

October 2023

## NZEE Membership Process

NZEE membership application form will take 10-30mins to complete, depending on how many regions you work in. Each region requires separate labour and accommodation data to be entered.

**CLICK SAVE on each page as you go through.**

All fields must be completed before you can submit the form. A PDF copy of your application form will be sent to you at the end.

What you will need

- Personal details
- Business details
- Labour Force Details - Historical (last 12 months) and planned (next 12 months)
  - Kiwis permanent
  - Kiwis seasonal
  - RSE
  - WHV, SSE, other visa
- Basis for pay and pay rate data
  - Hourly, piece rate, both
  - Winter, summer, development
- Accommodation - current and planned, plus rent rates
  - Third party, owned, purpose built
- What you're doing to - attract NZers, train your workforce, remove exploitation from your business

**IMPORTANT add this email to your trusted contacts:** [membership@nzee.nz](mailto:membership@nzee.nz)

### Cost per year

- Annual Membership \$1,200/yr
- Annual Associate membership: \$600/yr

Ongoing Annual Fees and structure will be set at the next AGM, attend to add your voice to this discussion.

### Global Gap Social Compliance Audit

If you do not currently hold current GLOBALG.A.P. certification or any other similar certification or qualification approved by the Board (NZGap) you will need to gain this accreditation within the first 12mths of membership. **NZEE will support you in this process.**

Global Gap Standalone Social Standard - in progress

## NEW Membership Registration process:

Apply Online: <https://nzee.nz/membership/apply-for-nzee-membership/>

1. Business completes and submits the online application form – this goes to [membership@nzee.nz](mailto:membership@nzee.nz)
2. Vetting instructions will be sent to you from [membership@nzee.nz](mailto:membership@nzee.nz) asking you to allow a third party (AIM CRI) to undertake vetting of directors to assess suitability of the business for membership (1-3 days)
  - a. Employer Payment for vetting \$450 is made to NZEE
  - b. AIM CRI Vetting report received by NZEE Board (5-10days)
  - c. NZEE Board review membership application (5-10 days)
3. Application decision is communicated to the business (1-3days)
  - a. Business is approved membership, invoice sent for annual fee
  - b. Employer Payment for annual fee is received, the member is sent a pack of documents (1-3 days)
    - i. Human Rights Policy for their business
    - ii. Workplace Standards for their business
    - iii. NZEE Constitution
    - iv. Logo Set \*\*
  - c. Or, business is not approved for membership
    - i. NZEE Board may requires a secondary evaluation, or
    - ii. NZEE Board may recommend an Improvement plan

The membership application process can take a little over a month, depending on how fast you (the employer) can tick off your parts of the process.

*\*\* NZEE Logo - you are free to use these on your website, newsletters, email signature, Social Media pages - use of the logos outside of this will need prior approval.*

## RENEWAL Membership Registration process:

One month prior to membership expiry you will receive an email and application form link, prompting you to go back into the application form and update your data. Most of the form will prepopulate.

1. Business completes and submits the online application form – this is sent to [membership@nzee.nz](mailto:membership@nzee.nz)
2. Renewal Vetting instructions will be sent as required; renewals will not always require an updated vetting process.
  - a. Payment for vetting \$450 is made to NZEE

AIM Vetting report received by NZEE Board

- b. NZEE Board review membership application
3. Application decision is communicated to the business
  - a. Business is approved membership, invoice sent for annual fee
  - b. Once annual fee is received the members is sent a pack of documents where required/updated.
  - c. Or, business is not approved for membership