

**Cawston Cold  
Storage Ltd**



**Cawston Cold Storage Ltd. Employee Handbook**

## *CCS Employee Handbook*

# *Welcome to Cawston Cold Storage Ltd.*





**Cawston Cold Storage Ltd. Employee Handbook**

*Cawston Cold Storage Ltd. began in January 1992. A local building was rented during the winter months for packing fruit from the farms of Dan Taylor and Bill Potash. Since then, the company has continued to expand its market base and market share in Canada and United States.*

*As our company grows, we hope you will continue to grow along with us. Your job is important to the growth and profitability of Cawston Cold Storage Ltd. Our common goal is to build an excellent company which provides us with an enjoyable working environment, a chance to be creative and a good return for our efforts.*

*The purpose of this handbook is to familiarize you with the policies and procedures regarding the overall operation of our plant. More detailed information is available in the company's procedure manual which is available to look through in your spare time.*

*Please read your handbook carefully and keep it for future reference. If you have any questions about the policies or practices described in this handbook, please feel free to ask the Production Manager or your supervisor who will be glad to help you.*

*If at any time you wish to discuss any aspects of your career or involvement with Cawston Cold Storage Ltd., come and see me.*

*We are very pleased to have you join the staff at Cawston Cold Storage Ltd. and trust that your career with us will be long and successful.*



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**HELPFUL INFORMATION TO KNOW ABOUT CAWSTON  
COLD STORAGE**  
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<i>President:</i>	<i>Bill Potash</i>
<i>Sales/ Marketing Manager:</i>	<i>Bill Potash</i>
<i>Operations Manager:</i>	<i>Dan Taylor</i>
<i>Production Manager:</i>	<i>Darrell Taylor</i>
<i>Office Manager:</i>	<i>Ione Cattell</i>
<i>Team leader:</i>	<i>Paula Taylor</i>
<i>Team leader:</i>	<i>Amarjit Dhaliwal</i>
<i>Shipper:</i>	<i>John King</i>
<i>First Aid:</i>	<i>Darrell Taylor</i>
<i>Main Office Phone Number</i>	<i>250-499-7777</i>
<i>Lunch Room Phone Number</i>	<i>250-499-7024</i>
<i>Our website is at</i>	<a href="http://www.naturesfirstfruit.com"><u>www.naturesfirstfruit.com</u></a>
<i>Starting wage</i>	<i>\$ 12.50</i>



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**EMPLOYEE PROCEDURES**

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- 1.0 *At Cawston Cold Storage Ltd., we feel pride in our brand and the quality of the product we produce. This quality is reflected in the way we do our work. Please today develop a professional work attitude.*
- 2.0 *It is of extreme importance that your appearance be always neat and tidy. You will be issued your first **light green or kiwi** shirt and gloves, aprons or rubber gear and coveralls for free. You must wear these at all times when in the production area. It's your responsibility to keep your clothes clean and in good repair. When you wear out the gloves, turn them in to the Team leader and you will be given a new pair. Do not lay down any of your protective clothes in the processing area. If you need to remove them, store them in your locker. Your breast pockets must be kept empty when in the production area.*



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- 3.0 *Because of the nature of production work, it is very important that each employee be on time and ready to start work when his or her shift begins. If you are unable to work because of illness or otherwise, you must notify the office.*
- 4.0 *A TD1 tax form is required to be filled along with the signed slip at the end of this handbook and returned to your supervisor before your first pay cheque.*
- 5.0 *Any address changes or other pertinent information required for proper payroll records should be reported to the Production Office as soon as possible.*
- 6.0 *All employees are covered by WorkSafe BC for any accidents which occur on the job. Accidents **must be reported immediately** to your supervisor whether or not there is an apparent injury.*
- 7.0 *The first three months of your employment at Cawston Cold Storage Ltd. is considered a probationary period. Satisfactory work performance must be achieved during this time in order to continue with the company. You will be evaluated by your supervisor several times during this period in an open discussion so you will be aware of your progress.*



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***AWARDS, BENEFITS AND PRIVILEGES***

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- a) *Coffee is available free of charge in the staff lunch room. We ask you to assist in keeping it clean.*
  
- b) *Two paid coffee brakes of 15 min. and one unpaid 45 min. lunch will be given to all employees.*
  
- c) *Cawston Cold Storage Ltd. adheres to the Employment Standards Act concerning payment of wages, hours of work, annual vacation, terminations and Statutory Holidays.*
  
- d) *An opportunity for advancement may be given to all employees.*



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***STANDARDS OF CONDUCT***

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*To enable our organization to fulfill its business obligations and to provide a safe and orderly place to work, employees are expected to meet the standards as described in this handbook. It is usual policy to apply, as necessary, correctional measures up to and including dismissal to ensure these expectations are met.*

*The method of discipline will be as follows:*

- a) A verbal warning*
- b) Up to three written warnings with the third being termination*

*However, some offences are more serious and may result in immediate discharge for even a first offence. The management has the right to set out particular and detailed standards of conduct in the "House Rules For Employees" which follows.*

*These rules will help us work together as a team. It is important for you to know, understand and accept as your own the standards of conduct and conditions of employment with Cawston Cold Storage Ltd. If there is anything you do not understand, please ask your supervisor or the Production Manager for a full explanation.*



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***HOUSE RULES FOR EMPLOYEES***  
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*All employees are expected to conduct the business of the Company with honesty and integrity in accordance with high moral and ethical standards.*

*All employees will refrain from the following:*

- 1) Deliberate or negligent damage to Company property, the property of fellow employees or the property of visitors, vendors or customers of the Company.*
  
- 2) Theft or dishonesty, including falsification of time records or furnishing false information on application forms. This will result in immediate dismissal.*
  
- 3) Bringing or attempting to bring onto Company property any firearm, dangerous weapon, explosive material or any instrument designed or intended to inflict injury.*





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- 4) *Creation of fire, safety or health hazards; failure to use safety devices; or failure to comply with procedures provided for employee protection.*
  
- 5) *Possession, use or being under the influence of alcohol, intoxicants or other drugs prohibited by law while on Company property.*
  
- 6) *Gambling, fighting, assault, disorderly conduct, horseplay or behavior that violates decency or morality, including using abusive language or gestures while on Company property.*
  
- 7) *Verbal or physical harassment, intimidation or abusive treatment of any employee or group of employees based on race, sex, religion, national origin, age, sexual orientation or handicap.*
  
- 8) *Interference with or failure to carry out any reasonable order of supervision, insubordination, including the refusal of any employee to perform work related tasks assigned by the supervisor.*



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- 9) *Excessive or unjustified absences from work without notifying the Company or excessive tardiness.*
  
- 10) *Removing or attempting to remove Company material (documents, equipment, tools etc.) from the premises without proper permission.*
  
- 11) *Revealing to any unauthorized persons any of the Company's financial, technical or other records, reports, papers and apparatuses or disclosing to others information concerning Company's business, without written authorization.*
  
- 12) *Using or disclosing inside information for personal financial gain or to enable any other person or business to make such gains.*
  
- 13) *Making illegal contributions, bribes, kickbacks or any type of illegal payment to anyone in connection with obtaining of orders or favored treatment.*



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- 14) *No MP3 player's radios walkmans or cameras are permitted in the food processing area or in any hi traffic areas unless given authorization by management.*
  
- 15) *Cell phones are not to be used in the building unless authorized by management.*



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***THE FOLLOWING ARE GROUNDS FOR IMMEDIATE  
DISCHARGE***  
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- 1) *THEFT: The theft or unauthorized possession of Company or other employee's property.*
  
- 2) *DRUGS AND ALCOHOL: Use, possession or being under the influence of drugs or alcohol while on duty.*
  
- 3) *DISHONESTY: Falsification of any Company records, including application, payroll time records, etc.*
  
- 4) *WILLFUL DAMAGE: Abusing, defacing or destroying Company property or the property of other employees.*
  
- 5) *ASSAULT: Striking fellow employees while on duty.*



*Employee good hygiene practices*

**WHEN TO WASH HANDS**

1. *Immediately before engaging in a food-handling task*
2. *After touching hair or other body parts*
3. *After using the rest room*
4. *After coughing, sneezing, using a handkerchief or tissue*
5. *After eating, drinking, or smoking*
6. *After handling dirty equipment and utensils*
7. *After engaging in any activity that may contaminate the hands*



## Germ Farm



**Scrub'em!**

### **HAND WASHING PROCEDURE:**

1. *Place your hands under the water to wet them*
2. *Dispense quarter-sized amount of soap onto your hands*
3. *Rub your soapy hands together for 20 seconds. Be sure to wash wrists, exposed forearms and under fingernails*
4. *Double rinse your hands in HOT running water*
5. *Take the paper towel and dry your hands*
6. *Use the paper towel to turn off the water faucet and open the door*



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*Employee good manufacturing practices and personal  
hygiene & health requirements*  
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1. *All employees must wash their hands before starting work, after handling contaminated materials, breaks or lunch periods, and after using washroom facilities. Where necessary to minimize microbiological contamination, employees shall use disinfectant (hand sanitizer).*
2. *Employees are required to report for work in clean clothing and maintain a high degree of personal cleanliness. Storing clothing or other personal items in the production area will not be permitted. Please use the lockers provided.*
3. *No sleeveless garments are allowed. No fuzzy clothing will be permitted in the plant. Open toed shoes, sandals, thongs, clogs and/or moccasins are not allowed in the plant. Shirts or blouses shall be buttoned, except for the collar button, and shall cover the waist. Fingernails shall be trimmed and clean. Use of fingernail polish is prohibited unless gloves are worn.*
4. *Jewellery unless specifically authorized shall not be allowed (wedding bands with no stones or medical alert tags which cannot be removed may be worn but shall be covered). Rings of any other sort shall not be allowed. Hair curlers, bobby pins, combs, ribbons, etc, shall not be worn in the plant. Watches must be kept in pants pockets.*



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5. *Any behaviour that could result in contamination of food, such as eating or drinking, use of tobacco, chewing gum or candy, shall be prohibited in food handling areas. Any unhygienic practices such as spitting shall not be tolerated. All eating in the plant is to be confined to the lunchroom.*
6. *All glass containers are prohibited in food handling areas. Pens, tools, earplugs, cigarettes, etc. shall not be carried in the upper shirt pockets.*
7. *Employees must be in a healthy condition when they report to work. All employees must inform a supervisor if they know they are a carrier of a disease transferable through food. Employees with sores or boils on hands, arms or face must see and inform a supervisor before starting work. Cuts or abrasions must be reported to first aid, and must be covered with a secure waterproof covering.*
8. *In order to prevent cross contamination to product, visitors are to report to the front office, sign in, read the hygiene requirements for visitors policy, and receive a vest.*







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*Employee Practices Policy*

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*Our goal is to produce a food product that is safe for our customers. Employees will comply with the Canadian Food Inspection Agency and Workers Compensation Board standards. And the Cawston Cold Storage Ltd. food safety requirements on general conduct for food manufacturing practices.*

*Employees will be instructed on proper hygiene, behaviour, work safety, general housekeeping and production rules while in the plant. Experienced Supervisors or team leaders will enforce all regulations to minimize potential sources of contamination.*




*All employees are required to be ready for work at their assigned location when their shift starts.*



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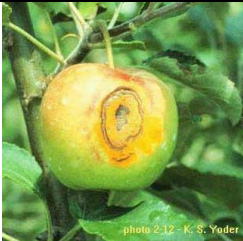

***Apple Defect Requirements***

*Defects must be no greater than the following*

<b>APPLE DEFECTS</b>	<b>CANADA EXTRA FANCY</b>	<b>CANADA FANCY</b>	
<b><i>Bruises</i></b>	$\frac{3}{4}$ " diameter  1" aggregate	$\frac{3}{4}$ " diameter  1" aggregate	
<b><i>Hail</i></b>	1/8" diameter  $\frac{1}{4}$ " aggregate	$\frac{1}{2}$ " diameter	
<b><i>Limb Rub</i></b>	$\frac{1}{4}$ " aggregate	$\frac{1}{2}$ " diameter	






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<u><b>Pansy Spot</b></u>	<i>½" aggregate</i>	<i>1" diameter</i>	
<u><b>Russet</b></u>	<i>5% Fine</i> <i>Not characteristic, Nil</i>	<i>25% Fine</i> <i>5% Smooth</i>	 <small>photo 2-12 - K. S. Yoder</small>
<u><b>Scale Spots</b></u>	<i>2 per apple, no more than 5% per lot</i>	<i>2 per apple, no more than 5% per lot</i>	






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<p><b><u>Punctures</u></b></p>	<p><i>C/P or T/P none</i></p> <p><i>Loose fill 1 per apple</i></p> <p><i>Max 3/16' diameter,</i></p> <p><i>Not over 10% per lot.</i></p>	<p><i>C/P or T/P – 1 per apple,</i></p> <p><i>Max 3/16" diam. Not more than 15% per lot.</i></p>	
<p><b><u>Leaf Roller</u></b></p>	<p><i>None</i></p>	<p><i>¼" diameter</i></p>	
<p><b><u>Storage Scald</u></b></p>	<p><i>15% of surface</i></p> <p><i>10% per lot</i></p>	<p><i>15% of surface</i></p> <p><i>15% per lot</i></p>	





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<p><b><i>Scab</i></b></p>	<p><i>None</i></p>	<p><i>1/8" diameter maximum</i></p>	
<p><b><i>Sunscald or Spray Burn</i></b></p>	<p><i>None</i></p>	<p><i>Min. extra fancy colour, must blend</i></p>	
<p><b><i>Drought Spot</i></b></p>	<p><i>None</i></p>	<p><i>None</i></p>	



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<p><b><u>Stings &amp; Insect Injury</u></b></p>	<p>None</p>	<p>3/8" depth, 1/8" diameter, 3 stings per apple max.</p>	
<p><b><u>Bitter Pit</u></b></p>	<p>None</p>	<p>None</p>	



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***Pear Defect Requirements***

<b>Permanent Defects</b>	<b>Canada Extra Fancy</b>	<b>Canada Fancy</b>	<b>Canada Commercial</b>
1. Drought spots	- free from	- free from	- exceeds 3 per pear  - noticeably depressed or discoloured affected area
2. Freckled pit	- free from	- exceeds 1/2 inch (12.7 mm) in aggregate	- exceeds 15% of the surface  - discolours the pears
3. Frost injury or russet ring	- free from	- rough  - if smooth exceeds 3/4 inch (19.1 mm) in aggregate	- if pear is not deformed, 15% of the surface  - if pear is deformed, 5% of the surface
4. Green staining	- free from	- exceed 1/2 inch (12.7 mm) in aggregate	- do not score
5. Hail injury	- broken the skin  - caused discolouration  - exceeds individually 1/8 inch (3.17 mm)  - exceeds 1/4 inch (6.35	- not broken the skin but exceeds 1/2 inch (12.7 mm) in aggregate  - broken the skin and not well healed  - broken the skin, well healed, one	- not broken the skin but exceeds 3/4 inch (19.1 mm) in aggregate  - broken the skin and not well healed



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	<i>mm) in aggregate</i>	<i>skin break exceeds 3/16 inch (4.76 mm) or more than one skin break 1/8 inch (3.17 mm) in diameter or depth regardless the number</i>  <i>- noticeably depressed the affected area or materially affects the appearance of the pear</i>	<i>- broken the skin, well healed and exceeds 1/2 inch (12.7 mm) in aggregate</i>  <i>- noticeably depressed or seriously affects appearance</i>
<i>6. Insects and insect larva</i>	<i>- free from</i>	<i>- free from</i>	<i>- free from</i>
<i>7. Insect stings or punctures</i>	<i>- free from</i>	<i>- exceeds 2 stings</i>  <i>- exceeds 1/8 inch (3,17 mm) in depth</i>  <i>- exceeds 1/8 inch (3,17 mm) in diameter inclusive of any encircling discoloured ring</i>	<i>- not well healed</i>  <i>- well healed but exceeds 1/2 inch (12.7 mm) aggregate inclusive of any encircling discoloured ring</i>
<i>8. Leaf Roller</i>	<i>- free from</i>	<i>- has deformed the fruit</i>  <i>- exceeds 3/4 inch (19,1 mm) in aggregate</i>	<i>- exceeds 1 inch (25,4 mm) in aggregate</i>
<i>9. Limb rub or Leaf Mark</i>	<i>- soft, rough or dark in colour</i>  <i>- light brown, smooth russet character and exceeds 1/2 inch (12.7 mm) aggregate</i>	<i>- soft, rough or dark in colour</i>  <i>- light brown, smooth russet character and exceeds 3/4 inch (19,1 mm) aggregate</i>	<i>- seriously depressed</i>  <i>- exceeds 1 inch (25,4 mm) in aggregate</i>





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<p>10. Pear Psylla</p>	<p>- affects the appearance</p> <p>- exceeds 1/2 inch (12.7 mm) in aggregate</p>	<p>- exceeds 5% of the surface</p>	<p>- exceeds 15% of the surface</p>
<p>11. Russeting</p> <p><b>Note:</b> Smooth russeting in Flemish Beauty pears is considered to be characteristic of the variety.</p>	<p>- rough</p> <p>- smooth but not characteristic and exceeds 1 1/2" in aggregate</p>	<p>- rough</p> <p>- smooth but not characteristic and exceeds 25% of the surface</p>	<p>- rough that exceeds 1 inch (25,4 mm) in aggregate</p>
<p>12. Scab</p>	<p>- free from</p>	<p>- exceeds 1/8 inch (3,17 mm) in aggregate</p>	<p>- exceeds 1/2 inch (12.7 mm )aggregate</p>
<p>13. Scale and scale spots</p>	<p>- exceeds 2 per pear</p> <p>- more than 5% in the lot</p>	<p>- exceeds 2 per pear</p> <p>- more than 5% in the lot</p>	<p>- exceeds 10 per pear</p>
<p>14. Spray burn and Sunscald</p>	<p>- free from</p>	<p>- does not blend with the normal colour</p> <p>- caused blistering or cracking of the skin</p>	<p>- soft, blistered or cracked</p> <p>- does not blend with the normal colour and exceeds 15% of the surface</p>
<p>15. Stoney Pit</p>	<p>- free from</p>	<p>- exceeds 1 per pear</p>	<p>- exceeds 1/2 inch (12.7 mm)aggregate</p>



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<b>Condition defects</b>	<b>Canada Extra Fancy</b>	<b>Canada Fancy</b>	<b>Canada Commercial</b>
1. Bitter Pit	- free from	- free from	- free from
2. Black End	- free from	- free from	- free from
3. Breakdown	- free from	- free from	- free from
4. Brown Core	- free from	- free from	- free from
5. Corky Core	- free from	- free from	- free from
6. Decay	- free from	- free from	- free from
7. Freezing Injury	- free from	- free from	- free from
8. Overripe Specimens	- free from	- free from	- free from
9. Shrivelled Specimens	- free from	- free from	- free from
10. Soft Specimens	- free from	- free from	- free from



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11. Storage Scald	- free from	- free from	- free from
12. Bruises	- caused brown discolouration under the skin  - exceeds 3/4 inch (19,1 mm) in aggregate	- caused brown discolouration under the skin  - exceeds 3/4 inch (19,1 mm)" in aggregate	- caused brown discolouration under the skin  - exceeds 1 inch (25,4 mm) in aggregate
13. Mould in the calyx ends  - with or light grey coloured mould  - black or dark coloured mould	- confined to calyx bowls, don't score - extends out over the shoulders, free from  - free from	- confined to calyx bowls, don't score  - extends out over the shoulders, exceeds 1/2 inch (12.7 mm) in aggregate  - exceeds 1/2 inch (12.7 mm) aggregate	- confined to calyx bowls, don't score  - extends out over the shoulders, exceeds 15% of the surface  - exceeds 15% of the surface
14. Pink calyx	- pink colour affects the skin surrounding the calyx lobes  - don't score if only calyx lobes are pink	- pink colour affects the skin surrounding the calyx lobes  - don't score if only calyx lobes are pink	- pink colour affects the skin surrounding the calyx lobes  - don't score if only calyx lobes are pink
15. Scurring	- free from	- exceeds 1/2 inch (12.7 mm) aggregate	- exceeds 1 1/2" aggregate
16. Skin Puncture	- free from  - exceeds 1 per pear	- free from  - exceeds 1 per pear	- exceeds 1 per pear  - exceeds 3/16" in diameter



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- varieties other than Anjou - Anjou variety	- exceeds 3/16" in diameter - affects more than 10% of pears in the lot	- exceeds 3/16" in diameter - affects more than 15% of pears in the lot	- exceeds 2 per pear - exceeds 3/16" in diameter individually
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***Tolerances***

*Tolerances are applied by count:*

- a. 5% of the pears may be below the prescribed or declared minimum size.*
- b. 5% of the pears may exceed the declared maximum size.*
- c. 10% of the packages in a lot of tiered pears may contain more than 10% of pears that exceeds the maximum size variation.*
- d. 3% of the pears may be affected by decay.*
- e. 5% of the pears may have the same grade defect.*
- f. 10% of the pears may have grade defects other than those referred to in paragraphs (a), (b) and (c) but including those referred to in paragraphs (d) and (e).*

**Note:** *At destination allow an additional 5% for condition defects including not more than an additional 2% for decay.*



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**Peach Defects Requirements**

	<b>Canada No. 1</b>	<b>Canada Domestic</b>
<b>Free from defects</b>	- Insects, insect larva, larva, sunscald, hail marks, skin punctures or breaks, growth cracks, ** split pits and gum.	- Insects and insect insect injury, disease,
<b>Free from damage defects</b>		
<b>Bruises</b>	- individually exceed 1/2" in diameter, or - exceed 3/4" in aggregate area	- individually exceed 1/2" in diameter, or - exceed 1" in aggregate area
<b>Limb rub marks</b>	- exceed 3 per peach - exceed 1/2" in aggregate area	- exceed 5% of the surface area
<b>Russetting</b>	- rough - none allowed - dark colour that exceeds 1/2" in aggregate area. - fine, light colour - exceeds 15% of the surface area	- dark colour that exceeds 5% of the surface area - fine, light coloured - allow any amount
* except plant bug injury ** see split pits in "free from damage" defects.		
<b>Plant bug injury</b>	- sunken or pitted, or - has deformed the peach, or - exceeds 1/2" in aggregate area	- exceeds 5% of the surface area



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<i>Hail injury</i>	- free from hail marks	- not well healed, - broken skin and exceeds 3/16" in diameter or 1/16" in depth, - broken skin allow up to 3 marks per peach, - exceeds 10% of the surface area, or - noticeably depressed the affected area
<i>Oak bug injury, ink spot, scab, mildew</i>	- free from	- exceeds 5% of the surface area
<i>Split pit</i>	- if opening showing after stem is removed, or if it has caused the peach to be definitely misshapen	- exceeds 1/8" in width to be judged with stem in
<i>Skin punctures, suture cracks, other breaks</i>	- free from	- free from, except in J.H. Hale variety growth cracks, allow well healed suture cracks not exceeding 1/2" in length
<i>Scale injury</i>	- Considered as injury when exceeds 2 spots which contrast sharply with the background colour of the peach. Small spots which are not readily apparent and spots which blend with the background colour of the peach should not be considered as injury.	- Considered as injury when exceeds 10 spots which contrast sharply with the background colour of the peach. Small spots which are not readily apparent and spots which blend with the background colour of the peach should not be considered as injury.
<i>Suture stitching</i>	- light - allow up to one inch in length; - dark - none allowed	- allow full length if not too rough to damage in handling or in transit
<i>Stem pull</i>	- If only upper layer of skin torn - disregard.	- If only upper layer of skin torn - disregard.



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	<i>Scoreable only if flesh torn</i>	<i>Scoreable only if flesh torn</i>
<i>Grasshopper bites</i>	<i>- free from</i>	<i>- exceeds 1/4" aggregate, 1/8" deep</i>
<i>Gum</i>	<i>- in both Canada No. 1 and Canada Domestic grades, any gum adhering to the fruit is scoreable</i>	
<i>Mildew</i>	<i>- free from - smooth off-coloured spots are not characteristic mildew but should be treated the same</i>	<i>- exceeds 5% of the surface area - smooth off-coloured spots are not characteristic mildew mildew but should be treated the same</i>
<b><i>Deformity - see shape requirements.</i></b>		
<i>Bruises*</i>	<i>- soft or discoloured and individually exceed 1/2" in diameter or exceed 3/4" in the aggregate</i>	<i>- soft or discoloured and individually exceed 1/2" or exceed 1" in the aggregate</i>
<i>* Pressure bruises resulting from good commercial packing should not be scored unless they are soft or discoloured under the skin.</i>		



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**Prune & Plums Defects Requirements**

	<b>Canada No. 1</b>	<b>Canada Domestic</b>
<i>Colour (P)</i>	<i>Good Colour Plums - characteristic of the variety Prunes - not less than 75% of the surface area of the prune is of the colour characteristic of the variety</i>	<i>Fair Colour Plums - not less than 75% of the plums are of the colour characteristic of the variety Prunes - not less than 50% of the surface area of the prune is of the colour characteristic of the variety</i>
<i>Cleanliness (C)</i>	<i>Fairly Clean</i>	<i>Reasonably Clean</i>
<i>Drought Spots (P)</i>	<i>Free from drought spots</i>	<i>Spots affect more than 10% of the surface area</i>
<i>Growth Cracks (P)</i>	<i>Free from growth cracks* * Peach Plums - See 7.2</i>	<i>Cracks exceed one per plum or exceed 1/4 inch in length or are not well healed</i>
<i>Hail Injury (P)</i>	<i>Free from hail injury</i>	<i>Hail injury is not well healed or has broken the skin and exceeds 1/8 inch in diameter or has broken the skin and exceeds 3 marks per specimen or affects an aggregate area exceeding 2 inch in diameter</i>
<i>Insect Stings/Injury (P)</i>	<i>Free from insect stings/injury</i>	<i>Stings/injury exceed 3 per specimen or extends into the flesh or aggregates more than 1/4 inch per specimen</i>
<i>Limb Rub and Leaf Marks (P)</i>	<i>Free from limb rub and leaf marks</i>	<i>Limb rub or leaf marks that affect more than 15% of the surface area</i>
<i>Russeting (P)</i>	<i>Rough Russeting that exceeds 1/4</i>	<i>Rough Russeting that exceeds 3/4 inches on a fruit 2</i>





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	<i>inch on a fruit 2 inches in diameter or smaller and 2 inch on fruit greater than 2 inches in diameter Smooth Russetting that exceeds 10% of the surface area</i>	<i>inches in diameter or smaller and 1 inch on fruit greater than 2 inches in diameter Smooth Russetting that exceeds 25% of the surface area</i>
<i>Scale (P)</i>	<i>Scale that exceeds 2 spots or exceeds 1/4 inch in diameter in the aggregate</i>	<i>Scale that exceeds 5 spots or exceeds 3/8 inch in diameter in the aggregate</i>
<i>Scars</i>	<i>Free from scars</i>	<i>Scars that exceed 1 per plum or aggregate over 1/4" in a fruit 2" in diameter or smaller or over 3/8" on a fruit over 2" diameter</i>
<i>Split Pits</i>	<i>Split Pits that cause any crack that is unhealed or are healed but aggregate more than 1/4" in length or that cause the fruit to be not well formed.</i>	<i>Split Pits that cause any crack that is unhealed or are healed but aggregate more than 3/4" in length or that cause the fruit to be not well formed.</i>
<i>Sunscald (P)</i>	<i>Free from Sunscald</i>	<i>Sunscald that does not blend with the normal background colour or has caused blistering or cracking of the skin</i>
<i>Sunburn</i>	<i>Normal Colour of the skin has been materially changed or the skin is blistered, cracked or noticeably flattened.</i>	<i>Skin is seriously blistered, cracked or noticeably flattened or when it causes discolouration of the flesh.</i>
<i>Bruising (C)</i>	<i>Free from bruises that cause</i>	<i>Bruises that are soft and show discoloured flesh and</i>



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	<i>underlying flesh to discolour</i>	<i>affect more than 15% of the surface area</i>
<i>Decay (C)</i>	<i>Any soft decay or breakdown</i>	<i>Any soft decay or breakdown</i>
<i>Discolouration (C) Brown Surface Discolouration Internal Discolouration</i>	<i>When areas are sunken and/or discoloured and exceed 2 inch in the aggregate area Free from internal discolouration</i>	<i>When areas are sunken and/or discoloured and exceed 2 inch in the aggregate area Discolouration that when a midsection crosswise cut shows an area of flesh over 1/4" in diameter that is distinctly brown or darker in colour, or when lighter shades or discolouration of the flesh are accompanied by a mushy condition or a distinct off-flavour or odour.</i>
<i>Shrivelling (C)</i>	<i>Materially affecting the appearance</i>	<i>Materially affecting the appearance</i>
<i>Skin Breaks (C)</i>	<i>Free from skin breaks</i>	<i>Free from skin breaks</i>



**STATUTORY HOLIDAY POLICY**

**1) New employees**

*To be entitled to a paid day off on a statutory holiday, you must have been employed for at least 30 calendar days.*

**2) Returning Employees**

*All returning employees must have been employed and worked if work was available for 15 days prior to the statutory holiday to qualify. If work wasn't available in the 15 day period of re'employment before the stat but the employee was willing and available for work the employee will be given the stat.*



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**Payroll Policy**

*The main office will no longer give the pay cheques to any employee. It will only be released to the Operations Manager or Production Manager. Any payroll information request must go through the Production Manager. Employees are required to keep track of their own working hours as it relates to EI claims. The payroll manager is required to provide certain paperwork as obligated by labour law such as ROE's and T4's. Anything else is a special request and will be looked at on a case by case basis.*



## **PAYROLL SCHEDULE FOR 2009-2010**

<b><i>Pay Period Ending Date</i></b>	<b><i>Pay Day Date</i></b>
<i>May 3 – May 16, 2009</i>	<i>May 22, 2009</i>
<i>May 17 – May 30, 2009</i>	<i>June 5, 2009</i>
<i>May 31 – June 13, 2009</i>	<i>June 19, 2009</i>
<i>June 14 – June 27, 2009</i>	<i>July 3, 2009</i>
<i>June 28 – July 11, 2009</i>	<i>July 17, 2009</i>
<i>July 12 – July 25, 2009</i>	<i>July 31, 2009</i>
<i>July 26 – August 8, 2009</i>	<i>August 14, 2009</i>
<i>August 9 – August 22, 2009</i>	<i>August 28, 2009</i>
<i>August 23 – September 5, 2009</i>	<i>September 11, 2009</i>
<i>September 6 – September 19, 2009</i>	<i>September 25, 2009</i>
<i>September 20 – October 3, 2009</i>	<i>October 9, 2009</i>
<i>October 4 – October 17, 2009</i>	<i>October 23, 2009</i>
<i>October 18 – October 31, 2009</i>	<i>November 6, 2009</i>



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<i>November 1 – November 14, 2009</i>	<i>November 20, 2009</i>
<i>November 15 – November 28, 2009</i>	<i>December 4, 2009</i>
<i>November 29 – December 12, 2009</i>	<i>December 18, 2009</i>
<i>December 13 – December 26, 2009</i>	<i>January 1, 2010</i>
<i>December 27 – January 9, 2010</i>	<i>January 15, 2010</i>
<i>January 10 – January 23, 2010</i>	<i>January 29, 2010</i>
<i>January 24 – February 6, 2010</i>	<i>February 12, 2010</i>
<i>February 7 – February 20, 2010</i>	<i>February 26, 2010</i>
<i>February 21 – March 6, 2010</i>	<i>March 12, 2010</i>
<i>March 7 – March 20, 2010</i>	<i>March 26, 2010</i>
<i>March 21 – April 3, 2010</i>	<i>April 9, 2010</i>
<i>April 4 – April 17, 2010</i>	<i>April 23, 2010</i>
<i>April 18 – May 1, 2010</i>	<i>May 7, 2010</i>
<i>May 2 – May 15, 2010</i>	<i>May 21, 2010</i>
<i>May 16 – May 29, 2010</i>	<i>Jun 4, 2010</i>



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*Pay Cheques Policy*

*Company policy on payroll is that it is issued every second Friday. **NO EXCEPTIONS!***

*Please see payroll schedule*

*Advances Policy*

*Advances will not be given out at any time **NO EXCEPTIONS!***

*Absent Days Policy*

*If you cannot make it to work, you are required to phone the office to let us know at 499-7777. If there is no answer, please leave a message with Sonia at extension #201.*

*Punching Out Policy*

*C.C.S. policy is that all employees are required to punch out when leaving the premises during working hours, lunch or coffee breaks. After returning, employees are required to punch back in when returning to work. Anyone caught not complying could be let go for fraudulently reporting time worked.*



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***Phone in Policy***

*If an employee is unwell and not able to attend work they must phone the office at 499-7777 and tell the office staff that they will not be in. This allows the office to put it on file and inform your supervisor for you.*

***Hours of Operation Policy***

*The hours of normal operation are **8:00 am. To 4:45 pm. Monday to Friday.** All regular full time or seasonal full time employees are required to be at work ready and willing to carry out their required tasks. These are given to them by their supervisors or managers and must be carried out in a timely fashion. If an employee cannot finish a task for any reason the employee must inform his / her supervisor immediately.*

***Taking Time off Policy***

*If employees would like to take a day off, a minimum of **48 hrs** notice is required. This must be given to the employee's supervisor or manager. So re'organizing of jobs can be done.*

***Chronic Absenteeism Policy***

*If an employee is chronically late, absent or leaving work early, management will be forced to look at replacing such employee. Daily operations require all employees to be at work for a minimum **eight hour day.***





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*Dress Code Policy*

*All employees working in high traffic areas of the packing house are required to wear, clean orange hi viz overalls, steel toe boots and a plain clean shirt. All employees working in low risk areas are required to dress in clean pants, steel toe boots or shoes and a light green or kiwi shirt. **No** loose or baggy clothing, revealing clothing, sleeveless shirts, and clothing with tears missing buttons or other defects.*

*Employees in high traffic areas are given one overall at the time off employment. The employee is required to wash and maintain their overalls. At the end of the employee's probation period (or 3 months) the employee will be given another overall. If an employee wishes to have more than two overalls they can get a list from there supervisor of locations where they can purchase them.*

*Employees in low risk areas will be given one light green or kiwi shirt with our NFF logo at the time of employment. At the end of the employee's probation period (or 3 months) the employee will be given another shirt. If an employee wishes to have more than two shirts they must purchase them.*

*Steel toe boots, pants, overalls and shirts are the responsibility of the employee to purchase and maintain.*



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***Glove Policy***

*All employees are required to wear gloves which are provided by CCS. Employees are required to wash their own gloves and bring them to work each day. If an employee's gloves are worn-out the employee must give them to the production manager or their team leader for a free replacement.*

Employees who handle fruit: *This includes sorters, packers and anyone else who touches the fruit being packed. Gloves must be either on your hands, at your workstation or in your locker. Gloves are to be left at the workstation during lunch or other breaks. Gloves must not be found anywhere else. Hands must be washed prior to starting the shift, after breaks or when hands have touched anything other than the inside of the gloves or the fruit. Gloves must be sanitized at the work station or the locker room prior to starting the shift. A second glove may be worn inside the rubber glove as long as it is kept clean. Anyone who chooses to use the rubberized cotton gloves must take them home and wash them before each shift.*

Employees who do not handle fruit: *This includes forklift drivers, stackers, box makers, maintenance and clean up crew. Gloves used to protect the hands during normal work duties do not have to be washed or sanitized at each break or prior to the shift. Gloves must be either on your hands, at your workstation or in your locker. Gloves must not be found anywhere else. Worn-out gloves must be replaced. Employees who do not handle fruit and who choose not to wear gloves must still maintain clean hands like everyone else.*

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## Notes

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