



**RURAL EXCHANGE NEW ZEALAND 2023 LTD**

245 Bleak House Road

RD1 Darfield 7571

New Zealand

Tel: 0276111143

E-mail: amanda@ruralexchange.co.nz

## HOST EMPLOYER AGREEMENT

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Conditions of hosting for the RENZ Work Exchange Programme**

1. Host understands that RENZ is a practical, on-the-job work exchange programme which enables overseas trainees an experience working in New Zealand agriculture or horticulture, an opportunity 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 by New Zealand Immigration. Placements will offer a minimum of 30 hours per week work. Host agrees to provide or make arrangements for suitable accommodation for the duration of the placement.
3. Host agrees to employ trainees under New Zealand labour laws (Employment Relations Act 2000). In accordance with this law trainee must be paid per hour for each pay period.
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 months placement, scheduling to be mutually agreed upon by host and trainee. If mutually acceptable, longer periods off without pay can be arranged to facilitate the trainee's exploration of New Zealand.
5. Host agrees to provide time and help arrange transportation for trainee to attend networking events associated with the exchange programme.

6. Host understands that RENZ will make reasonable efforts to facilitate and mediate disagreement, misunderstanding, or problems between host and trainee. Host agrees to notify RENZ when such issues arise.
8. Host understands that if the placement is deemed unsatisfactory by host or trainee, and mediation has not proved successful, then RENZ will remove the trainee from the placement.
9. Host understands that in the event of any accident or serious illness which prevents the trainee from continuing with the programme, the trainee will return home.
10. Host will at all times provide a safe and healthy working environment for the trainee and will ensure that the trainee observes the provisions of the Health and Safety at Work Act 2015. The host agrees to indemnify RENZ for any breach of the Health and Safety at Work Act which results in a successful prosecution against the host.
11. Host agrees to provide supervision and training where it is deemed the trainee's skill level is not up to that required to perform a job safely.
12. 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.
13. This agreement is governed by New Zealand law.
14. Host agrees to pay RENZ an administration fee of \$350 plus GST **per trainee** upon receipt of invoice.

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## Declaration:

*Signature of this agreement deems acceptance of the Conditions of Hosting for the RENZ Work Exchange Programme as above.*

Signature of Host \_\_\_\_\_ Date \_\_\_\_\_

Signature of Host \_\_\_\_\_ Date \_\_\_\_\_

Please return to RENZ by scanned email [amanda@ruralexchange.co.nz](mailto:amanda@ruralexchange.co.nz)

