employer's agreement	✓ 12 months unpaid leave for regular and systematic casuals - can extend up to 24 months with employer's agreement
Maximum hours of work	✓ Full-time employees – 38 hours per week + reasonable additional hours Part-time and casual employees – 38 hours or employee's ordinary weekly hours (whichever is less) + reasonable additional hours	
Public holidays	✓ A paid day off if you'd normally work. If asked to work you can refuse, if reasonable to do so	✓ An unpaid day off. If asked to work you can refuse, if reasonable to do so
Notice of termination	✓ 1-5 weeks notice (or pay instead of notice) based on length of employment and age	✗
Redundancy pay eligible after 12 months employment	✓ 4-16 weeks pay based on length of employment (some exclusions apply)	✗
Casual conversion	✗	✓ The right to become a full-time or part-time employee in some circumstances

IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS



FLEXIBILITY

After 12 months employment, you can make a written **request for flexible working arrangements** if you're 55 or over, a carer, have a disability, are experiencing violence from a family member (or are supporting a family or household member who is), or are the parent of, or have caring responsibilities for, a child of school age or younger. This includes employees returning from parental or adoption leave asking to work part-time to care for the child. Your employer must respond in writing within 21 days. They can only say no on reasonable business grounds.

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice – it can't be a condition of employment – and it must leave you better off overall. Find out more at:

www.fairwork.gov.au/flexibility

DID YOU KNOW?

You can create a free My account to save your workplace information in one place at:
www.fairwork.gov.au/register

You can find free online courses to help you start a new job or have difficult conversations at work, visit:
www.fairwork.gov.au/learning

The **Record My Hours app** makes it quick and easy to record the hours you work. It's free on the App Store and Google Play.



ENDING EMPLOYMENT

When your employment ends, your final pay should include all **outstanding entitlements**, such as wages and unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. To check if notice is required and what should be in your final pay visit:

www.fairwork.gov.au/ending-employment

If you think your **dismissal was unfair** or unlawful, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more at:

www.fairwork.gov.au/termination



PROTECTIONS AT WORK

All employees have protections at work. You can't be treated differently or worse because you have or exercise a workplace right, for example, the right to request flexible working arrangements, take leave or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You also have protections when temporarily absent from work due to illness or injury, from discrimination, bullying and harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more at:

www.fairwork.gov.au/protections



AGREEMENT MAKING

Enterprise agreements are negotiated between an employer, their employees, and any employee representatives (e.g. a union). This process is called 'bargaining' and has to follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit:

www.fwc.gov.au/agreements



TRANSFER OF BUSINESS

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within three months to do the same (or similar) job, some of your entitlements might carry over to the new employer. This may happen if, for example, the business is sold or work is outsourced. Find out more at:

www.fairwork.gov.au/transfer-of-business



RIGHT OF ENTRY

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent, or to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder, their organisation and your employer. Find out more at:

www.fwc.gov.au/entry-permits

WHO CAN HELP?

FAIR WORK OMBUDSMAN

- information and advice about pay and entitlements
- free calculators, templates and online courses
- help resolving workplace issues
- enforces workplace laws and seeks penalties for breaches of workplace laws.

www.fairwork.gov.au - 13 13 94

FAIR WORK COMMISSION

- hears claims of unfair dismissal, unlawful termination, bullying, discrimination or 'adverse action' at work
- approves, varies and terminates enterprise agreements
- issues entry permits and resolves industrial disputes.

www.fwc.gov.au - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.
www.abcc.gov.au - 1800 003 338



CARTER & SPENCER FAIR WORK INFORMATION STATEMENT

I have received a copy of the
Fairwork Ombudsman's "Fair Work information Statement".

Please tick 'one only' of the following and return it to your Supervisor within 7 days of receiving the Manual.

I have read and understand the Fair Work Information Statement.

I have read the Fair Work Information Statement and have some queries, which I will contact my Supervisor about within 7 working days of receiving the handout.

.....
Signed:

.....
Date:

IMPORTANT: New casual employees also need to be given the Fair Work Information Statement. Visit www.fairwork.gov.au/fwis for more information.

? Who is a casual employee?

From 27 March 2021, changes to workplace laws relating to casual employees mean that you are a casual employee if:

- you are offered a job
- the employer makes **no firm advance commitment** that the work will continue indefinitely with an agreed pattern of work
- you accept the offer knowing that there is **no firm advance commitment** and become an employee.

Whether you're a casual employee is assessed **at the time** you are offered and accept the job.

> No firm advance commitment

To work out if your employer made **no firm advance commitment** when offering you the job, only 4 factors are to be considered. They are whether:

- your employer can choose to offer you work and it's your choice whether to work or not
- you'll be offered work when the employer needs you to work
- your employment is described as casual
- you'll be paid a casual loading or a specific pay rate for casual employees.

A regular pattern of work doesn't automatically mean you're permanent (full-time or part-time).

Find out more about casual employment at www.fairwork.gov.au/casual

📅 Becoming a permanent employee (casual conversion)

As a casual employee, you have the right to become a permanent (full-time or part-time) employee in some circumstances. This is known as 'casual conversion'.

> Small businesses

If you are employed by a small business (fewer than 15 employees), your employer does not have to offer you casual conversion, but you can make a request to your employer if you meet the requirements for making a request (see table below). Unlike employees who work for a business with 15 or more employees, you don't have to wait until 27 September 2021 before you can make a request. Find out more information about what a small business employer is and the rules for making a request at www.fairwork.gov.au/casualconversion

> Other businesses

If you work for a business with 15 or more employees, the rules about offers and requests for casual conversion are:

OFFERS	REQUESTS
<p>Your employer must offer you permanent employment if:</p> <ul style="list-style-type: none"> • you've been employed by them for 12 months • you've worked a regular pattern of hours for at least the last 6 months on an ongoing basis, and • your regular hours could continue as a permanent employee without significant changes. <p>Your employer needs to make the offer to you in writing by 27 September 2021 or within 21 days after your 12-month anniversary, whichever is later. You have to respond to the offer in writing within 21 days after the offer is given to you.</p> <p>Your employer doesn't have to offer you casual conversion if:</p> <ul style="list-style-type: none"> • there are reasonable grounds for them not to, or • you are not eligible. 	<p>After 27 September 2021 you can make a request to your employer to become a permanent employee if:</p> <ul style="list-style-type: none"> • you've been employed by them for at least 12 months • you've worked a regular pattern of hours in the last 6 months on an ongoing basis • your regular hours could continue as a permanent employee without significant changes • you haven't refused a previous offer to become a permanent employee in the last 6 months • your employer hasn't told you in the last 6 months that they won't offer you casual conversion on reasonable grounds, and • your employer hasn't already refused a request from you to become a permanent employee based on reasonable grounds in the last 6 months.

OFFERS (continued)

If this applies, they have to tell you in writing.

If you were already working for the employer as a casual employee on 27 March 2021, your employer needs to assess whether they need to make you an offer for casual conversion before 27 September 2021. If you meet the requirements, they need to offer you permanent employment within 21 days of making the assessment.

If you don't meet the requirements because you haven't been employed for 12 months, your employer needs to tell you that in writing in the same timeframe (but by no later than 27 September 2021).

REQUESTS (continued)

You need to make the request in writing. You can make the request from 21 days after your 12-month anniversary. Your employer has to respond within 21 days. Your employer can only say no after consulting you, and only if there are reasonable grounds. They have to tell you in writing.

If your employer refuses a request on reasonable grounds, you won't be able to make another request for 6 months. You'll need to meet the requirements to make another request.

> Casual conversion requirements

Find out more about requirements that apply to offers and requests to be a permanent employee, including rules about timeframes, making the offer or request in writing and responding in writing, and what counts as reasonable grounds, at www.fairwork.gov.au/casualconversion



What if there is a disagreement?

If you and your employer have a disagreement about casual conversion, there are steps you can take to help resolve it:

- **If you're covered by an award, agreement or employment contract with a process for dealing with disputes** relating to the National Employment Standards, you need to follow that process.
- If **not**, you need to try to resolve the disagreement directly with your employer first. If you aren't able to resolve it, you can refer your dispute to the Fair Work Commission.

You can also seek help from the Federal Circuit Court (including the small claims court) if your dispute is about whether:

- you meet the requirements for your employer to make an offer to you to become a permanent employee
- you meet the requirements to make a request to your employer for casual conversion
- your employer has reasonable grounds to not offer or agree to your request for casual conversion.

You can have someone to support or represent you through the dispute process (which could include a union entitled to represent you).

Get help with conversations: Find free online courses to help you have conversations at work (including about casual conversion) at www.fairwork.gov.au/learning

WHO CAN HELP?

The Fair Work Ombudsman, Fair Work Commission and Australian Building and Construction Commission can help:

FAIR WORK OMBUDSMAN

- provides information and advice about your rights as a casual employee, including casual conversion entitlements
- gives information and advice about pay and entitlements
- has free calculators, templates and online courses
- helps resolve workplace issues
- enforces workplace laws and seeks penalties for breaches of workplace laws.

www.fairwork.gov.au - 13 13 94

FAIR WORK COMMISSION

- deals with disputes about casual conversion (if you are not able to resolve them directly with your employer)
- can deal with your dispute through mediation, conciliation, making a recommendation or expressing an opinion
- if you and your employer agree, can deal with your dispute through arbitration (making a binding decision).

www.fwc.gov.au - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.

www.abcc.gov.au - 1800 003 338

CASUAL EMPLOYMENT INFORMATION STATEMENT

I (*Name*) have received a copy of

the Casual Employment Information Statement on (*Date*).

.....

(*Signature*)

.....

(*Date*)

Excerpt From the Horticultural Award 2010

This document constitutes notification as required under this section of the award.

10.5 Right to request casual conversion

[10.5 inserted by PR700572 ppc 01Oct18]

- (a) A person engaged by a particular employer as a regular casual employee may request that their employment be converted to full-time or part-time employment.
- (b) A regular casual employee is a casual employee who has in the preceding period of 12 months worked a pattern of hours on an ongoing basis which, without significant adjustment, the employee could continue to perform as a full-time employee or part-time employee under the provisions of this award.
- (c) A regular casual employee who has worked equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to full-time employment.
- (d) A regular casual employee who has worked less than equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to part-time employment consistent with the pattern of hours previously worked.
- (e) Any request under this subclause must be in writing and provided to the employer.
- (f) Where a regular casual employee seeks to convert to full-time or part-time employment, the employer may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the employee.
- (g) Reasonable grounds for refusal include that:
 - (i) it would require a significant adjustment to the casual employee's hours of work in order for the employee to be engaged as a full-time or part time employee in accordance with the provisions of this award – that is, the casual employee is not truly a regular casual employee as defined in paragraph (b);
 - (ii) it is known or reasonably foreseeable that the regular casual employee's position will cease to exist within the next 12 months; Horticulture Award 2010 14 MA000028
 - (iii) it is known or reasonably foreseeable that the hours of work which the regular casual employee is required to perform will be significantly reduced in the next 12 months; or
 - (iv) it is known or reasonably foreseeable that there will be a significant change in the days and/or times at which the employee's hours of work are required to be performed in the next 12 months which cannot be accommodated within the days and/or hours during which the employee is available to work.
- (h) For any ground of refusal to be reasonable, it must be based on facts which are known or reasonably foreseeable.
- (i) Where the employer refuses a regular casual employee's request to convert, the employer must provide the casual employee with the employer's reasons for refusal in writing within 21 days of the request being made. If the employee does not accept the employer's refusal, this will constitute a dispute that will be dealt with under the dispute resolution procedure in clause 9. Under that

procedure, the employee or the employer may refer the matter to the Fair Work Commission if the dispute cannot be resolved at the workplace level.

(j) Where it is agreed that a casual employee will have their employment converted to full-time or part-time employment as provided for in this clause, the employer and employee must discuss and record in writing:

(i) the form of employment to which the employee will convert – that is, full-time or part-time employment; and

(ii) if it is agreed that the employee will become a part-time employee, the matters referred to in clause 10.3(c) (k) The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.

(l) Once a casual employee has converted to full-time or part-time employment, the employee may only revert to casual employment with the written agreement of the employer.

(m) A casual employee must not be engaged and re-engaged (which includes a refusal to re-engage), or have their hours reduced or varied, in order to avoid any right or obligation under this clause.

(n) Nothing in this clause obliges a regular casual employee to convert to full-time or part-time employment, nor permits an employer to require a regular casual employee to so convert.

(o) Nothing in this clause requires an employer to increase the hours of a regular casual employee seeking conversion to full-time or part-time employment.

(p) An employer must provide a casual employee, whether a regular casual employee or not, with a copy of the provisions of this subclause within the first 12 months of the employee's first engagement to perform work. In respect of casual employees already employed as at 1 October 2018, an employer must Horticulture Award 2010 MA000028 15 provide such employees with a copy of the provisions of this subclause by 1 January 2019.

(q) A casual employee's right to request to convert is not affected if the employer fails to comply with the notice requirements in paragraph (p).



Pre-existing Injury and Medical Condition Declaration.

Under the *Workers Compensation and Rehabilitation and Other Legislation Amendment Act 2013*, prospective workers must disclose their medical history when requested. This includes pre-existing injuries and medical conditions.

False or misleading information supplied in this document may mean the prospective worker is not entitled to compensation or damages for any event that aggravates the pre-existing injury or medical condition.

Position (*Name of position being recruited for*): _____

Description of Duties & Environment Involved with the Position: _____

Prospective Worker Declaration (tick one):

I do not have any pre-existing injuries or medical conditions that may be affected or aggravated by performing the duties of this position.

I do have pre-existing injuries or medical conditions that may be affected or aggravated by performing the duties of this position.
Please give details of the pre-existing injuries or medical conditions:

Prospective Worker Consent:

As permitted under the *Workers Compensation and Rehabilitation and Other Legislation Amendment Act 2013*, I give my permission for the Carter & Spencer Group (the Prospective Employer), to obtain my injury history and records from Workcover Queensland.

Name: _____ Date: _____

Signature: _____

Tax file number declaration

Information you provide in this declaration will allow your payer to work out how much tax to withhold from payments made to you.

— This is not a TFN application form.
To apply for a TFN, go to ato.gov.au/tfn

! Terms we use

When we say:

- **payer**, we mean the business or individual making payments under the pay as you go (PAYG) withholding system
- **payee**, we mean the individual being paid.

Who should complete this form?

You should complete this form before you start to receive payments from a new payer – for example:

- payments for work and services as an employee, company director or office holder
- payments under return-to-work schemes, labour hire arrangements or other specified payments
- benefit and compensation payments
- superannuation benefits.

! You need to provide all information requested on this form. Providing the wrong information may lead to incorrect amounts of tax being withheld from payments made to you.

! You don't need to complete this form if you:

- are a beneficiary wanting to provide your tax file number (TFN) to the trustee of a closely held trust. For more information, visit ato.gov.au/trustsandtfnwithholding
- are receiving superannuation benefits from a super fund and have been taken to have quoted your TFN to the trustee of the super fund
- want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093)
- want to claim a zone, overseas forces or invalid and invalid carer tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093).

> For more information about your entitlement, visit ato.gov.au/taxoffsets



Section A: To be completed by the payee

Question 1

What is your tax file number (TFN)?

You should give your TFN to your employer only after you start work for them. Never give your TFN in a job application or over the internet.

- ⊖ We and your payer are authorised by the *Taxation Administration Act 1953* to request your TFN. It's not an offence not to quote your TFN. However, quoting your TFN reduces the risk of administrative errors and having extra tax withheld. Your payer is required to withhold the top rate of tax from all payments made to you if you do not provide your TFN or claim an exemption from quoting your TFN.

How do you find your TFN?

You can find your TFN on any of the following:

- your income tax notice of assessment
- correspondence we send you
- a payment summary your payer issues to you.

If you have a tax agent, they may also be able to tell you.

If you still can't find your TFN, you can:

- phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you phone or visit us, we need to know we are talking to the correct person before discussing your tax affairs. We will ask you for details only you, or your authorised representative, would know.

You don't have a TFN

If you don't have a TFN and want to provide a TFN to your payer, you will need to apply for one.

For more information about applying for a TFN, visit ato.gov.au/tfn

You may be able to claim an exemption from quoting your TFN.

Print X in the appropriate box if you:

- have lodged a TFN application form or made an enquiry to obtain your TFN. You now have 28 days to provide your TFN to your payer, who must withhold at the standard rate during this time. After 28 days, if you haven't given your TFN to your payer, they will withhold the top rate of tax from future payments
- are claiming an exemption from quoting a TFN because you are under 18 years of age and do not earn enough to pay tax, or you are an applicant or recipient of certain pensions, benefits or allowances from the:
 - Department of Human Services – however, you will need to quote your TFN if you receive a Newstart, Youth or sickness allowance, or an Austudy or parenting payment
 - Department of Veterans' Affairs – a service pension under the *Veterans' Entitlement Act 1986*
 - Military Rehabilitation and Compensation Commission.

Providing your TFN to your super fund

Your payer must give your TFN to the super fund they pay your contributions to. If your super fund doesn't have your TFN, you can provide it to them separately. This ensures:

- your super fund can accept all types of contributions to your accounts
- additional tax will not be imposed on contributions as a result of failing to provide your TFN
- you can trace different super accounts in your name.

- For more information about providing your TFN to your super fund, visit ato.gov.au/superelegibility

Question 2–5

Complete with your personal information.

Question 6

On what basis are you paid?

Check with your payer if you're not sure.

Question 7

Are you an Australian resident for tax purposes or a working holiday maker?

Generally, we consider you to be an Australian resident for tax purposes if you:

- have always lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than six months to complete
- migrate to Australia and intend to reside here permanently.

If you go overseas temporarily and don't set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

If you are in Australia on a working holiday visa (subclass 417) or a work and holiday visa (subclass 462) you must place an X in the working holiday maker box. Special rates of tax apply for working holiday makers.

- For more information about working holiday makers, visit ato.gov.au/whm

If you're not an Australian resident for tax purposes or a working holiday maker, place an X in the foreign resident box, unless you are in receipt of an Australian Government pension or allowance.

Temporary residence can claim super when leaving Australia, if all requirements are met. For more information, visit ato.gov.au/departaustralia

⊖ Foreign resident tax rates are different

A higher rate of tax applies to a foreign resident's taxable income and foreign residents are not entitled to a tax-free threshold nor can they claim tax offsets to reduce withholding, unless you are in receipt of an Australian Government pension or allowance.

- To check your Australian residency status for tax purposes or for more information, visit ato.gov.au/residency

Question 8

Do you want to claim the tax-free threshold from this payer?

The tax-free threshold is the amount of income you can earn each financial year that is not taxed. By claiming the threshold, you reduce the amount of tax that is withheld from your pay during the year.

Answer **yes** if you want to claim the tax-free threshold, you are an Australian resident for tax purposes, and one of the following applies:

- you are not currently claiming the tax-free threshold from another payer
- you are currently claiming the tax-free threshold from another payer and your total income from all sources will be less than the tax-free threshold.

Answer **yes** if you are a foreign resident in receipt of an Australian Government pension or allowance.

Answer **no** if none of the above applies or you are a working holiday maker.

- ! If you receive any taxable government payments or allowances, such as Newstart, Youth Allowance or Austudy payment, you are likely to be already claiming the tax-free threshold from that payment.
- > For more information about the current tax-free threshold, which payer you should claim it from, or how to vary your withholding rate, visit ato.gov.au/taxfreethreshold

Question 9

(a) Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Answer **yes** if you have a HELP, SSL or TSL debt.

Answer **no** if you do not have a HELP, SSL or TSL debt, or you have repaid your debt in full.

- ! You have a HELP debt if either:
 - the Australian Government lent you money under HECS-HELP, FEE-HELP, OS-HELP, VET FEE-HELP or SA-HELP.
 - you have a debt from the previous Higher Education Contribution Scheme (HECS).

You have a SSL debt if you have an ABSTUDY SSL debt.

(b) Do you have a Financial Supplement debt?

Answer **yes** if you have a Financial Supplement debt.

Answer **no** if you do not have a Financial Supplement debt, or you have repaid your debt in full.

- > For information about repaying your HELP, SSL, TSL or Financial Supplement debt, visit ato.gov.au/getloaninfo

Have you repaid your HELP, SSL, TSL or Financial Supplement debt?

When you have repaid your HELP, SSL, TSL or Financial Supplement debt, you need to complete a *Withholding declaration* (NAT 3093) notifying your payer of the change in your circumstances.

! Sign and date the declaration

Make sure you have answered all the questions in section A, then sign and date the declaration. Give your completed declaration to your payer to complete section B.

Section B: To be completed by the payer

- ! Important information for payers – see the reverse side of the form.

> Lodge online

Payers can lodge TFN declaration reports online if you have software that complies with our specifications.

For more information about lodging the TFN declaration report online, visit ato.gov.au/lodgetfndeclaration

More information

Internet

- For general information about TFNs, tax and super in Australia, including how to deal with us online, visit our website at ato.gov.au
- For information about applying for a TFN on the web, visit our website at ato.gov.au/tfn
- For information about your super, visit our website at ato.gov.au/checkyoursuper

Useful products

In addition to this TFN declaration, you may also need to complete and give your payer the following forms which you can download from our website at ato.gov.au:

- *Medicare levy variation declaration* (NAT 0929), if you qualify for a reduced rate of Medicare levy or are liable for the Medicare levy surcharge. You can vary the amount your payer withholds from your payments.
- *Standard choice form* (NAT 13080) to choose a super fund for your employer to pay super contributions to. You can find information about your current super accounts and transfer any unnecessary super accounts through myGov after you have linked to the ATO. Temporary residents should visit ato.gov.au/departaustralia for more information about super.

Other forms and publications are also available from our website at ato.gov.au/onlineordering or by phoning **1300 720 092**.

Phone

- Payee – for more information, phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday. If you want to vary your rate of withholding, phone **1300 360 221** between 8.00am and 6.00pm, Monday to Friday.
- Payer – for more information, phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

If you phone, we need to know we're talking to the right person before we can discuss your tax affairs. We'll ask for details only you, or someone you've authorised, would know. An authorised contact is someone you've previously told us can act on your behalf.

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50**.

If you are deaf, or have a hearing or speech impairment, phone the ATO through the National Relay Service (NRS) on the numbers listed below:

- TTY users – phone **13 36 77** and ask for the ATO number you need (if you are calling from overseas, phone **+61 7 3815 7799**)
- Speak and Listen (speech-to-speech relay) users – phone **1300 555 727** and ask for the ATO number you need (if you are calling from overseas, phone **+61 7 3815 8000**)
- Internet relay users – connect to the NRS on relayservice.gov.au and ask for the ATO number you need.

If you would like further information about the National Relay Service, phone **1800 555 660** or email helpdesk@relayservice.com.au

Privacy of information

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy, go to ato.gov.au/privacy

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at ato.gov.au or contact us.

This publication was current at **September 2017**.

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Published by

Australian Taxation Office
Canberra
September 2017

JS 39383



Tax file number declaration

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
- Print X in the appropriate boxes.
- Read all the instructions including the privacy statement before you complete this declaration.

ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the ATO for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name

First given name

Other given names

3 What is your home address in Australia?

Suburb/town/locality

State/territory

Postcode

4 If you have changed your name since you last dealt with the ATO, provide your previous family name.

5 What is your date of birth? Day / Month / Year

6 On what basis are you paid? (select only one)

Full-time employment Part-time employment Labour hire Superannuation or annuity income stream Casual employment

7 Are you: (select only one)

An Australian resident for tax purposes A foreign resident for tax purposes OR A working holiday maker

8 Do you want to claim the tax-free threshold from this payer?

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes No Answer no here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

9 (a) Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

(b) Do you have a Financial Supplement debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature

You MUST SIGN here

Date

Day / Month / Year

There are penalties for deliberately making a false or misleading statement.

Once section A is completed and signed, give it to your payer to complete section B.

Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number?

Branch number (if applicable)

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes No

3 What is your legal name or registered business name (or your individual name if not in business)?

4 What is your business address?

Suburb/town/locality

State/territory

Postcode

5 What is your primary e-mail address?

6 Who is your contact person?

Business phone number

7 If you no longer make payments to this payee, print X in this box.

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer

Date

Day / Month / Year

There are penalties for deliberately making a false or misleading statement.

Return the completed original ATO copy to:

Australian Taxation Office
PO Box 9004
PENRITH NSW 2740

IMPORTANT

See next page for:
■ payer obligations
■ lodging online.



30920917

Sensitive (when completed)

Payer information

The following information will help you comply with your pay as you go (PAYG) withholding obligations.

— Is your employee entitled to work in Australia?

It is a criminal offence to knowingly or recklessly allow someone to work, or to refer someone for work, where that person is from overseas and is either in Australia illegally or is working in breach of their visa conditions.

People or companies convicted of these offences may face fines and/or imprisonment. To avoid penalties, ensure your prospective employee has a valid visa to work in Australia before you employ them. For more information and to check a visa holder's status online, visit the Department of Immigration and Border Protection website at border.gov.au

Is your payee working under a working holiday visa (subclass 417) or a work and holiday visa (subclass 462)?

Employers of workers under these two types of visa need to register with the ATO, see ato.gov.au/whmreg

For the tax table "working holiday maker" visit our website at ato.gov.au/taxtables

Payer obligations

If you withhold amounts from payments, or are likely to withhold amounts, the payee may give you this form with section A completed. A TFN declaration applies to payments made after the declaration is provided to you. The information provided on this form is used to determine the amount of tax to be withheld from payments based on the PAYG withholding tax tables we publish. If the payee gives you another declaration, it overrides any previous declarations.

Has your payee advised you that they have applied for a TFN, or enquired about their existing TFN?

Where the payee indicates at question 1 on this form that they have applied for an individual TFN, or enquired about their existing TFN, they have 28 days to give you their TFN. **You must withhold tax for 28 days at the standard rate according to the PAYG withholding tax tables.** After 28 days, if the payee has not given you their TFN, you must then withhold the top rate of tax from future payments, unless we tell you not to.

If your payee has not given you a completed form you must:

- notify us within 14 days of the start of the withholding obligation by completing as much of the payee section of the form as you can. Print 'PAYER' in the payee declaration and lodge the form – see 'Lodging the form'.
- withhold the top rate of tax from any payment to that payee.

- For a full list of tax tables, visit our website at ato.gov.au/taxtables

Lodging the form

You need to lodge TFN declarations with us within 14 days after the form is either signed by the payee or completed by you (if not provided by the payee). **You need to retain a copy of the form for your records.** For information about storage and disposal, see below.

You may lodge the information:

- **online** – lodge your TFN declaration reports using software that complies with our specifications. There is no need to complete section B of each form as the payer information is supplied by your software.
- **by paper** – complete section B and send the original to us within 14 days.

- For more information about lodging your TFN declaration report online, visit our website at ato.gov.au/lodgetfndeclaration

Provision of payee's TFN to the payee's super fund

If you make a super contribution for your payee, you need to give your payee's TFN to their super fund on the day of contribution, or if the payee has not yet quoted their TFN, within 14 days of receiving this form from your payee.

Storing and disposing of TFN declarations

The TFN Rule issued under the *Privacy Act 1988* requires a TFN recipient to use secure methods when storing and disposing of TFN information. You may store a paper copy of the signed form or electronic files of scanned forms. Scanned forms must be clear and not altered in any way.

If a payee:

- submits a new *TFN declaration* (NAT 3092), you must retain a copy of the earlier form for the current and following financial year.
- has not received payments from you for 12 months, you must retain a copy of the last completed form for the current and following financial year.

— Penalties

You may incur a penalty if you do not:

- lodge TFN declarations with us
- keep a copy of completed TFN declarations for your records
- provide the payee's TFN to their super fund where the payee quoted their TFN to you.

Quality, Safety and Good Manufacturing Practices (GMP) Induction

1. Quality & Food Safety

The success and continuation of Carter & Spencer Pty Ltd (Bundaberg) and its employees relies on us giving our customers the best quality product that can be eaten without inflicting harm, causing illness or resulting in death.

Our Food Safety Program is based on the Principles of Good Manufacturing, Good Hygiene, HACCP (Hazard Analysis and Critical Control Points) and the principles of SQF2000.

2. Product Hazards

There are three types of hazards for fruit and vegetables. They are as follows:

- Physical: Stones, Wood, Glass, Metal;
- Chemical: Contamination with Cleaning Chemicals, Toxins in Potatoes; and
- Microbiological: Salmonella, Listeria, E.Coli, and Hepatitis.

3. Pest Control

Carter & Spencer Pty Ltd use a contractor that looks after Pest Control around the site and buildings. If you see any Pest Activity whilst at work – such as mice, cockroaches, fruit flies, ensure you tell your supervisor or a QC who will pass this on to the Pest Controller to deal with. Help keep pest numbers to a minimum by discarding old fruit and vegetables and floor scraps, and by keeping internal rubbish bins clean.

4. Cleaning

Good effective cleaning means a more efficient work area, less cross contamination between products, and pests and rodents are less attracted to the work area. Cleaning at Carter & Spencer Pty Ltd needs to be completed according to the roster, using the correct tools. Particular attention needs to be paid to the following:

- All bins in the facility are to be emptied and liners replaced daily,
- All free standing water is to be removed prior to dismissal of crews at the end of production,
- All cleaning materials and tools are to be returned to their designated storage area at the completion of cleaning tasks,
- All production supervisors are to record the cleanliness state of their production line both Pre and Post production; and
- Any material spills are to be contained and cleaned up immediately to prevent spreading throughout the facility. This includes but is not limited to the following:
 - Hydraulic Fluid and other chemicals,
 - Excess water, and
 - Excess dirt from storage bins.

5. Records/Recall

It is important that all records and paperwork are completed correctly, accurately and in full. Every employee is to ensure all processes and procedures relating to designated paperwork are to be followed and deviations will not be tolerated. These records are critical in the event of a recall, contamination or other quality issue. Specific requirements include:

- Completing all documents completely, accurately and neatly;
- The use of white out on any records is prohibited;
- When making a correction it is to be ruled out, correction added and initialed;
- All documents are to contain a version number and issue date;
- All verification checks are to be completed and signed; and
- All documents are to be archived In Accordance With (IAW) company policy.

Carter and Spencer Bundaberg are subject to periodic Audits to ensure we are compliant with our customer's requirements. Failure to comply can result in serious repercussions.

6. Allergens

Foods that can cause severe allergic reactions and death in sensitive people such as peanuts, tree nuts, dairy, soy, fish, shellfish, gluten as classified by FSANZ can contaminate produce in the packing facility. To prevent this occurrence the following applies:

- Personal belongings, food, etc are to be kept away from growing, packing and storage areas.
- Hands should be washed after eating or handling personal food items and before touching produce.
- Peanuts are the most virulent of allergenic foods and should never be brought into the packing facility.

7. Sickness

The following apply to sickness within the facility:

- Any staff member who suspects or knows they have a food borne illness must tell their supervisor immediately before commencing any food handling duties.
- No person with any food borne illness should be in contact with fruit and vegetables at any time.
- A doctor's clearance may be required before return to work of any employee with any suspected food borne illness.
- Unwell staff members are more susceptible to heat illness and should be assessed before commencing work.
- Any supervisor or senior staff member who suspects an employee of being unfit for work due to illness is to remove the member from the production area until they have been cleared.

A food borne illness is any illness that can be transmitted through food from an infected person to the consumer of the food item and includes such diseases as hepatitis, Salmonellosis, listeriosis, etc.

8. Drugs and Alcohol Policy

Employees must not attend work or drive a company vehicle if they are under the influence of drugs or alcohol.

- An employee who is considered by their supervisor or manager to be unfit to safely perform their duties due to the affects of drugs or alcohol shall not be permitted to remain at the workplace.
- Drug and Alcohol testing can and will be performed on site without notice.

Employees must not consume or possess alcohol:

- At the workplace,
- During break times whilst on shift,
- Away from the workplace whilst carrying out work for the company, unless with specific permission of the company,
- In a company vehicle
- At any work-related function, unless with specific permission from the company.

9. Safety

The personal safety of all personnel is our highest priority. We expect all of our staff to go home at the end of the work day in the same condition and functionality as they arrived. Key safety requirements include:

- All personnel to wear High Vis clothing and protective footwear;
- All employees are to wear any mandatory PPE such as gloves, eye protection and hearing protection;
- Personnel are to maintain a 3m distance from operating forklifts and never walk behind without instruction from the driver; and
- All employees are required to report any hazards that they identify in the facility.

10. Smoking

Smoking is only permitted in the designated smoking area, in addition:

- All cigarette butts are to be extinguished and placed into receptacles provided;
- Rubbish is not to be placed in any ash trays as this creates a fire hazard;
- Smoking is not permitted in any Carter and Spencer work vehicle; and
- Any person found to be in breach of these rules may be required to smoke outside the perimeter fence.

11. Time Management Policy (for casual employees)

Carter and Spencer have a time keeping attendance system for the protection and management of their employees. All employees will be issued with a swipe card and you are to ensure the following;

- You are only to use the allocated swipe card that is issued to you, no employee is to swipe on or off for another employee as this constitutes fraud and disciplinary action will follow.
- Swipe on and off when commencing work, to and from breaks and on completion of work at the end of the day.
- Report any card errors to senior staff immediately.
- If leaving the facility for work purposes sign the log book to allow accountability for everyone in case of an emergency or evacuation.

Failure to comply with the above requirements may lead to non payment of hours worked.

12. Taking Stock Home

Stock may not be removed from the site without the permission of a senior staff member. Any items of a sales unit or larger that has been approved must be wasted off by the admin team.

13. Weights and Measures Policy

- All completed units in the production facility are weight measured to ensure the correct minimum net weight is adhered to.
- All weights must be on a net weight basis. This means you can only charge for the product and not for the carton, crate or packaging it is in.
- If empty packing material registers a weight on your scale then you must ‘Tare Off’ the empty material before weighing the pre-packed article. This means the weight of the container (tare) is subtracted from the total weight of the pack (gross) to give the weight of the produce only (net weight).
- It is imperative that you regularly check the Tare weight of your scales while in use to ensure they are weighing correctly. Report any mechanical issues to you Supervisor immediately.
- The following is a summary of net weights:

○ Sweet Potato 14kg Loose (B Crate/Liner Tare)	14.20 – 14.70 kg
○ Sweet Potato 18kg One piece Carton	17.70–18.20 kg
○ Sweet Potato 1kg Bag (Bag Tare)	1.10 – 1.30 kg
○ Sweet Potato 3kg Bag (Bag Tare)	3.100 – 3.300 kg
○ Sweet Potato Hawaiian 5kg (E Crate /Liner Tare)	5.20 – 5.70 kg
○ Ginger 3kg (E Crate/Liner Tare)	3.08 – 3.15 kg
○ Ginger 4kg (E Crate/Liner Tare)	4.08 – 4.15 kg
○ Ginger 10kg (Carton Base Tare)	10.08 – 10.20 kg
○ Ginger 10kg (E Crate/Liner Tare)	9.58 – 9.80 kg
○ Snow Pea/Sugar Snap 3kg (E Crate/Liner Tare)	3.10 – 3.20 kg
○ Snow Pea/Sugar Snap 150g bag (Bag Tare)	156 – 170g

A Size Reference chart is included in your induction pack and is for your training and on-going use when working in the facility. Ensure you keep your size reference chart with you at all times and refer to it as needed.

14. Emergency Evacuation Procedure

When a fire or emergency situation is detected:

- Do not panic
 - Alert persons nearby and request assistance
 - Summon a supervisor or manager / fire warden
 - Use fire extinguishers or hose reels only if safe to do so and you have been trained in their use
 - Call the fire service by telephoning 000
 - Follow all instruction given by your supervisor or manager
-
- When a fire alarm is activated a horn will sound or someone will call Fire; Fire; Fire
 - Proceed to the nearest exit and proceed directly to the Emergency Assembly Area and follow management direction.
 - Do not attempt to save possessions at the risk of personal injury
 - Do not break windows as oxygen feeds fires stay low in moving through smoke
 - If trapped in a room
 - Place material around/ under door to prevent smoke from entering
 - Close as many doors as possible between you and the fire
 - DO NOT open or break windows unless necessary to escape
 - Be prepared to signal your location through a window

15. Social Media

The use of social media is not permitted on company networks and with company equipment unless staff members are authorized to do so. In addition, the company will take action against staff where through social media use outside of work, the company is brought into disrepute or its name used in an inappropriate manner.

16. Workplace Rights

Carter & Spencer observe and enforce all workplace rights and entitlements for its employees, such as:

- The right to freedom of association;
- The observance of general human rights;
- Freedom from harassment and discrimination;

Carter & Spencer do not endorse the use of forced, illegal or child labour in any form. Harassment and discrimination based on race, gender, sexuality, age, disability status, religion or any other basis is not tolerated in our workplace. Should you have a question, or

complaint regarding harassment or discrimination, please see your supervisor (it is important to note that normal workplace performance management is not bullying or harassment). Should you wish to read a copy of the full Carter & Spencer Group Discrimination and Harassment Policies, please see your supervisor.

17. Complaint Procedures

Complaints regarding, harassment, discrimination or any other workplace issue should in the first instance be directed to your Facility Manager or to the Group Services Manager (Anthony Jackson) based in Brisbane.

Anthony Jackson – (07)3361 5568 or anthony.jackson@carter-spencer.com.au

Should you feel you are unable to report any incident directly to your Facility Manager or the Group Services Manager, genuine issues can be notified in person or anonymously, through the Carter & Spencer Group website using the contact page. - <http://www.carter-spencer.com.au/contactus>

When using this form if you do not wish to use your own name and email address – please type “hotline” and ”issue” into the first and last name sections (or something similar) and enter the Group Services Manager’s email address as the contact email; this will ensure the contact form is directed to the appropriate person when sent.

GOOD MANUFACTURING PRACTICES (GMP) POLICY

Listed below are the mandatory good manufacturing and hygiene practices required of **ALL** staff working in the facility: **ALL** staff are responsible for following and enforcing these requirements.

1. **PPE**

- Employees are required to provide and wear Hi-Visibility clothing (Shirt or Vest) and steel capped shoes/ boots in the production facility.
- All employees to purchase within the first two weeks of employment.
- Employees are to wear designated PPE when operating equipment with a designated PPE requirement

2. **Gloves**

- Gloves are required to be worn when handling produce.
- Gloves must be clean without holes or rips, and replaced after cleaning, breaks, etc
- Members cutting ginger are to wear issued cut resistant gloves on both hands.
- Ginger cutters will be issued two sets of gloves and it is their responsibility to ensure they are kept clean and available. Worn gloves can be replaced through the QC team.
- Any loss of gloves or part thereof, during production, is to be reported to your supervisor immediately.

3. **Hairnets**

- A hairnet is required in all food handling areas and will be provided for all staff.
- Hairnets must be pulled down over the ears and covering all hair.
- Hairnets serve a dual purpose in that they keep hair from the produce and they reduce the risk of hair being caught in moving machinery or equipment.
- For employees with short hair a cap can be worn in place of a hair net on all lines with the exception of the pea line where hair nets are not optional.
- Any personnel with a beard operating on the pea line will require having it covered.

4. **Hand Washing**

- Hand Washing is a Critical Control to prevent the spread of bacteria to produce being handled in the factory.
- Hands are to be washed after using the toilet facilities; after every break; after using cleaning materials and any other times when hands become dirty they need to be washed and gloves replaced before handling produce.
- Fingernails must be kept clean and short with no nail polish allowed.

5. **Jewellery**

Jewellery is not permitted in production areas with the exception of

- a plain wedding band or ring,
- a set of secure sleepers/studs and any medical emergency bracelets or chains
- Definitely no stones are allowed.

6. **Knives**

- Only issued knives are to be used within the facility,
- Knives must be signed for on issue, checked regularly by supervisors during production and signed in at the end of production. All knife activity is to be recorded on the Knife Register.
- Where knives are used during production, any lost or damage to knives is to be reported **IMMEDIATELY** to your production supervisor or the quality team.

7. **Food and drink**

- Food is not to be stored or eaten in production areas.
- A plastic see through water bottle is allowed which must be labeled with your name.
- Only water is permitted which may have electrolyte type additives. All milk and juice products are prohibited.
- No Glass items or containers are permitted on the production floor.
- Fruit & Vegetables being processed are not to be eaten.

8. **Contamination**

To reduce the risk of contamination the following is essential:

- Do not pack any product that has fallen on the floor, all contaminated produce needs to be re-washed/chlorinated before packing.
- Do not place any crates on the ground as they are then considered contaminated. Ensure they are stacked on pallets or in the correct ready for use area.

9. **Prohibited items**

- Any Glass items of any sort are strictly prohibited.
- Mobile phones other than Carter and Spencer issued phones are strictly prohibited.
- Personal Items including but not limited to cigarettes, matches, lighters, car keys etc are not permitted in the production areas.
- Staples, paperclips and pins or tacks of any sort are not permitted in production and any other item that is at risk of becoming a foreign object and making its way into the produce.
- Pens with detachable lids are also prohibited.

10. **Packing Materials**

- Packing materials must be stored where possible in their original packaging,
- All open packaging is to be stored in closed containers provided for each line,
- Packing materials and crates are not to be placed on the floor,
- Any items used for packaging product are to be stored and used in a manner to avoid contamination at all times.

11. **Injuries**

- Only Blue (metal detectable) plasters are allowed for wounds and they must be covered by vinyl gloves (where injury is on the hands).
- Any bandages, wound dressings etc located on parts of the body other than the hands must be covered by clothing or gloves/sleeve protectors.

12. Challenge any stranger in your workplace. Non-inducted persons pose a risk to product, staff and the facility. Non-Carter & Spencer Bundaberg employees are required to report to the office on arrival to the site, sign in and be accompanied by an authorized representative when on site.

Please ensure you abide by and enforce the GMP Policy at all times.

**CARTER & SPENCER PTY LTD (BUNDABERG)
QUALITY, SAFETY and GMP INDUCTION**

I have received a copy of the Carter & Spencer Pty Ltd (Bundaberg) Quality, Safety and GMP Induction.

Please sign and date ONE ONLY of the following and return it to your Supervisor after reading the Induction.

I have read the Carter & Spencer Pty Ltd (Bundaberg) Quality, Safety and GMP Induction HOWEVER I have some queries, which I will contact my Supervisor about within 7 working days of receiving the Induction Package.

.....
Signed:

.....
Date:

I have read and understand the Carter & Spencer Pty Ltd (Bundaberg) Quality, Safety and GMP Induction and agree to abide by it during my employment with Carter & Spencer.

.....
Signed:

.....
Date: