



Team Member Communication Policy

July 2023

POLICY STATEMENT:

It is the policy of Helen & Joey Estate and Re'em Yarra Valley to provide channels of communication that are easily accessible for all team members both on-site and off-site, to ensure that all team members are kept up to date with any important business news, including but not limited to, career opportunities, general business, change/update to policy or procedure and so on.

It will always be the policy of Helen & Joey Estate and Re'em Yarra Valley to encourage its team members to actively use these established communication channels both to stay up to date and learn business news as well as to participate and communicate with other team members at Helen & Joey Estate and Re'em Yarra Valley.

Team members are encouraged to utilise designated communication channels, including official business emails and the notice board situated at Helen & Joey Estate and Re'em Yarra Valley premises, specifically in the cellar door and lab offices. Additionally, team members are expected to actively participate in formal team meetings and casual gatherings, fostering open communication, team building, and collaboration within the organisation.

Helen & Joey Estate and Re'em Yarra Valley routinely distribute the industry newsletter to key management leaders ensuring the filtration of crucial and pertinent information to all team members.

PROCEDURES:

- a. All team members are encouraged to check and read the bulletin board and check business related emails on a regular basis at least weekly to check for news updates, company announcements, career opportunities, and so on.
- b. All team members are encouraged to contribute to communication that is beneficial for the entire team Helen & Joey Estate and Re'em Yarra Valley. Team members' contributions are valued by all.