



# GRAPE HARVEST 2024

## WELCOME BOOKLET

**WM** **PRESTA**  
PRESTATION VITICOLE





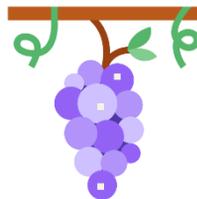
## Welcome to WM Presta

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.



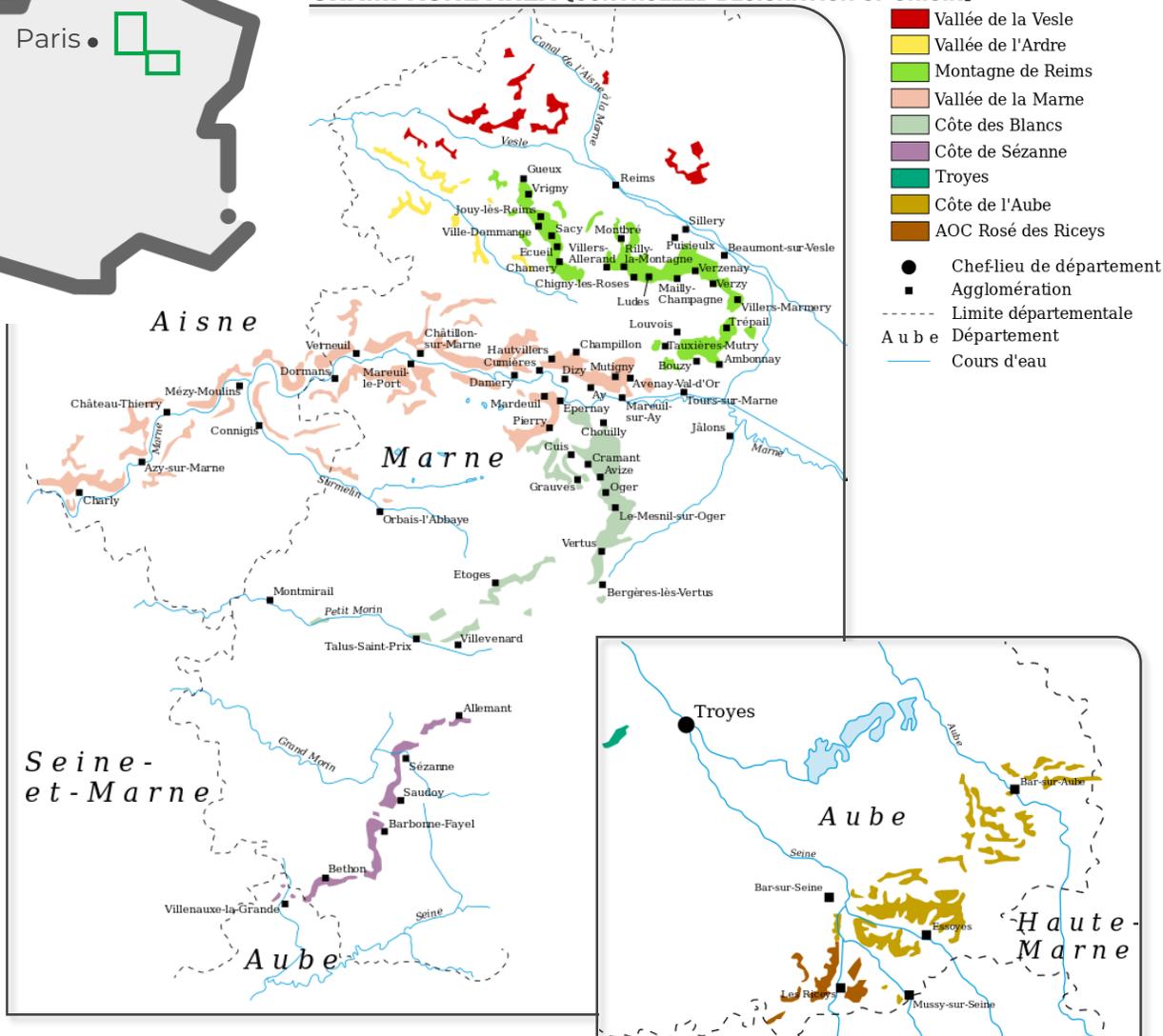
There are 3 major grape varieties in champagne:

Pinot Noir Chardonnay Pinot Meunier



Paris •

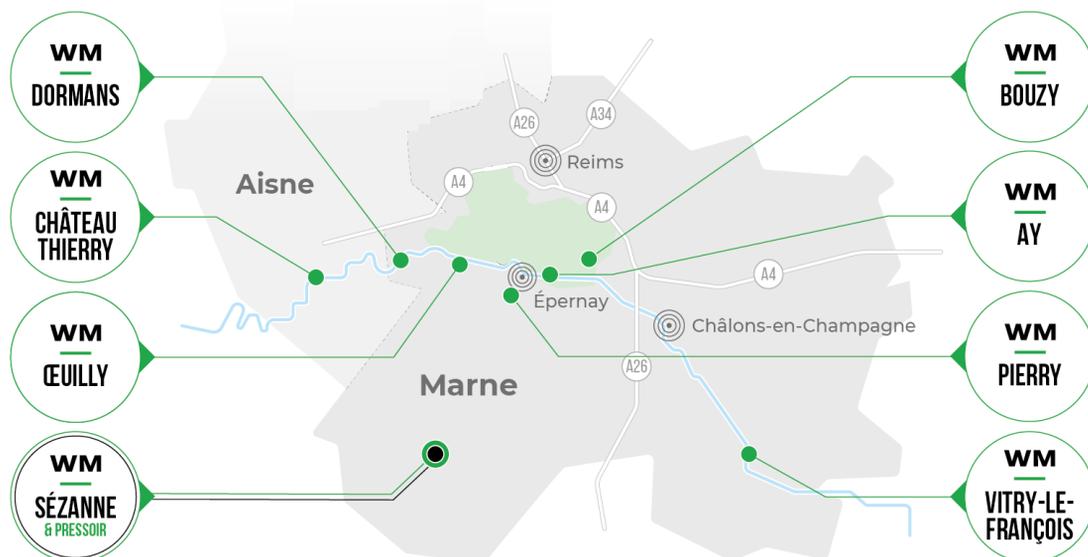
## CHAMPAGNE AREA (CONTROLLED DESIGNATION OF ORIGIN)



# OVERALL INFORMATION



## LOCATION OF WM PRESTA OFFICES



Locate us!



## MANAGER OF WM PRESTA OFFICE

Office	Address	Manager	Contact
WM Presta <b>Pierry</b>	11 avenue de New-York 51530 Pierry	<b>Maxime MAINGUET</b>	+33(0)6.20.50.41.02
WM Presta <b>Ay</b>	ZA le Cheminet 51160 Ay	<b>Franck PARRED</b>	+33(0)6.95.14.10.92
WM Presta <b>Oeuilly</b>	La Pierre qui Tourne 51480 Oeuilly	<b>Joffrey COLLEMICHE</b>	+33(0)7.89.51.31.23
WM Presta <b>Dormans</b>	1 Rond-Point de Try 51700 Dormans	<b>Louis MACH</b>	+33(0)6.33.00.72.67
WM Presta <b>Sézanne</b>	Chemin des vignes 51120 Allemant	<b>Valentin AVELINE</b>	+33(0)6.30.60.08.40
WM Presta <b>Vitry-le-François</b>	1 rue Hulot 51340 Val-de-Vière	<b>Grégory GREZ</b>	+33(0)6.98.81.53.09
WM Presta <b>Bouzy</b>	1 rue Auban Moet 51150 Bouzy	<b>Steven LEFEVRE</b>	+33(0)6.70.59.95.90
WM Presta <b>Château-Thierry</b>	36 route Nationale 02400 Blesmes	<b>Louis MACH</b>	+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 **VITIARGOS** 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 seasonal 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**. Don't forget to bring your bank identity in order to we transfer your wage in your bank account

### 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 our **bed linen** (sleeping bag and sheets) and **towels**



## 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 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



### IN CASE OF INSECT BITES:

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

## 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



<https://bit.ly/4aPjpfq>

## SAFETY TEAMLEADERS



Please find below people with a **safety certificate**. They are your 1<sup>st</sup> help in case of injuries, so please know the name of your teamleader.

WM PRESTA PIERRY	WM PRESTA OEUILLY	WM PRESTA SEZANNE	
Mr LEVAIRE Donovan Mr RION Vince Mlle BLONDEAU Annabelle Mr BIVER FARGET Antonin	Mr BOURDERIOUX Alexis Mr SIMON Valentin Mlle BARANZINI Floriane	Mr ADAM Mickael Mlle WALAWENDER Stéphanie	
WM PRESTA DORMANS	WM PRESTA AY	WM PRESTA VITRY-LE-F	WM PRESTA CHATEAU
Mr MACH Louis Mr LANTENOIS Florent	Mr PARRED Franck	Mr GREZ Grégory Mr MUSART Thomas	Mr PRUVOST Jessy Mr COLLIN Mickael

# WORK WITH EXTREME HEAT

Protect yourself



L'essentiel & plus encore



**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 VEHICULE

- 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 3<sup>rd</sup> 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**



<b>ALL PAPER TYPES</b> 	<b>PLASTIC BOTTLES AND CONTAINERS</b> 
<b>METAL CONTAINERS</b> 	<b>FOOD CARTONS AND PACKAGING MADE FROM CARDBOARD</b> 
<b>BAGS, PACKETS AND OVERPACKS</b> 	<b>POTS, FOOD CONTAINERS AND TRAYS</b> 
<b>SMALL CONTAINERS AND CASINGS MADE FROM METAL</b> 	<b>SOFT OR BLISTER CASINGS AND CLING FILM</b> 



## 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:**

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**Other infos:**

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## NOTES

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