

Welcome to Harvest!

At ABC Fruit Company, Ltd. we work all year to produce quality fruit.

Harvest is the most important part of the growing season and we look forward to working with you to make it a high quality harvest for our company and a great work experience for the Crew.

The following information is designed to ensure that your picking experience with the ABC Fruit Company is as pleasant as possible. Please take time to **READ ALL THE INFORMATION**, as you will find that it will answer most of your questions. If you require more information, consult with a Manager or your Crew Leader.

Please pay particular attention to the following:

- General Camp Rules
- Cooking and Camping Facilities
- General Information
- Payroll

Familiarize yourself with your surroundings including the location of the First Aid, Eye Wash, Emergency information, Emergency Contacts and Fire Extinguishers.

You have the right to refuse unsafe work, you also have a responsibility to report hazards & unsafe working conditions to Management. Be safe – if an injury occurs notify your team leader or a Manager immediately.

Food safe guidelines are in effect. Cleanliness in attire and personal hygiene practices are required. Wash your hands before starting work, after eating and after using the washroom facilities.

The use of drugs or alcohol while working is grounds for termination. Alcohol and drugs are not permitted in the orchard. Smoking is permitted only in designated areas.

All work permits must be presented to the office for verification.

We pride ourselves on keeping our farms and facilities clean farm. Garbage cans are supplied – please use them. Water bottles only are permitted within the orchard. Lunches and personal belongings are to be kept in the designated break area within the orchard.

Picking Expectations

It is your responsibility to arrive at the specified location for work on time.

Picking starts at the time specified by your Crew Leader.

Your Crew Leader is your boss. Listen to and carry out his / her instructions.

Please do not leave at end of day until all your totes are accounted for and the Crew Leader has called for the last tote. .

Pickers that leave before the day is done subject to dismissal.

Any Pickers absent for more than one day without reason are subject to dismissal.

Cherries must be picked into the provided totes. Please ensure totes are clean before use.

Cherries must be picked with **STEMS ON** – a stem-less cherry is a “cull” and is of no value.

Cherries must be **placed** in the tote not dropped or thrown. A bruised cherry is a “cull”.

Ladders must be **placed** into the tree with care – please avoid hitting the cherries and spurs with your ladder. Spurs are next year’s crop. Please take care to leave them on the tree. Likewise, leaves are needed for healthy trees.

Totes must be kept clean, with no leaves or dirt or rot in the totes. Please set them on the ground tarp under the trees, not in the dirt. Dirty fruit is more susceptible to rotting.

Totes need to be filled to within 2cm of the top. Place your filled tote **in the shade** on the reflective tarp with your picker number label attached to the handle of the tote. This number label is used for Payroll and Quality Control purposes. **Totes not filled will NOT be tallied** nor will **totes without handles**. It is the Pickers responsibility to ensure that their picker ID tag is attached to the Totes they pick. Only **ONE** tag per Tote will be scanned. As you fill totes keep track of how many you have picked and inform your Crew Leader at the end of the day.

Use the reflective cover (white side up) which is provided with each bin to cover the totes, until they are loaded into the bin.

Please pick the entire tree before moving to the next tree, **DO NOT LEAVE THE TOPS!!**

For safety reasons, you must wear nonslip footwear that are not opened at the toes, with adequate support as you will be standing all day – no sandals are permitted in the orchards.

Use the designated areas for smoking, lunch and coffee breaks. Please use the containers provided to discard your cigarette butts. Do not throw them on the ground as this is a fire hazard. Your co-operation is expected and appreciated. No smoking in the orchard

No food, drinks other than water or personal effects/backpacks in the orchard. Do not store your personal belongings in the picking totes. Personal effects and lunches are to be stored in the designated break area in the orchard.

Stereo systems are not permitted in the orchard. If the team leader needs to speak to you, you must be able to hear him/her. If you are unable to do so he/she may ask you to leave the workplace.

Do not go to the bathroom in the field, you must use the toilets and hand wash stations provided. If you see an issue with cleanliness in the washrooms, please notify the Farm Management.

TWO STRIKE RULE: FAILURE TO FOLLOW THE ABOVE RULES IS GROUNDS FOR DISMISSAL. You will receive one warning for poor performance with no consequences. The second warning for poor performance will result in your dismissal. Any and all activities in contravention of these guidelines and workplace safety guidelines will not be tolerated.

General Camp Rules

Camping is not permitted in the orchard or tree rows.

Pickers must camp in the designated area at your assigned orchard – Low or Murphy. Please keep this area clean, free of garbage, cans, bottles, plastic, cigarette butts and any other refuse.

We ask that you drive slowly on the farm roads and public roads, watch for other farm vehicles and pedestrians AND to keep the dust down.

Please be respectful of the neighbors while camping and of your fellow campers. **No NOISE after 9:00 PM.** Our picking day starts early and will go for as long as required each day (+8 hours). Some pickers like their quiet time – respect it please!

Unruly or disruptive behavior will not be tolerated and are grounds for immediate dismissal.

The camp and its facilities are for the use of ABC Fruit Company employees only. There is no room for friends, visitors, or non-employee campers. Please visit with your friends off site. The ABC Fruit Company, Ltd. has “no tolerance” for illegal drug use and excessive alcohol use.

NO PETS. Sorry – due to health regulations and fecal contamination, pets are not permitted on the property.

No FIRE, open flames, campfires, or cooking fires.

No going to the bathroom in the field, you must use the toilets and handwash stations provided!

Cooking and Camp Facilities

Only drink water from the taps labelled “**Drinking Water**”, the other water taps are NOT drinkable.

Other people’s personal belongings and food need to be treated with respect.

There are fridges, stoves and BBQs located at the camp to use. Please keep them clean for the next user.

Bring your own eating utensils. We DO NOT supply plates, knives, forks, spoons. Please clean up your dishes, keep kitchen area clean and sanitary. Communal pots and pans are to be cleaned after use. Garbage cans are supplied – please use them.

Hot water is limited - do not waste it! It is up to each camper to limit their own use so everyone can get a warm shower.

Disinfectant will be provided, and showers and sinks must be disinfected after you use them. Please help us to keep everyone healthy in camp.

General Information

Spraying – we have an active spray program within the orchard. We observe all re-entry times as specified by government regulations. Nighttime spraying may also necessary due to weather conditions. The Crew Leader will be advised of sprays and re-entry times. Please stay out of the orchard during active spraying and for the re-entry interval required.

Please do your best to have a cheerful, positive attitude. Harvest is a great experience. We work hard and have fun!

Under no circumstances will threats or demonstrations of aggressive behaviour, physical, verbal, or psychological abuse be tolerated towards any co-workers and/or employers.

The ABC Fruit Company, Ltd. is committed to fostering an abuse and harassment free work environment. Any form of abuse or harassment of persons working in or for our farm is unacceptable conduct and will not be tolerated. Whether or not you involved, any harassment needs to be reported to your supervisor.

HARVEST HYGIENE POLICIES AND PROCEDURES

- **Hand Washing is mandatory:**
 - Before beginning work.
 - After each visit to the washroom.
 - After each meal or break.
 - After touching one's face, nose, mouth, etc.
 - After using a handkerchief to wipe the face.
 - After smoking.
 - After using a cell phone or radio. The use of cell phones and radios are restricted in the field and are only allowed in the break area or for emergencies.
 - After handling any contaminated materials, including: pesticides, fertilizers and using any farm machinery.
 - At any other time that hands may become a source of contamination to the fruit.
- **Hand Washing Technique:**
 - Use potable water and soap.
 - Wet hands and lather for at least 20 seconds.
 - Scrub between fingers, under nails, etc.
 - Rinse hands to remove all traces of soap.
 - Thoroughly dry hands with a disposable paper towel.
 - Use the paper towel to turn off the taps.
 - Dispose of the paper towel in waste paper basket.
- **Alternate Hand Washing Method:**
 - Where no potable water is available, a waterless- antibacterial soap may be used. Hand wipes are not permitted in the field or packinghouse.
- **Communicable Diseases:**
 - Immediately report any and all communicable diseases &/or wounds to the management. Where an illness or wound has been incurred on the job site, it must also be reported to the first aid attendant for immediate attention.
- **Access to Sanitary Facilities:**
 - All workers will have access to sanitary washroom facilities, within walking distance to the job site. All washrooms will be regularly maintained and the maintenance documented.
 - Hand washing facilities, equipped with potable water and paper towels (or antibacterial soap, where no potable water is available) will be provided by the management at a distance of approximately 10 m from the washroom facilities.

WORKER HYGIENE INSTRUCTIONS

Upon starting work in any of the orchards, each employee will be instructed as to the following hygiene procedure:

1. All workers **must** wash their hands before beginning work, after eating, after handling contaminated materials- including pesticides, after smoking and after using the restroom.
2. The hand washing procedure includes using potable water and soap, rubbing hands together for a minimum of 20 seconds before rinsing them again with potable water. Hands must be dried with disposable paper towels and used paper towels must be placed in the garbage can.
3. Where potable water is unavailable in the field; workers may use waterless, antibacterial hand sanitizer to clean their hands.
4. All workers must use the restroom facilities provided in the field. Workers are not permitted to urinate or defecate in the field.
5. Workers are not permitted to spit in the field, nor to chew gum in the field while harvesting.
6. Workers suffering from communicable diseases and /or open wounds must advise their supervisor prior to beginning work or immediately after an injury is discovered and seek appropriate medical treatment before continuing to work.
7. If fruit is contaminated by bodily fluids, the worker must notify the supervisor/Manager immediately to have that fruit segregated and disposed of appropriately.
8. Eating, drinking and smoking are restricted to the areas outside of the production area, in a designated lunch area or in the crew assembly area of the field.

In order to prevent accidents and contamination of the fruit in the field:

9. Workers should wear clean, well-fitted clothing and closed-toed shoes.
10. Workers with long hair must wear it tied back.
11. Workers must not wear jewelry in the field.
12. No foreign objects shall be placed into fruit picking bags and bins at any time.
13. Workers are encouraged to bring "low waste" lunches to minimize garbage in the field.
14. All garbage must be removed from the field and placed in the appropriate waste disposal receptacles.

I hereby acknowledge that I have received and understood the health, safety, hygiene policies, procedures and workplace expectations. I will comply with the hygiene and safety policies and procedures of the farm.

Print Your Name and Sign

Date