

Structured Reports to the Board - reviewed 31 July 2017

Purpose - To define what reports are expected by the Board from the Cooperatives management and in what form these reports should be presented.

Management Accounts

- Directors to receive updated Management accounts and variance reports as part of the regular distribution of Directors papers pre-meeting.
- If Directors are not meeting in any particular month then the GM will provide Management Accounts plus brief written reports on relevant items.
- Directors to request additional information or changes to the presentation of the accounts at any time if they feel they are not seeing what they need to see

Legal & Compliance Reporting

- The GM is responsible for writing a Legal and Compliance Report that is to be reviewed by Directors on a 6 monthly basis.
- The template for writing this report can be found on the password protected GM section of the MGP server and then looking in 'Directors Meetings folder' then 'Legal Compliance Paper'

Risk Management Reporting

- The GM is responsible for writing a Risk Management Paper that is to be reviewed by Directors on a 6 monthly basis.
- The template for writing this report can be found on the password protected GM section of the MGP server and then looking in 'Directors Meetings folder' then 'Risk Management Paper'

Insurances - Risk Management Reporting

- GM is responsible for writing an Insurance Management Paper that is to be reviewed by Directors on a 12 monthly basis.
- The template for writing this report can be found on the password protected GM section of the MGP server and then looking in 'Directors Meetings folder' then 'Insurance Management Paper'

Cooperative Policies Document (this document)

- To be reviewed and officially updated every 12 months

Interaction between Board & Staff - reviewed 29 Nov 2016

Purpose - To define what is acceptable and unacceptable interactions between Board members and MGP staff

Direct Board Inspections

- It is the Boards role to ask 'any and all' questions of the GM and staff regarding the overall running of the Cooperatives business. These requests can be made verbally or in writing.

Frequency of monitoring of GM's performance.

- Performance requirements from the GM can change depending on the Direction the Board wishes to take the Company. Criteria for what measure performance and how this is monitored is to be outlined in the GM's 'Task List'. This is to be negotiated every 12 months in May or June for the following 12 months.
- At the same time as planning is done for the next 12 months, the GM's performance is to be reviewed and any bonuses paid out for the previous 12 months period. The size and method of payment are included in the GM's Task List from the previous period
- An interim meeting in December or January is to occur between the GM and members of the Remuneration Committee/full Board . At this meeting the performance of the GM in relation to his/her IEA is to be discussed and suggestions made if improvements are needed
- Any changes to the GM's IEA must be confirmed in writing between both parties before it becomes formal.

Frequency of GM meetings with Chairman

- The Chairman should be consulted on an 'as and when required' basis. Not set timeline is to be put in place for this but as a guide this should be weekly

Interactions between Cooperative Staff and Directors

- To avoid any perceived conflict of interest, all questions from Directors about their personal business dealings inside the Cooperative are to be directed in writing to the GM in the first instance.
- If the GM is unhappy with the nature of the enquiry, then he is to talk to the Chairman about it for clarification around any conflict of interest and what to do.

Service to Members Policy - *reviewed 26th October 2016*

Purpose - The purpose of this policy is to define the relationship between MGP staff and the Cooperatives members

Policy Details

- MGP is a GROWER OWNED organisation, democratically controlled by its members (the people who use the Cooperatives services) not by outside investors.
- All members are to be treated equally and no one members is to be advantaged or disadvantaged over another
- As such the employees of the Cooperative are to do everything they can to ensure members requests are met. However this must be balanced by ensuring any action does not put the overall Cooperative at risk.
- All phone calls and e-mails from Members are to be returned within 24 hours. This assumes the employee is at work and on-call. If the employee is on annual leave, travelling overseas on work business or its a weekend, this does not apply and contact is to be made back to the Member when the employee is back at work.

Staff Code of Conduct - *reviewed 26th October 2016*

Purpose - The intention of this policy is to:

- **Give guidance to all staff on the standards of conduct required by MGP.**
- **Define breaches of conduct.**
- **Describe the consequences of breaches of conduct.**
- **Explain the rights of staff.**
-

The policy is designed to ensure that MGP operates efficiently and effectively and that staff are treated fairly and equitably. It is an effort to explain MGP's position clearly so that disciplinary action does not come as a surprise to staff.

Code of Conduct

- Staff are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Company and the welfare of colleagues
- Staff have an obligation to:
 1. Be present at work as required and to be absent from the workplace only with proper authorisation;
 2. Carry out their duties in an efficient and competent manner, and maintain specified standards of performance.
 3. Comply with lawful and reasonable employer instructions and policies and to work as directed;
 4. Respect the privacy of individuals and use confidential information only for the purposes for which it was intended.
 5. Neither use, nor allow the use of, MGP property, resources, or funds for other than authorised purposes;
 6. Incur no liability on the part of MGP without proper authorisation;
 7. Not demand, claim or accept any fee, gratuity, commission or benefit from any person or persons other than MGP in payment for any matter or thing concerned with their duties and responsibilities, nor to accept any gift or favour from any source which could be seen as influencing a business relationship;
 8. Avoid conflicts of interest.

Breaches of the Code of Conduct

- Misconduct involves contravention of the above obligations. Serious misconduct involves serious and/or repeated contravention of the above obligations.
- If established, misconduct may lead to a reprimand and warning. Serious misconduct, if established, will usually lead to summary dismissal, that is, dismissal without notice.
- Serious misconduct is behaviour which undermines the contractual relationship between employee and employer, and/or threatens the wellbeing of the organisation. Serious misconduct includes, but is not confined to, the examples below:
 1. Refusing to perform properly specified duties or to carry out lawful and reasonable instructions of managers or supervisors.
 2. Assaulting or threatening to assault any employee or visitor on MGP's premises.
 3. Behaving in a manner causing safety risks to staff, such as smoking in areas specifically designated as hazardous or unauthorised use of fire protection or safety equipment.
 4. Being adversely affected by alcohol or non-prescription drugs while in a work environment.
 5. Having unauthorised possession of, or removing property belonging to MGP or another staff member.

6. Wilfully submitting a false claim on a timesheet, for expenses, or any other deliberate falsification.
7. Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Cooperative property.

Disciplinary procedures

- Formal disciplinary action is not taken lightly. MGP's experience has been that nearly all staff perform well, conduct themselves reasonably, and overcome minor problems without the need for formal discipline. Initially, problems are dealt with in the expectation that staff will give of their best once a deficiency is pointed out and that any difficulties can be overcome at the workplace level.
- Where the Cooperative has cause to believe that a satisfactory standard of performance has not been reached and maintained, or that the code of conduct has otherwise been breached, formal disciplinary procedures are likely to be invoked.
- The Employment Court has developed some important principles as to what constitutes procedural fairness in disciplinary procedures and there are three main requirements:
 1. An employee must receive notice of the specific allegation of misconduct and of the likely consequences should the allegation be established;
 2. There must be a real opportunity for the employee to explain or refute the allegation;
 3. There must be proper and unbiased consideration of the explanation.
- Unless a matter is so serious as to warrant instant dismissal, staff are entitled to be warned about disciplinary breaches and told of the manner in which their performance or conduct must improve. Warnings may be given orally or in writing but the Cooperative ordinarily confirms formal warnings in writing. It is usually appropriate to give at least two warnings although some circumstances may call for one final warning.
- Any formal warning will include:
 1. A statement of the specific problem.
 2. The standard or policy breached.
 3. The corrective action required.
 4. The period within which the corrective action must be taken.
 5. Reference to the meeting(s) with the staff member and any explanation given by the staff member.
 6. The consequences of failure to take the required corrective action or any further breach.
 7. Reference to any prior warnings.

Suspension

- MGP may need to insist that a staff member not remain at work while the matter of concern is being investigated, e.g. where safety is involved. Unless the relevant contract of employment provides for suspension without pay, any suspension will be on full pay.
- In the case of dismissal, MGP's decision, and the reasons for it, will be confirmed in writing to the staff member before the dismissal is effected.

Rights of staff in cases of disciplinary action

- Where MGP institutes formal disciplinary action and conducts interviews with the staff member for that purpose, the staff member is entitled to bring a friend, a union representative or other person to any such meeting.
- Personal Grievances - The principal legislative provisions are contained in Part 9 of the Employment Relations Act 2000. Section 103 defines a personal grievance. The procedure set out in the Act shall

apply unless the relevant employment contract includes an agreed procedure that is not inconsistent with the Act.

- Other legislation that may be relevant in some cases includes The Human Rights Act 1993 and The Race Relations Act 1971.

Financial Management Policies - reviewed 31 July 2017

Purpose - To define what is required by Directors & Management when running the Cooperatives finances

Budget & Forecast

- The GM is to present an OPERATIONS and CAPEX (Assets) budget for the upcoming year to Directors at a June meeting.
- After discussion the Directors pass a motion to accept the budget for the year.
- At the January/February meeting of the Board, the GM to present a forecast of year-end position

Accountability of management in any financial documentation provided to Directors

- The GM is to do everything he/she can to ensure accuracy of information presented to Directors
- This is especially important with things such as as solvency tests related to share resumptions etc.

Acceptable Accounting and Audit practices

- GM and Accountant to look at the practices used within the Cooperative every 12 months and provide feedback to Directors if changes would be beneficial.
- Directors also to bring thoughts to the Board table as part of this process.

Authorised & Prohibited types of investment for Cooperative monies

- ANZ Bank deposits are the only allowed form of investment for the Cooperatives money without full approval from the Directors.
- The GM to oversee an active investment program to ensure this money is receiving a good rate of return.
- \$100,000 tranches are to be used when investing money in term deposits to allow the Cooperative to use this money if needed

Bank Reconciliations:

- All reconciliations done by the company Administrator and overseen by company Accountant.
- All bank accounts operated by the company are to be reconciled to the corresponding bank statements at least monthly and the bank reconciliation report filed to the GM.

Receipts and Banking

- All money received by the company will be banked promptly, in the correct bank account and there will be sufficient controls in place to ensure that these monies are banked intact.

Filing and Back up:

- All documentation which is required to be retained for management, financial audit, taxation or any other purposes will be filed/backed up in a manner which is appropriate for the purpose for which it is retained.

Goods and Services Tax

- Because of the size and nature of the business, the company is required to account for GST on all taxable supplies, returns and payments must be made by the due dates specified by IRD. All of this is under the direct control of the company Administrator and overseeing them the company Accountant

GST, PAYE, Income Tax & Provisional Tax Payments

- All tax shall be paid to the IRD in a timely manner in accordance with IRD requirements.
 - GST being two monthly on the 28th of the following month.
 - PAYE being twice monthly for the staff payrolls
 - Income Tax being on advice from the Accountant
 - Provisional Tax being on advice from the Accountant.
- Reconciliations are done monthly of the GST and PAYE balance sheet accounts and reviewed by the Accountant and form part of the back-up for the report to Directors.

Accounts Receivable

- Charges for good and/or services rendered to members and non-members will be emailed promptly and follow up procedures will be in place to ensure that all monies owing to the company are received within the appropriate time frame.
- The Board will be provided with a current list of outstanding accounts receivable if required

Accounts Payable

- All purchases for goods and services by the company will be appropriately authorised and entered into the Accounting system for payment. All payments are to be completed as near as possible to the date they should be on the invoice
- The Board will be provided with a current list of outstanding creditors if required.

Bad Debt Policy

- The Administration Manager to print off a 'debtors list' every month and discuss outstanding issues with the GM.
- The GM to take responsibility for the management of outstanding debt. Responses could vary from e-mail reminders & phone calls etc if things are not sorted
- As stated earlier, Directors are to be provided an up to date list of debtors at every meeting if needed.

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Fraud and Corruption Policy - *reviewed 31 July 2017*

Purpose - The purpose of this policy is to make a clear statement with respect to MGP's attitude to fraud and corruption.

Policy Details

1. MGP does not tolerate fraud or corruption.
2. The Company will investigate any suspected cases of fraud or corruption reported to it, but not those considered to be frivolous, vexatious or trivial.
3. Any case of suspected fraud or corruption reported, will be reported to the external auditors.
4. If a case of fraud or corruption involves the theft of money or property, MGP will take steps to recover its losses.
5. If, as a result of an internal investigation, there is evidence that fraud or corruption has been committed, the case will be referred to the relevant law enforcement agencies.

Procedures for reporting and investigating allegations of fraud and corruption

1. A staff member who believes on reasonable grounds that fraud or corruption is taking place, or has taken place must report the matter to the Chairman or GM.
2. No attempt should be made by anyone suspecting fraud or corruption to investigate the matter personally.

Breaches

1. The GM and Chairman are responsible for monitoring compliance with this policy and reporting any breaches to the Board.
2. Breaches of this policy by staff may result in disciplinary action

Spending Limit Policy - *reviewed 31 July 2017*

Purpose - The purpose of this policy is to set out the financial authority limits that apply to expenditure undertaken by Cooperative staff

Policy Details

- This policy covers all Cooperative expenditure with the exception of statutory issues such as wages, GST, IRD and ACC payments.
- At the current time all expenditure is to be under the control of the GM. He/she is authorised to spend up to the limits in the approved Annual Budget, in conjunction with this Policies and Procedures document
- Any expenditure over and above these amounts must be approved by the Chairman and/or the Board

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Staff Payroll Policy - reviewed 31 July 2017

Purpose - To ensure staff are paid accurately, on time, every time.

Policy Details

- MGP All staff shall be paid as directed by the GM. This could be hourly, salary etc.
- The GM shall approve the hours and expenses prior to the payroll being run.

Casual Staff

- All casual staff shall be paid as directed by the GM. This could be hourly, salary, contract based etc.
- The GM shall approve the hours and expenses prior to the payroll being run.

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Staff - Flexible Work Policy - *reviewed 29 Nov 2016*

Purpose - To ensure staff are aware of what is allowable when it comes to a flexible work environment and/or time in lieu

Policy Details

- MGP acknowledges that during the year permanent staff may be required to work for extended time periods outside of the normal 40 hours per week. A good example of this would be the 3-4 weeks over harvest.
- As a result, MGP allows full time staff the chance to take part in flexible work arrangements at other times of the year.
- Requests are to be made verbally in the first instance and then if required the arrangement will be formalised in writing. The GM is to negotiate this with the Chairman and everyone else with the GM

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Staff Travel Policy - *Reviewed 7 September 2016*

Purpose - To define what is acceptable and unacceptable when traveling on MGP business.

Policy Details

General

- Wherever possible, receipts should be obtained for all such travel expenses incurred. However, it is noted that this may be sometimes difficult and as such some form of recording/notebook etc should be kept if receipts were unavailable or lost.
- Excessive consumption of alcohol is not to be paid for by MGP when staff are travelling, entertaining guests or members. However - some alcohol is allowed and it is up to the most senior MGP person present to set what is the appropriate limit for the situation.
- Partners are able to accompany staff when travelling, but all costs incurred by non-company personnel must be paid for by the travellers separately

Air Travel

- Bookings are to be made through House of Travel in Blenheim for International travel and/or online for domestic travel.
- When international air travel is over 6 hours, Business Class seats will be booked for travel to and from the destination.
- If flights are under 5 hours, then normal economy class seats are to be used.
- In all cases flights are to be booked with an eye on the efficiency of travel and the cost.

Rental Cars + Taxi's

- MGP recognises that it is a wine company and encourages staff to use taxis when travelling on company business, especially if clients are being entertained. If any alcohol is consumed by a staff member while on company business then taxi's should be used to return to the hotel or place of work
- If booking rental cars then 'mid-sized' cars are to be booked, except in the case when a number of people are travelling together and a larger vehicle is required
- Where practical, rental cars are to be full of fuel when returned to the rental company.

Hotels/Motels

- Mid-range hotels are to be booked when travelling on company business. It is expected this would be in the range of \$150-\$200/night, with some variance if travelling to more expensive cities.
- Websites such as Expedia are to be used when booking hotels and paid for with the MGP credit card.

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Staff Credit Card Policy - *Reviewed 7 September 2016*

Purpose - To define what is acceptable and unacceptable to do with a MGP issued Credit Card.

Policy Details

- Credit cards will be issued solely to those staff who are deemed to require them for the purpose of facilitating the day to day business of the company.
- The cardholder has no authority to use the company credit cards for any private transaction
- Intended uses for these cards include
 - Entertainment expenses which involve company Directors, shareholders, guests and/or visitors
 - Attendance costs of representing the company at industry conferences and meetings.
 - Purchasing food for staff when they are travelling on company business
- The Chairman is to have oversight of the Credit Card statement once the GM has coded all expenses and attached receipts etc

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Smoke Free Policy - reviewed 31 July 2017

Purpose - The aim of this policy is to provide a healthy environment for everyone who works, visits, or has business with MGP.

Relevant Legislation

Smoke-free Environments Act 1990 and amendments.

Policy

All Company workplaces, grounds and vehicles are totally smoke free. It is expected the policy will be included in induction courses for staff and visitors.

Complaints must in the first instance be to the person who is smoking. If the situation is not resolved complaints must be in writing to the supervisor responsible for the person who smokes, or the GM.

Legal Compliance:

- In accordance with the Smoke-free Environments Act, any complaint submitted to the GM must be investigated, within 20 days of the complaint, and resolution sought if this policy has been contravened.
- An assurance that there will be no repeat of the cause of complaint (where the complaint is justified) is sufficient resolution.
- If the complaint cannot be resolved the case must be referred to the Director General of Health within 40 days of the original complaint.

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Annual Leave Management - reviewed 31 July 2017

Purpose - The purpose of this policy is to set out the principles and processes that apply with respect to the management of annual leave entitlements.

Related documents

This policy should be read in conjunction with the following:

- [Holidays Act 2003](#)

Policy Details

1. MGP must provide its staff with the opportunity to take their full annual leave entitlement for the year.
2. Where possible MGP must allow a staff member to take at least two weeks of his or her annual leave entitlement in a continuous period.
3. Unless approval is given by their manager (in writing) to do otherwise, all staff must take their annual leave entitlement within 12 months of the date on which the entitlement fell due.
4. Wherever possible, the timing of annual leave should be determined by agreement between the staff member and his or her manager; where agreement cannot be reached, the manager has authority to direct the staff member to take annual leave over a specified period provided that the staff member is given at least 14 days notice of the start of the leave period.
5. Subject to the provisions of the relevant employment agreement, staff who wish to apply to carry forward annual leave must make an application to the GM (if it is the GM then the Board) in writing setting out the special circumstances that apply and the date by which the leave will be taken.
6. Subject to prior approval by their manager, staff may take annual leave in anticipation of entitlement; the number of days anticipated may not exceed the number of days accrued.
7. Where the Company observes a close-down period, it can require staff to take annual leave during that period provided at least 14 days notice is given; staff who have not accrued sufficient annual leave at the time of the close-down period may be permitted by their manager to take annual leave in advance of accrual or, if they wish, leave without pay.
8. A staff member who has been granted annual leave in advance of accrual and who resigns with a negative annual leave balance will be required to reimburse MGP for the cost of the outstanding balance of leave taken in advance.
9. On termination of employment, a staff member will receive payment for any annual leave that has not been taken, including payment for any annual leave accrued towards their next leave entitlement.
10. As per the Holidays Act - staff may cash in up to one weeks holiday per 12 month period

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Safe Driving Policy - Reviewed 28 September 2016

Purpose - The purpose of this policy is to ensure that authorised drivers of vehicles are appropriately licensed and demonstrate safe driving and other good road safety habits.

Related documents

This policy should be read in conjunction with the following documents:

New Zealand Road Code

Land Transport (Road User) Rule Amendment 2009

Responsibilities of authorised drivers, driving as part of their MGP duties

- Meet the costs of fines for any traffic violations
- Report vehicle defects to the GM as they occur
- Report to the GM any incidents that result in damage to the vehicle, whether or not they result in injury
- Comply with New Zealand road rules as set out in the official New Zealand Road Code.
- Comply with the rules set out in the Land Transport (Road User) Rule Amendment 2009.

Use of mobile phones

- Staff must not use hand-held mobile phones whilst driving.
- Staff may use hands-free devices whilst operating a vehicle, however they must comply with the relevant parts of Section 7.3A of the Land Transport (Road User) Rule Amendment 2009 which are set out below:

A driver may, while driving use a mobile phone if-

- (a) the driver is using the phone to make a 111 or *555 call; and*
- (b) it is unsafe or impracticable to stop and park the vehicle to make the call."*

A driver may, while driving a vehicle, use a mobile phone to make, receive, or terminate a telephone call if-

- (a) the phone is secured in a mounting fixed to the vehicle; and*
- (b) the driver manipulates the phone infrequently and briefly."*

A driver may, while driving a vehicle, use a mobile phone to make, receive, or terminate a telephone call if the vehicle has stopped for a reason other than the normal starting and stopping of vehicles in a flow of traffic."

Accident Procedures

In the event of an accident the driver (if able to do so) is required to:

- Notify the Police if anyone is injured.
- Obtain the name, vehicle registration, colour and make of any other vehicles involved.
- Record details of what occurred including a plan of the accident site.
- Arrange for the vehicle to be removed if required.
- Do Not Admit Liability. Leave that up to the official Investigation to decide

Vehicle Policies - *Reviewed 28 September 2016*

Purpose - to define what is acceptable and what is not acceptable while using MGP vehicles on MGP business.

Policy Details

- The leasing of vehicles for MGP is the responsibility of the GM. Vehicle choice is to be decided in conjunction with the employee, cost and the fleet already being used by MGP.
- Specific terms of use for a vehicle are to be negotiated as part of the salary package the vehicle is being leased for. In general terms...
 - vehicles are able to be used privately within the Marlborough region. Any use past this needs to be signed off by the Manager and all fuel costs for this travel paid for by the employee
 - vehicles are to be kept clean and tidy at all times.
 - vehicles must be used lawfully and any traffic offences are the responsibility of the employee
- If the vehicle has sign-writing on it, then FBT is to be paid by MGP as part of the advertising budget. If a vehicle does not have any sign writing identifying it clearly as an MGP vehicle then the person the vehicle is leased for, is responsible for paying FBT as part of their salary package
- There must be an official hand-over process where the general condition of the vehicle is noted and agreed to by both parties. This is to cover both the inside and outside of the vehicle. This forms part of the written agreement. Photos should be used to record areas of concern.
- If a disagreement occurs between parties as to the condition of the vehicle when it is returned, then the GM is the person who is responsible to sort it out. A summary of the disagreement and the resolution, must be reported to Directors, at the next Board meeting.

Breaches

1. All breaches must be reported to the GM or he/she is in breach, then the Chairman of the Board.
2. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

Occupational Health and Safety Policy - *reviewed 31 July 2017*

Purpose - The purpose of this policy is to set out the accountabilities and responsibilities of staff with respect to the provision of a safe and healthy work environment.

Related documents

This policy takes account of the following documents:

- the Health and Safety in Employment Act (1992) and its amendments
- the Health and Safety in Employment Regulations (1995)

For Further Information please read the **SafetyWire H&S Policy and Manual** on the **GM desk**

Communication with Membership - reviewed 31 July 2017

Purpose – To ensure the Membership is kept appropriately informed of all matters relating to the management, operation, performance and development of MGP.

Explanatory Note – This policy relates to the Membership as a whole; individual Member communications are covered under the Service to Members policy.

General

- Communication methods should be broad enough to successfully reach all Members.
- Communications with the Membership will not include any commercially sensitive, confidential or personal information.
- Communications that are:
 - a) materially significant
 - b) potentially controversial
 - c) not covered by company policywill be referred to the Board for approval before publication.
- Any individual Member or other person who wishes to address or correspond with the Membership must have the invitation of the Chairperson at meetings, or the permission of the General Manager at other times.

Annual Meeting

- In accordance with the Constitution there will be an Annual Meeting of Members once a year.
- The Annual Meeting will be held as soon as possible after the Annual Report and Financial Statements have been prepared and audited.

Special Meetings

Each year:

- A Pre-Harvest Meeting will be held in February after the Annual Schedule has been prepared.
- A Post-Harvest Meeting will be held in May after the vintage results have been collated.
- A Pre-Season Meeting will be held in August which may include a wine tasting and report.

Each meeting will be followed-up by an email summary and/or presentation notes.

Newsletters

- A newsletter will be emailed (or posted if necessary) updating Members on current Management and Governance topics, after each Board meeting or more often when needed.
- The newsletter may include updates on:
 - o Administration & General matters
 - o Viticulture, Crop Loads & Quality
 - o Winemaking
 - o Sales, Prices, Payments & Rebates

- The newsletter will include links to the MGP website and other online resources as required.

Website and Social Media

- The MGP website and Facebook pages will be updated in tandem with the newsletter after each Board meeting or more often when needed.
- The website will include online information and resources in a Members-only area.

Seminars and Field Walks

- An annual programme of seminars and field walks will be held covering relevant topics at appropriate stages of the season.

Annual Survey

- An anonymous survey of Members on relevant issues will be carried out each winter.
- The survey results and follow-up will be reported at the Annual Meeting.

Policies still to be developed...

New Clients Buying Wine/Grapes from the Cooperative

Maintaining a Share Register

Storage of Contracts.

Computer Systems and back-ups

New Members Application process

Distribution of profits and losses

Allowed shares based on area and experience

Privacy and Disposal of personal information