



WELCOME BOOKLET

GRAPE HARVEST

WM PRESTA
PRESTATION VITICOLE

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welcome booklets in
other languages:



wmpresta.fr/harvest-welcome-booklet





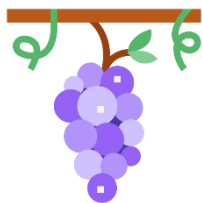
Welcome to WM Presta

During the grape harvest, you are part of a subsidiary of the WM Group (see our WM Presta office page 4).

This booklet includes all informations and the main safety measures to be respected and followed in order to be able to work in complete safety

- • **What you have to know :**
 - **About the Champagne area**
 - **The different WM Presta offices**
 - **Your hiring, transportation and accommodation**
- • **Safety instructions**
- • **Contacts in case of accident**
- • **Picker job description**
- • **Crate carrier job description**

Have a good grape harvest !



THE CHAMPAGNE AND YOU



Welcome in Champagne area

The AOC Champagne production area is spread over five departments (Marne, Aube, Aisne, Haute-Marne and Seine-et-Marne) in the East of France in 319 cities, representing 34 200 hectares.

The grape harvest is a key step in the production of the Champagne. It's the end of the work done in the vineyard over the year and the start of the process of producing Champagne wine in cellars. In Champagne the harvest is done exclusively by hand in order not to damage the grapes and also to be able to select only ripe grapes, which gives it its exceptional character.

Your role is really important in this key stage!

Did you know?

We need 1.2 kg of grapes to produce a bottle of Champagne.



There are 3 major grape varieties in champagne:

Pinot Noir Chardonnay Pinot Meunier



Pinot noir



Chardonnay

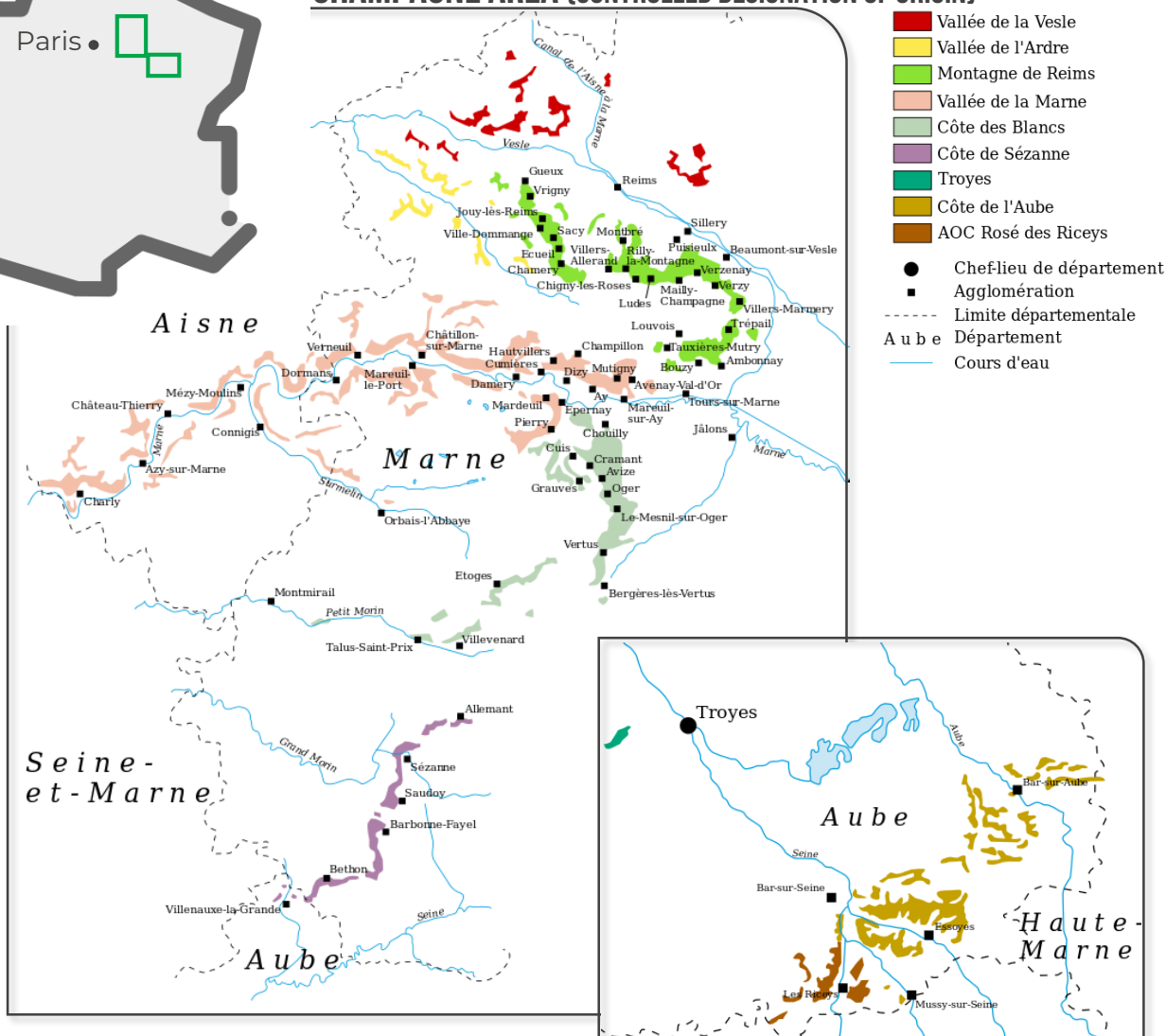


Pinot Meunier

CHAMPAGNE AREA (CONTROLLED DESIGNATION OF ORIGIN)



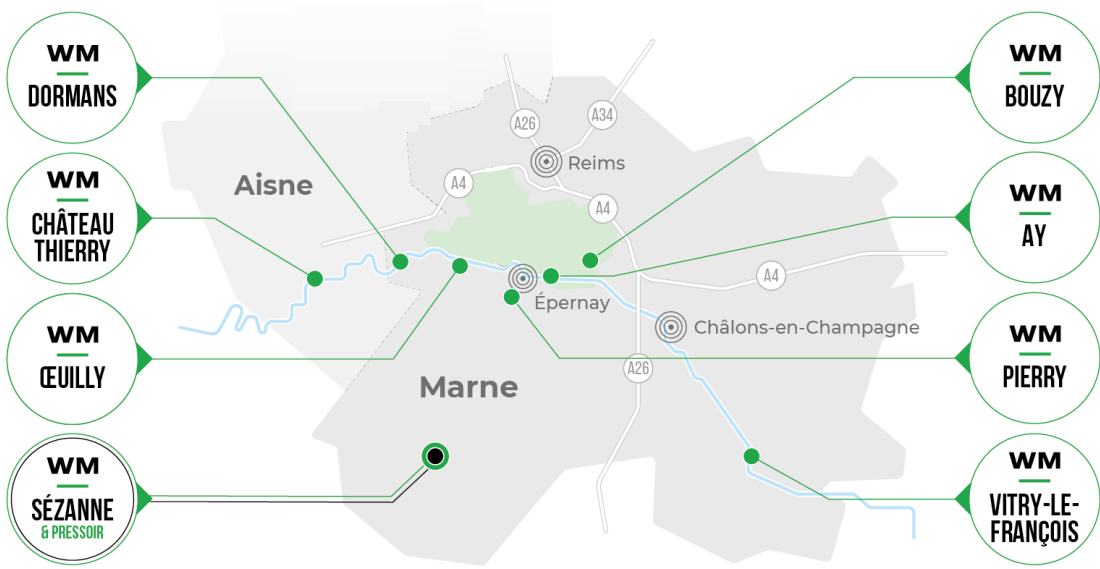
Paris



OVERALL INFORMATION



LOCATION OF WM PRESTA OFFICES



Locate us!



MANAGER OF WM PRESTA OFFICE

Office	Address	Manager	Contact
WM Presta Pierry	11 avenue de New-York 51530 Pierry	Maxime MAINGUET	+33(0)6.20.50.41.02
WM Presta Ay	ZA le Cheminet 51160 Ay	Franck PARRED	+33(0)6.95.14.10.92
WM Presta Oeuilly	La Pierre qui Tourne 51480 Oeuilly	Joffrey COLLEMICHE	+33(0)7.89.51.31.23
WM Presta Dormans	1 Rond-Point de Try 51700 Dormans	Louis MACH	+33(0)6.33.00.72.67
WM Presta Sézanne	Chemin des vignes 51120 Allemant	Valentin AVELINE	+33(0)6.30.60.08.40
WM Presta Vitry-le-François	1 rue Hulot 51340 Val-de-Vière	Grégory GREZ	+33(0)6.98.81.53.09
WM Presta Bouzy	27 route de Chalons 51150 Aigny	Steven LEFEVRE	+33(0)6.70.59.95.90
WM Presta Château-Thierry	36 route Nationale 02400 Blesmes	Louis MACH	+33(0)6.33.00.72.67

HEAD OF HUMAN RESSOURCES

Lauren BRAC | 1 avenue de New-York, 51530 Pierry
+33(0)3.26.54.00.77 | Email : lauren.brac@wmpresta.fr

PREPARING YOUR ARRIVAL TO WM PRESTA



YOU JOIN WM PRESTA AS A SEASONAL WORKER

As a service provider concerned about the well-being of its employees and respectful of current regulations, the company is engaged for many years in approaches that respect the working and living conditions of our employees

We are also listed on the platform **viEARGOS** created by the key local institutions of the champagne area (the Champagne Committee, General Union of Winegrowers and the Union of Champagne Houses) as a Champagne Service Provider respecting regulations and having good practices.

DOING GRAPE HARVEST WITH WM PRESTA : WHAT YOU HAVE TO KNOW

WM Presta provides a several number of guarantees to its employees during the grape harvest.

CONTRACT & ADMINISTRATIVE FORMS :



By working with WM Presta:

- When you arrive at the office: **you will sign a contract of employment** with WM Presta. All administrative forms relating to you hiring are made or prepared before your arrival, so we must collect a copy of your identity card / passport and information about you before your arrival in France;
- The harvest lasts **+/- 12-14 days** (including the weekly rest)
- You will be organized by team with a French teamleader who will be your contact and coordinator during your stay
- You must respect **all the safety instructions** given by the employer or your teamleader and those which are in this booklet
- It's important **to sign the time sheet daily each day you work**, otherwise you will be considered not present
- At the end of your contract: your employer will give you all **the end-of-contract documents** with your **salary**.

! We pay by bank transfer: don't forget to bring with you **a copy of your bank account details**. The copy of bank account details must include your first/last name, bank logo/name, and account number. **You can't provide a bank account that isn't yours, which does not belong to you.**

TRANSPORTATION :



- WM Presta pays **all the cost of your transportation to go and back** to the WM Presta office
- All the on-site travels to the vineyards are also paid by WM Presta

ACCOMMODATION :



- For foreign employees or those who do not have accommodation in the area, **WM Presta finds and pays accommodation**;
- Employees hosted by WM Presta **must respect the internal regulations** of each accommodation;
- Bring your **bed linen** (sleeping bag and sheets) and **towels**

GRAPE HARVEST WITH WM PRESTA

WM PRESTA
PRESTATION VITICOLE



OVERALL RULES



- I respect the organization and the safety rules in the company for my security and those of my colleagues



- I follow the instructions of my teamleader about the work to be done and I respect the instructions for sorting the grapes if there are any.



- I respect the traffic laws during my shifting
- I do not drive the tractor or car if I am not authorized

BEFORE WORKDAY



- I take a nice and large breakfast.



- I wear stable and closed shoes, and adapted clothes (no float clothes). I don't wear any jewelry.



- I protect myself from the sun (hat, long and light clothes, solar protections) and i often drink water during the day.



- Every morning before leaving my accommodation, I fill my water bottle given by WM Presta and I often drink water during the day if it's very hot.

WM Presta provides to everybody:

- a **hat** and **t-shirt** for your well-being, comfort and health
- a **personal water bottle** to fill everyday in order to limit the use of plastic bottles



WHAT YOU HAVE TO KNOW ABOUT TAP WATER

- **Tap water** in France is **drinkable**. Its quality is checked very regularly.
- Water is the most controlled food in France.

HOW TO CLEAN MY BOTTLE WM PRESTA ?

- Before the first use: rinse the bottle with some water with soap, then with clean it with water.
- Only fill the bottle with water without additives (no syrup, ...)
- Rinse your bottle daily and let it dry for a few minutes with the cap open.



SAFETY RULES

PREVENTION & VIGILANCE

You must respect the safety rules and prevention measures describes in this booklet and/or instructions given by your teamleader/manager.

For you and people of your team : be aware of any signs of sunstroke, heat stroke (fever, rapid breathing, headache, nausea, confusion/strange behavior, etc.).

→ In case of signs or symptoms, inform immediately **your teamleader**.



IN CASE OF HEAT:

- Drink a lot of water
- Protect yourself from the sun
- Wear the WM hat



IN CASE OF INSECT BITES:

- Make sure you don't have an allergic reaction
- Inform your teamleader



IN CASE OF STORM:

- Outside :
 - never go under a tree
 - crouch down and stay at least 3 meters away from other people
- If you can : move inside a building or a closed and stationary car

RULES IN CASE OF ACCIDENT

→ I contact my **teamleader**

→ It is really important **to know where the first aid kit is** : the first aid kit is **in the car of your French teamleader**.



PHONE NUMBER TO CALL:

15 : Medical Emergency
18 : Firemen
112 : Emergency Center



FIND A SEMI-AUTOMATIC DEFIBRILATOR

www.defibrillateurs.info



SAFETY TEAMLEADERS

Please find below people with a **safety certificate**. They are your 1st help in case of injuries, so please know the name of your teamleader. These people wear red vests to be easily and quickly identified.



WM PRESTA PIERRY	WM PRESTA SÉZANNE	WM PRESTA OEUILLY	WM PRESTA DORMANS	WM PRESTA CHATEAU-TH
RION Vince BLONDEAU Annabelle PARRED Marie-Laurence MOIGNEAU Alan GEORGES Xavier	ADAM Mickael WALAWENDER Stéphanie CARRE Marylène	SIMON Valentin BARANZINI Floriane	MACH Louis LANTENOIS Florent	PRUVOST Jessy COLLIN Mickael MACH Louis
WM PRESTA AY	WM PRESTA VITRY-LE-F	WM PRESTA BOUZY	WM PÉPINIÈRE	
PARRED Franck	GREZ Grégory	PLY Ingrid MOLEZ Romain	BIVER-FARGET Antonin	

WORK WITH EXTREME HEAT

Protect yourself



Drink a lot
even if you don't be thirsty



Wear loose clothing
and protect your skin and head



Be aware of any signs of sunstroke, heat stroke
Fever, rapid breathing, headache, confusion / strange
behavior: it's vital emergency



Reduce excessive physical effort
Use handling aids



Adapt
the working time



In case of emergency, call the
safety teamleader (SST) and
emergency 18, 15, 112

For you and your team members:

Be aware of signs of sunstroke, heat stroke (fever, rapid breathing, headache, nausea, confusion/strange behavior, etc.).

➔ **In case of symptoms and signs, inform right now your teamleader**



Main risks:



Cuts



Backache



Traffic

WHILE TRAVELLING



IN A VEHICLE

- Close the doors properly
- Keep the shears in their case
- Sit down
- Watch out for traffic when you get off the bus



ON FOOT

- Walk on the roadside
- Make yourself visible when it's dark

WHILE PICKING



- Wearing gloves is compulsory
- Only use the shears provided by WM Presta
- Wear good shoes and workwear appropriate to the weather



- The ground is uneven, be careful where you put your feet and wear shoes with good soles



- Pay attention to the mooring pegs at the end of the rows
- Do not work facing each other in order to avoid cuts and eyes injuries
- Take care of your back by varying your posture (squatting, legs bent)



- Not overload the harvest buckets and boxes
- Pay attention to vehicles and machines : move aside when the tractors are maneuvering



- There are lots of mosquitoes; make sure you use insect repellent. Watch out for wasps.
- If it's very hot, drink lot of water !
- Protect yourself from the sun (hat, clothes that cover you, sun cream, etc.)



Main risks:



Cuts



Backache



Traffic

PERSONAL PROTECTION



- Gloves are provided for carriers, ask your teamleader. Wearing gloves is compulsory



- Wear the yellow vest at your disposal to identify yourself in the vineyard



- The ground is uneven, be careful where you put your feet We will provide you with safety shoes, which you must wear

- There are lots of mosquitoes make sure you use insect repellent! Watch out for wasps

- If it's very hot, drink plenty of water and protect yourself from the sun (clothes that cover you, sun cream, hat given by WM Presta, etc)

CHECKING EQUIPMENT

- Check the wheelbarrow is in good condition before you use it.
- If the equipment is faulty, contact your team leader.

MOVING THE CRATES (EMPTY AND FULL)

- Don't put more than 3 crates on the wheelbarrow
- Never pull a wheelbarrow when one or more crates are full
- Don't run downhill
- Watch out for the mooring pegs
- Get help with unloading the 3rd crate
- Never lift a full crate on your own

I SORT

SORTING INSTRUCTIONS: I respect the sorting instructions (on the site, in the vineyard and my accommodation)

**GLASS/JAR BOOTLES
IN THE DEDICATED GREEN BIN**



**ALL PACKAGING / PAPERS IN
THE YELLOW BIN**



OTHER WASTE



ALL PAPER TYPES



**PLASTIC BOTTLES
AND CONTAINERS**



METAL CONTAINERS



**FOOD CARTONS AND PACKAGING
MADE FROM CARDBOARD**



**BAGS, PACKETS
AND OVERPACKS**



**POTS, FOOD CONTAINERS
AND TRAYS**



**SMALL CONTAINERS AND
CASINGS MADE FROM METAL**



**SOFT OR BLISTER CASINGS
AND CLING FILM**



FIRST AID KIT

The first aid kit (the red bag) is in the car of the WM Presta teamleader.
It contains :

- Disinfectant
- Sterile compresses
- Dressings
- Band-aid
- Scissors
- Physiological serum
- Mist bottle
- Blanket
- Sunscreen
- Storage bag
- Sugars



Your teamleader also has an Aspivenin pump against insect bites and a tick remover. Ask for it if necessary.

Be careful when using these products in case of allergies.

YOUR ACCOMODATION

Address:

Other infos:
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NOTES

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