



HELEN & JOEY
ESTATE
YARRA VALLEY

**Welcome
July 2023**

WELCOME STATEMENT

Welcome to Helen & Joey and Re'em Yarra Valley!

Helen & Joey Estate and Re'em Yarra Valley wishes you a warm 'welcome aboard.' We are a company attempting to create a pleasant working environment for all of our team members. We hope that all of our team members will work together for the benefit of the business and our clients. We also hope that your employment with us is pleasant and mutually beneficial.

Whether you work in our Cellar Door, Restaurant, Hotel, Vineyard, or a combination, each of our team members is considered an important link in the business and everyone has an integral role to play in our success.

This welcome letter is the first document in our suite of company policies which outlines a wide range of information and rules that govern your employment at Helen & Joey Estate and Re'em Yarra Valley. These policies will be available for you to access at any time through our shared platform 'Our Culture'. None of these policies can be amended or altered in any way by any oral statements but can only be altered by written amendment upon authorisation by Management.

All team members are expected to be familiar with and abide by the policies at Helen & Joey Estate and Re'em Yarra Valley, and all team members with the authority to administer these policies are to do so fairly and consistently.

Team members who have questions about anything presented in any policy should see their Direct Manager for clarification and explanation.

We wish you all the very best in your employment with us, and we hope that your time with us is valuable and successful.

Welcome again to Helen & Joey Estate and Re'em Yarra Valley!

Helen Xu

Managing Director