FORM

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GENERAL REQUIREMENTS	
1	Dress requirements: ▪ work clothing must not be too loose fitting as it may be dangerous (get caught in machines) ▪ covered shoes must be worn. Sandals are not OK. ▪ jewellery that could be caught in machinery must not be worn at the Vineyard. Items such as earrings, bangles and necklaces should not be worn. Wedding bands for example are OK. ▪ hair must not be below the neckline. If it is it must be tied back or cut.
2	Smoking *is not permitted*: ▪ within 5 meters of the harvester during vintage ▪ in vehicle cabs at any time
3	This vineyard has a policy to keep the vineyard clean, tidy and safe. The key things you should know are: ▪ food or drink scraps or rubbish must not be left lying around. Use the rubbish bins near the sheds, or take your rubbish home with you ▪ cigarette butts are not to be dropped in the Vineyard ▪ smoking is not permitted in certain areas as per point 3 above ▪ the Vineyard is to be free of rubbish. You should not drop paper or any other rubbish in the Vineyard. Please place it in a bin.
4	This vineyard has a series of procedures that you may have to follow, or forms that you may have to fill out. They will be explained if required.

Casual Employee		Employer (Vineyard / Orchard Manager or Contract Employer)	PRINT NAME
Print name	**Sign**	**Sign name**	**Date**