



Host Agreement

Please read carefully before signing

Surname (family name):

First Name/s:

Home Address:

Telephone :

Fax:

Email:

Conditions of Host Agreement

1. Host understands that RENZ is a practical, on-the-job work exchange programme to enable overseas trainees an experience working in New Zealand agriculture/horticulture, to promote an open exchange of ideas, and to improve the trainee's knowledge and hands-on skills.
2. RENZ is a designated work exchange programme, as authorised under the New Zealand Department of Immigration.
3. Host agrees to employ trainees in accordance with New Zealand labour laws. This involves providing the trainee with a fair wage, equivalent at least to the minimum wage, and equivalent to what a New Zealander would be paid for doing a similar job. If accommodation is provided, a boarding allowance of up to 20% can be deducted. If accommodation is not provided, hosts are requested to assist trainees in finding suitable lodgings.
4. Host agrees to provide the trainee with the following time off:
 - (a) At least one day off per week.
 - (b) At least two weeks unpaid holiday during a six month placement, scheduling to be mutually agreed upon by host and trainee. If mutually acceptable, a longer period off without pay can be arranged between host and trainee.
5. Host understands that the trainee is responsible for telephone, postage, travel and other personal expenses including RENZ fees for placement, supervision and insurance.
6. Host agrees to provide time and help arrange transportation for trainee to attend seminars associated with the exchange programme. (Generally one two-day seminar during a placement).
7. Host agrees that RENZ will make reasonable efforts to facilitate and mediate disagreement, misunderstanding or serious problems between host and trainee. Host agrees to notify RENZ when such issues arise.
8. Host understands that if the placement is deemed unsatisfactory, for whatever reason, RENZ will remove the trainee.
9. Host understands that in the event of accident or serious illness which, in the judgment of RENZ upon medical advice prevents the trainee from continuing with the programme, the trainee will return home and RENZ will endeavour to find a replacement.

10. In the event that trainee fees for placement are unpaid to RENZ, after consultation with the trainee, the host agrees to assist in collecting these fees through systematic deductions from the trainee's wages.
11. If the host fails to comply with the terms and conditions of this agreement, RENZ may immediately terminate the host's participation in the programme and remove the trainee.
12. This agreement is not an employment contract, and therefore the provisions of the Employment Contract Act 1991 do not apply to this document.
13. This agreement is governed by New Zealand law.
14. The host will at all times provide a safe working environment for the trainee and will ensure that the trainee observes the provisions of the Health and Safety in Employment Act 1992. The host agrees to indemnify RENZ for any breach of the Health and Safety in Employment Act 1992, which results in a successful prosecution against the host.
15. The host will not permit the trainee to drive any motor vehicle either on or off farm unless the trainee holds an appropriate driver's licence and has demonstrated to the host his or her skills in driving the particular vehicle concerned.

Declaration

To be filled out by potential hosts

Signature of Host

Date

Signature of Host

Date

To be filled out by Rural Exchange New Zealand Licensed Immigration Adviser

Signature of Adviser

Date

Please send by mail to Rural Exchange New Zealand Ltd (RENZ), P.O. Box 182, Kaiapoi, 7644
or by fax: (03) 327 9989 or by email: vicky@ruralexchange.co.nz