

QUALITY WORKPLACES:

A GUIDE FOR DAIRY FARMS



A safe, rewarding and productive workplace is built on the strength of firm foundations created by complying with the law. The five pillars of good practice further contribute towards creating a work environment where good people want to stay, grow and contribute.

For practical tools, tips and resources for building a safe, enjoyable and rewarding environment on your farm, visit dairynz.co.nz/people

DairyNZ

FEDERATED
FARMERS
OF NEW ZEALAND

A GUIDE FOR DAIRY FARMS

GOOD employer



GREAT employer



BALANCED AND PRODUCTIVE WORK TIME



- Employees have regular days off, set by a roster system within the employment agreement.
- Employees can achieve good work/life balance.
- Hours of work manage fatigue, health and safety to good levels.

- Farm team consists of the right people with the right skills to ensure workloads are achievable in the allocated time.
- Employees complete a variety of tasks offering appropriate physical and mental challenges.
- Employees working on a well-designed roster normally are not likely to:
 - work more than 50 hours a week
 - work more than 10 hours a day
 - work more than 4 hours in any day before a break is taken.

FAIR REMUNERATION



- Minimum wages or above paid for all hours worked.
- Employment agreements are in place.
- Records are kept of hours worked and wages paid.
- Holidays and leave recorded.
- Formal accommodation agreements in place.

- Remuneration provided is competitive with market and performance indicators for similar skills and experience.
- Time in lieu or hourly rate top ups given in exchange for additional hours.
- Reward and recognition given aligned to individual employee values.

WELLNESS, WELLBEING, HEALTH AND SAFETY



- Persons in charge of a business or undertaking take all reasonable steps to manage the risks to people.
- The workplace is physically safe and emotionally secure and free from bullying.
- Accommodation complies with legal requirements.
- Adverse conditions at work (temp, light, air, noise) are managed by PPE.
- Drugs and alcohol are not permitted.

- Physical, emotional and social needs of employees are considered.
- Employees are engaged in setting and operating the farm health and safety plan.
- Technology systems and processes are used to improve the quality of the workplace where possible.
- People on farm are encouraged to look out for one another.
- Accommodation is comfortable and a home.

EFFECTIVE TEAM CULTURE



- Employees understand what you are trying to achieve.
- Employees understand what is expected of them.
- Employees feel like a valued and respected part of the team.
- Regular and clear communication across farm team.

- Employees have the opportunity to do a variety of tasks.
- Employees are involved in decision-making that affects them.
- Individual employee preferences and needs are considered.
- Positive feedback is given regularly.

REWARDING CAREERS



- Individuals are supported and valued, whatever career path they choose.
- Informal on-farm training is provided.

- Continuous improvement through ongoing skills development is supported.
- Employees have opportunities for personal growth and career development.
- Formal training is encouraged.