

**DENDY ORCHARDS LTD.
TERMS OF EMPLOYMENT 2011**

Payroll and Employment Standards

Employment is subject to BC Provincial Employment Standards regulations. A copy is available in the office if you wish to review them.

We understand that employees wish to get as many hours in the short season as possible; with unpredictable weather, we also want to get the cherries picked whenever possible. We try to take every Saturday off, however this is subject to rain and maturity rates so scheduling may vary at short notice; your co-operation is appreciated. If you must take either Saturday or Sunday off for religious reasons, please note this on your agreement form and we will try to accommodate your requirement.

Pay Period

For reasons of employee and book-keeping convenience, we normally pay all earnings at the end of the cherry season (or when an employee leaves) but will pay you interim advances of up to 80% of your net earnings to date. Please indicate on your agreement form if this is satisfactory to you. If you want an advance, please let us know by Thursday afternoon of each week, request an amount large enough to last at least a week or two, and we will issue advances on Fridays.

Payroll Deductions

You MUST fill out the attached Federal and Provincial personal income tax claim form prior to starting work. Please use the address where your T-4 should be sent next January. You must enter your date of birth and social insurance number. Employees with invalid social insurance numbers cannot be employed.

Please fill the TD1 forms out completely and correctly now. As you are being set up on computer payroll, we will not reissue cheques at the end of the season for employees who change their minds on their exemptions! The office manager can help you if you have any questions filling in the form. If only the basic Federal Exemption is claimed, there is no need to fill in the Provincial form.

If you are entitled to any claims for items 2 through 12, enter these amounts and your Total Claim at the bottom of the page. Additional worksheets are available for calculating estimated net income when claiming: Age over 65 with; spouse or common-law partner with low income; caregiver claim; infirm dependant over 18.

If your total income from all employment during the calendar year will be less than your Total Claim, make sure you mark the box on the back page under "Total Income less than claim amount" and income tax will not be deducted. Make sure you sign and date the Federal form (and BC, if applicable) at the bottom of the back page.

Pay rates

Cherry picking rates will be at minimum, paid at \$2.20 per full cherry pail (\$2.29 including holiday pay).

Cherry sorting rates are based on the number of buckets sorted times the rate per pail. The daily rate is a base minimum rate of \$1.20 per pail. The rate may be adjusted upwards to attain an equivalent of a house average of \$13.00 per hour worked in the day for trained sorters. Those who sort faster than the average will earn more. Those that sort slower will earn less. New sorters will be guaranteed \$9.00 per hour for the first three days of training. After that, there is no minimum guarantee; employees who are not suited to the work may be assigned to other tasks if there are other jobs available, or will be laid off.

Hourly harvest work will be paid hourly at a minimum of \$10.00 per hour or more, depending on work and performance, except as described below under '*Piecework Sorting*'.

Holiday pay is paid at 4% of gross earnings.

Probationary Period

All employees have a three day probationary period to determine if they are capable and suited to the job. At any time during that period they may be let go at the end of the day and asked not to return, or offered different work. **The decision of the foreman is final regarding any layoffs.**

Grounds for Dismissal at any time include: working without care and attention, using drugs or alcohol during the work day, irregular attendance, creating problems, being rude or disrespectful, or harassing others, damaging property or stealing.

Full Season Bonus

In appreciation of those who work the full season, the bonus of \$5.00 per harvest day will be paid to all employees who work full time to the end of the season. The bonus does not apply for employees who quit, leave before the end of the season, or are laid off for poor performance or irregular attendance.

Work Visas

Anyone who is not a Canadian citizen or landed emigrant with a valid social insurance number must have a valid work visa for working in Canada that you must show us prior to starting work.

Child Employment

Children aged 12 to 15 years old must provide written permission of their parents before they can work, and are limited to 35 hours per week unless an exemption is obtained. By law, children under 12 years old are not allowed to work, nor are they permitted to be in the orchard for safety reasons. A copy of the Employment Standards Act and Regulations is available for your information at the office.

Packing Employees

Employees are expected to be at work on time (**at your place and ready to start**), not disturb or distract other sorters while grading, follow the instructions of the supervisor or foreman, show respect for all personnel, read and follow safety notices. **Make yourself familiar with the location of the safety shut-off switches of the grader and advise the foreman if you notice anything unusual or potentially dangerous around the packinghouse. Any injury during the course of the work day should be reported immediately to the foreman.**

Piecework Sorting

Sorting is done at individual sorting stations. Each person is responsible for their own quality and performance. Before starting, sorters should familiarize themselves with the quality and defect tolerances for export and domestic grades and culls. The Quality Control (QC) checker will determine if the grading is acceptable. They can answer any questions you may have regarding grades. Grading should have less than 5% errors in any grade – export, domestic, or cull. Sorters must sort to within allowable standards. The QC will check the grading to determine if the sorting is satisfactory and accept the sorted cherries if so. If it is not good enough, the QC will ask the sorter to resort the cherries until they are within grade standards. Staff at the sizing/packing end should not need to correct sorting problems – good sorting is expected of the sorters.

Camping

All people staying in the camps must register as a camper, and complete their paper work for employment at the office **before commencing work**. Tents should not be in the orchard and only in designated spots.

Camp fee is \$5.00 per night or \$2.00 per night for those who work the full season. Dishes and cutlery are available for \$5. A combination lock is available for \$5 for a locker (please share lockers). This will be refunded if returned at the end of the season. Clothes washing machine is available at the Pooley Orchard camp. Please be nice to this machine. If you overload it and it breaks down, there will be no more laundry machine. Soap is available – please use it responsibly.

Dirty dishes left lying around may be removed from the cookhouse, so **WASH UP AND PUT AWAY YOUR STUFF**. There are cupboards to share which you may lock if you wish. Label and date your food in the fridge with masking tape and pen provided. **Unlabeled food may be shared by anyone or thrown out.** PLEASE LIMIT the space you take up in the fridges so all have a fair share of the space.

The campground facilities are provided solely for the convenience of people working here. People may stay as long as they are prepared to co-operate with other campers, keep the place clean and tidy at all times, and respect the peace and quiet needed by others. **NO music or noise after 10:00 pm.** If we have any complaints from the neighbours about the camp we may have to shut the camp down and you will have to find your own place to stay. **Anyone who is disruptive, does not clean up after themselves, or who is suspected of theft will be asked to leave.** No pets are allowed. Only people registered to work here may use the facilities or camp overnight; please notify us if there are any unfamiliar or unregistered people at the camp.

Liability

Dendy Orchards Ltd. is not liable or responsible for any injuries or activities employees may engage in after working hours (ie picking hours for pickers, grader shift hours for packing staff) but while still on the property, nor does Dendy Orchards Ltd. take any responsibility for the security of the camp and personal belongings of campers. If you have valuable documents that require safekeeping, contact Christine Dendy. Please tell the camp supervisor if there are any problems or concerns in the camping area.