

Piecework agreement

Agreement between:

Startswork Pty Ltd

(Employer)

and

(Employee)

Startswork Pty Ltd agree to enter into this Piecework Agreement (**Agreement**) under clause 15 (Pieceworkers) of the *Horticulture Award 2010 [MA000028]* (**Award**).

Startswork Pty Ltd mutually agree as follows:

1. The work to be performed under this Agreement is as described below (**Work**):

Picking strawberries

Packing Strawberries

Planting strawberry plants

Cutting strawberry plants

Pulling out strawberry plants

2. The minimum piecework rate/s which must be paid by Donnybrook Berries Pty Ltd and the Contractor for performing the Work is as specified in **Schedule A** to the Agreement.
3. The Employee is employed as a casual employee.
4. The date this agreement starts is / / 2022

Employer signature:

Employee signature:

Print name: Seongmin Yun

Print name:

Date: / / 2022

Date: / / 2022

Position: Director

Position:

SIGN HERE

SCHEDULE A

Piecework rates

Starting date: _____ / _____ / 2022

Property name/Address:
(Tick applicable properties)

Pineapple / 748-792 Old Gympie Road, Elimbah QLD 4516
 DonnyBrook / 2-64 Quinn Road North, Donnybrook QLD 4510
 Roy's Road / 1753 Roy's Road, Coochin Creek QLD 4519
 Twin View / 205 Twin View Road, Elimbah QLD 4516
 Williams Farm / 140 Williams Road, Moodlu QLD 4510
 Esplanade / Roy's Road, Coochin Creek QLD 4519
 Lord Lane / 615 Lord Lane, Moodlu QLD 4510

	Piecework rate 1:	Piecework rate 2:	Piecework rate 3:	Piecework rate 4:
\$ per unit <i>e.g. Kg, punnet, box, bin, etc.</i>	0.10c – 0.19c per punnet	\$0.40c - \$1.50 per kg Or \$0.80c - \$3.00 per tray	0.02c - 0.05c per plant	.005c - 0.02c per plant
Crop type: <i>e.g. oranges, apples, bananas, etc.</i>	Packing strawberries	Picking strawberries	Planting & pulling out strawberry plants	Cutting strawberry plants
Variable(s)*	Production volume, punnet size, machinery breakdown, temperature in shed	Weather, ripening, type of picking (eg Selective picking)	Weather, plant spacing, type of plant, plant density	Weather, plant density

EMPLOYEE HEALTH & HYGIENE RULES

Farm and Packing Shed Rules

All employees are reminded of the hygiene rules in the food business. It is important that employees follow these rules at all times. This includes any employees working in the packing shed and where appropriate, all other employees working on the property.

GENERAL:

1. Follow all Work Health and Safety Rules.
2. If you see anything that could be unsafe, tell the owner or supervisor immediately.
3. Keep the packing shed and the area around it clean and tidy - Clean as you go.
4. No smoking or eating in the packing area or anywhere that product is standing.
 - Non-alcoholic drinks are allowed.
 - No glass bottles or other drink containers that will break.
5. Do not take your belongings such as bags and clothing into the packing area.
6. No illegal drugs or alcohol at any time. Anyone under the influence of illegal drugs or alcohol will not be allowed to work, and their employment may be terminated.

CLOTHING:

1. No loose clothing that can get caught in machinery.
2. Hi-Vis clothing **MUST** be worn at all times
3. All protective clothing and equipment required for a job must be worn.
4. Appropriate footwear shall be worn at all times in the production packing area.

SUNBLOCK

Sunblock Cream or Lotion should be used and hats, sun protective clothing and footwear should be worn by all outside workers.

HANDS

1. Always wash your hands before:
2. Starting work
3. After touching anything that could contaminate the product.
4. After going to the toilet.
5. After eating or smoking.
6. No nail polish.
7. No false nails – this will avoid cross contamination of the product.
8. Short fingernails to minimise product damage.
9. All staff must use the paper towel supplied.

HAIR:

Hair and beards tied back or up. A long fringe will require a hair net.

JEWELLERY:

1. You may wear watches wedding rings, solid bangles or stud earrings: **THAT IS ALL.**
2. If you lose any jewellery or other items, tell the supervisor immediately.

EQUIPMENT:

1. Knives or blades used to cut packing or binding of product must be kept safely. If you lose any knives and blades, tell the owner or supervisor immediately.
2. No Stanley type knives shall be used.
3. If any tools, machinery or equipment you are using is missing, broken or unsafe in any way, tell the owner or supervisor.

TOILETS:

1. **NO FOOD ITEMS ARE TO BE DISPOSED OF IN THE TOILETS.**
2. Sanitary items **ONLY** are to be placed in the Sanitary bins provided.

Initial Here:



INJURY:

1. When any injuries or accidents happen, tell the owner or supervisor immediately.
2. If you are injured go to the trained first aid person, who will help you. Nobody should get the band-aids or medication by themselves. **NO PILLS WILL BE GIVEN OR BE AVAILABLE.**
3. If you are wearing bandages or band-aids on your hands you must also wear disposable gloves.
4. An Incident Form must be filled out for any injury that involved treatment by a medical practitioner

SICKNESS:

1. If you have any sickness or condition that could affect the safety of the product eg **AIDS, HEPATITIS SKIN INFECTIONS OR GASTRIC INFECTIONS** you should
 - Tell the owner or supervisor
 - See a doctor and get treatment
 - Get a medical certificate before returning to work

ALLERGIES and MEDICAL CONDITIONS that the employer should be aware of:

It is your responsibility to ensure we know what they are and how you are to be treated if the situation arises.

Eg.	Bee Stings	Yes	No
	Epilepsy	Yes	No
	Diabetes	Yes	No
	Pregnant	Yes	No
	High Blood Pressure	Yes	No

Other _____

DUTY OF DISCLOSURE:

It is your responsibility to disclose any pre-existing conditions or workers compensation claims as these may affect your ability to perform your job. It is vital that if you have had hepatitis or any other infectious disease that we are told.

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These rules are to protect the health and safety of all our employees and our customers.

IF YOU ARE NOT SURE ASK THE SUPERVISOR OR MANAGEMENT.

I have read, understand and agree to abide by the "Employee Health & Hygiene Rules" above

FULL NAME

.....

SIGNATURE:DATE:



Work Health & Safety Guidelines

Donnybrook Berries Pty Ltd and Farm Services HR (QLD) Pty Ltd are committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

Both management and workers also have important and shared responsibilities for health and safety in the workplace.

- The Work Health & Safety policies adopted & advised by Donnybrook Berries P/L are to be complied with at all times. Any changes to policy will be communicated by management & where required acknowledged by employees.
- A Packing Shed or Farm Induction is to be completed & signed prior to commencement of work.
- The Employee Health & Hygiene Rules Agreement is to be read & acknowledged as a condition of engagement.
- Personal Protective Equipment will be provided where work allocated requires this equipment as designated by management or as per policy.

I have read the above & acknowledge I will comply with Work Health & Safety guidelines & policy as a condition of my employment.

Name.....

Signature.....



Date.....

Anti-Discrimination, Sexual Harassment and Bullying Policy

Donnnybrook Berries Pty Ltd & Farm Services HR (QLD) Pty Ltd will not tolerate any form of discrimination, harassment or bullying.

We believe all employees have the right to work in an environment free of discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.

Under Federal and State Anti-Discrimination Laws, discrimination in employment on the following grounds is against the law.

- * sex
- * marital status
- * pregnancy
- * breastfeeding
- * age
- * race
- * impairment
- * religion
- * political belief and activity
- * trade union activity
- * lawful sexual activity
- * association with any person who has any of the above attributes.

Sexual harassment is also against the law. Sexual Harassment is defined in the Anti-Discrimination Act 1991 as where a person:

- subjects another person to an unsolicited act of physical intimacy; or
- makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- makes a remark with sexual connotations relating to the other person; or
- engages in any unwelcome conduct of a sexual nature in relation to the other person;
- *and the person who does any of the above does so;*
- with the intention of offending; humiliating or intimidating the other person; or
- in circumstances where a reasonable person would have anticipated the possibility that the other person would be humiliated or intimidated by the conduct.

Examples of sexual harassment include:

- physical conduct such as patting, pinching, or touching in a sexual way;
- deliberately brushing against a person;
- sexual propositions;
- unwelcome and uncalled for remarks or insinuations about a person's sex or private life;
- suggestive comments about a person's appearance or body;
- offensive telephone calls;
- indecent exposure;

Bullying is defined as repeated and unreasonable behaviour directed towards a person, or a group of people, that creates a risk to health, safety and well-being¹. Bullying hampers productivity by creating dysfunction and damaging morale within work environments. It includes behaviour (generally a pattern of behaviour) that intimidates, offends, degrades or humiliates another person, including by electronic means such as email, notice boards, blogs and social networking websites.

Examples of behaviours that may amount to bullying include:

- Intimidation
- Verbal abuse or threats, including yelling, screaming or offensive language
- Excluding or isolating people from workplace activities;
- Assigning impossible tasks, meaningless tasks unrelated to the job, or giving someone the majority of unpleasant tasks;
- Undermining responsibility
- Deliberately changing work rosters to inconvenience particular staff members;
- Withholding information essential to do a task properly;
- Copying emails that are critical about someone to others who do not need to know;
- Making threats or comments about job security without foundation;
- Spreading malicious rumours;
- Cyber bullying; and
- Physical abuse.

The following behaviours do not constitute bullying:

- Reasonable management practices, including performance management and disciplinary procedures;
- A direction to carry out reasonable duties and instructions; and
- A direction to comply with University rules, resolutions and policies.

What you should do if you believe you have been discriminated against, sexually harassed or bullied;

Tell your supervisor or if your supervisor is unavailable or if the complaint is against your supervisor, tell your employer.

Any grievance lodge will be treated confidentiality & with respect.

Name.....



Signature.....

Date.....



For use by employers when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

Section A: Employee to complete

1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) Complete items 2 and 5

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

! You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town State/territory Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

Required documentation

You need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.

4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account

BSB code (please include all six numbers)

Account number

Required documentation

You need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an 'X' in the box below):

I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

5 Signature and date

If you have nominated your own fund in Item 3 or 4, check that you have attached the required documentation and then place an 'X' in the box below.

I have attached the relevant documentation.

Signature

Date

Day

Month

Year

 / /

Return the completed form to your employer as soon as possible.

Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

! Sign and date the form when you give it to your employee.

6 Your details

Business name

ABN

Signature

Date

Day / Month / Year
 / /

7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

Section C: Employer to complete

! Complete this section when your employee returns the form to you with section A completed.

8 Record of choice acceptance

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.

! If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received / /

Date you act on your employee's choice / /

! Employers must keep the completed form for their own record for five years. **Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.**

PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights by contacting their superannuation fund.