

<b>STAFF</b>	<b>Farewell Gift Policy</b>
<b>Responsibility of</b>	<b>All Board Members</b>
<b>Objective</b>	To ensure that resigning or retiring members of the Board or staff are appropriately recognised by the Board on behalf of growers.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. In the event of a resignation or retirement of a member of staff or Board member consideration of a farewell function and/or gift will be made by the Board in the proper course of a general meeting.</li> <li>2. The Board will consider items such as the length of service to the Board and the circumstances in which the resignation arose.</li> <li>3. If a member of staff is dismissed for breach of their employment contract no farewell function or gift shall be provided.</li> <li>4. No member of staff that retires within a period of less than 12 months will be provided with a farewell function or gift.</li> <li>5. Farewell functions will be considered after the employee or Board member has been engaged in service for a period of 12 months.</li> <li>6. Farewell functions may involve the executive members of the Board taking the relevant staff member to lunch or holding a full dinner with all Board, staff and partners.</li> <li>7. The costs of gifts given will be decided by members by a formal motion at a general meeting of the Board based on their collective view of the performance of the member of staff and/or Board member.</li> </ol>
<b>Board Expectations</b>	<ul style="list-style-type: none"> <li>• That staff and members of the Board are rewarded for their service to the Riverina Winegrape Growers</li> <li>• That the amounts spent on functions and farewell gifts are reflective of the time and effort of the staff and/or member of the Board.</li> <li>• That the Board does not waste grower funds inappropriately.</li> <li>• That the Board is considered as a good and faithful employer.</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Document Approved Nov 2016</li> <li>• Approved Dec 2019</li> <li>• Document amended to include decision by motion at General Meeting – 29 Oct 2020</li> <li>• Approved Nov 2020, Oct 2021, Sept 2023</li> </ul>