

Harvest Onboarding Checklist

You have already ...

- Applied
- Been offered a position with us! (Look for an email subject: "Your offer of employment with GrainCorp" to see your offer conditions)

You are now ready to start your onboarding!

Onboarding checklist

- Using a desktop computer (not mobile compatible), follow the email (**Subject:** ACTION REQUIRED: Confirm Your Details) instructions to set a new password and complete your New Employee Paperwork in PeopleHub which includes:
 - Tax file number declaration
 - Superannuation fund nomination
 - Personal details (bank etc)
- Complete your assigned online learning in PeopleHub (See next page). This can be completed on a mobile device.
- Wait for your Site Manager to get in touch regarding the date of your first shift.
- If applicable, a GrainCorp representative will contact you regarding GrainCorp provided accommodation specifics.

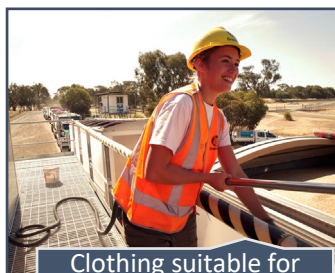
What to Expect on your week 1

- Welcome from Site Representative
- Site Tour, workplace orientation and emergency procedures
- Network Login details provided (used to access PeopleHub).
- Completion of Job Specific Training
- We will provide you with Personnel Protective Equipment (PPE) including high visibility vest, head, eye, ear protection and sunscreen.

What to bring on your first day:



Lace-up ankle high boots



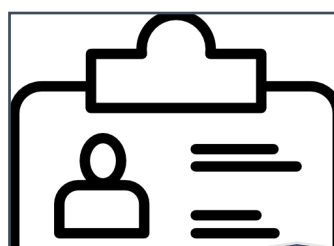
Clothing suitable for work and weather conditions



Pack food (up to 10-hour shift)



Bring a large water bottle (at least 2 litres)



Get your network login details from your Site Manager (so you can login to PeopleHub and our systems)

Harvest Online Learning

Depending on the position you have been offered:

HARVEST GRAIN HANDLERS	
Learning Item	Completed
Acceptable Workplace Behaviours	<input type="checkbox"/>
Safety, Health and Environment Induction	<input type="checkbox"/>
Sentis Induction – Taking Control of my Safety	<input type="checkbox"/>
Communicating with Customers - The GrainCorp Way	<input type="checkbox"/>
Harvest Grain Handlers	<input type="checkbox"/>
Stacker Operations	<input type="checkbox"/>
VOC - Harvest Grain Handler Tasks	Completed on site

HARVEST WEIGHBRIDGE OPERATORS	
Learning Item	Completed
Acceptable Workplace Behaviours 2022/23	<input type="checkbox"/>
Safety, Health and Environment Induction 2022/23	<input type="checkbox"/>
Sentis Induction – Taking Control of my Safety 2022/23	<input type="checkbox"/>
Communicating with Customers - The GrainCorp Way	<input type="checkbox"/>
Weighbridge Operators 2022/23 [Part 1]	<input type="checkbox"/>
Weighbridge Operators 2022/23 [Part 2]	<input type="checkbox"/>
VOC - Weighbridge Operations [Conducted Onsite]	Completed on site

HARVEST SAMPLER/LAB ASSISTANT - QLD	
Learning Item	Completed
Acceptable Workplace Behaviours 2022/23	<input type="checkbox"/>
Safety, Health and Environment Induction 2022/23	<input type="checkbox"/>
Sentis Induction – Taking Control of my Safety 2022/23	<input type="checkbox"/>
Communicating with Customers - The GrainCorp Way	<input type="checkbox"/>
Sampling and Assessing Training 101 2022/23	<input type="checkbox"/>
Wheat Sampling and Assessing 2022/23	<input type="checkbox"/>
Barley Sampling and Assessing 2022/23	<input type="checkbox"/>
Chickpea Sampling and Assessing 2022/23	<input type="checkbox"/>
Processes Behind Sampling and Assessing 2022/23	<input type="checkbox"/>
Sampling and Assessment Practical Assessment	Completed on site

HARVEST SAMPLER/LAB ASSISTANT - NNSW	
Learning Item	Completed
Acceptable Workplace Behaviours 2022/23	<input type="checkbox"/>
Safety, Health and Environment Induction 2022/23	<input type="checkbox"/>
Sentis Induction – Taking Control of my Safety 2022/23	<input type="checkbox"/>
Communicating with Customers - The GrainCorp Way	<input type="checkbox"/>
Sampling and Assessing Training 101 2022/23	<input type="checkbox"/>
Wheat Sampling and Assessing 2022/23	<input type="checkbox"/>
Barley Sampling and Assessing 2022/23	<input type="checkbox"/>
Durum Sampling and Assessing 2022/23	<input type="checkbox"/>
Chickpea Sampling and Assessing 2022/23	<input type="checkbox"/>
Canola Sampling and Assessing 2022/23	<input type="checkbox"/>
Processes Behind Sampling and Assessing 2022/23	<input type="checkbox"/>
Sampling and Assessment Practical Assessment	Completed on site

HARVEST SAMPLER/LAB ASSISTANT - SNSW/VIC	
Learning Item	Completed
Acceptable Workplace Behaviours 2022/23	<input type="checkbox"/>
Safety, Health and Environment Induction 2022/23	<input type="checkbox"/>
Sentis Induction – Taking Control of my Safety 2022/23	<input type="checkbox"/>
Communicating with Customers - The GrainCorp Way	<input type="checkbox"/>
Sampling and Assessing Training 101 2022/23	<input type="checkbox"/>
Wheat Sampling and Assessing 2022/23	<input type="checkbox"/>
Barley Sampling and Assessing 2022/23	<input type="checkbox"/>
Canola Sampling and Assessing 2022/23	<input type="checkbox"/>
Processes Behind Sampling and Assessing 2022/23	<input type="checkbox"/>
Sampling and Assessment Practical Assessment	Completed on site