

Sustainable Winegrowing New Zealand (SWNZ)

STANDARD

Winery



New Zealand Wine
Altogether Unique.



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Introduction

Sustainable Winegrowing New Zealand (SWNZ) is a voluntary certification programme based on continuous improvement and alignment with standards and benchmarks that ensure members meet best practice guidelines for sustainability. The SWNZ programme is owned and operated by New Zealand Winegrowers (NZW), the industry body for New Zealand's grape growers and winemakers. New Zealand-based vineyards, wineries (including New Zealand-based bottling facilities), and brands (no-site/virtual wineries) are eligible to register for SWNZ certification. SWNZ certification is obtained by meeting all mandatory requirements outlined in the relevant SWNZ Standard.

The SWNZ season runs from 1 July to 30 June each year. A registered SWNZ member that meets all mandatory SWNZ requirements will obtain proof of certification in the form of a Status Letter. SWNZ members that have been issued a Status Letter can claim certification for the season to which it pertains. Certified vineyard, winery and winery no-site members are eligible to use the SWNZ logo with written permission from NZW (by emailing membership@swnz.org.nz)*. The SWNZ logo must be used in accordance with the SWNZ logo conditions of use (see below). This includes only using the SWNZ logo on wine labels that have been SWNZ-certified through all stages of the production chain (including all grape sources through to winemaking and bottling, if bottling takes place in New Zealand).

** Vineyards and wineries in the organic equivalence membership stream are not entitled to make any individual claims with respect to SWNZ certification, or use the SWNZ logo in their own right.*

SWNZ Logo: Conditions of Use

Specific conditions to use the SWNZ logo have been established to protect and enhance the identity, integrity and credibility of the logo. Key conditions are outlined below. Please email membership@swnz.org.nz for a copy of the full conditions of use.

- The logo and name "Sustainable Winegrowing New Zealand" are the property of NZW and registered trademarks.
- Only certified vineyards, wineries and brands may use the logo or name, and these can not be used by new, provisional, or lapsed members or any other person.
- For wine bottle labelling, the logo and name can only be used for wine:
 - made from 100% SWNZ certified vineyard grapes; AND
 - wholly produced in SWNZ certified winemaking facilities; AND
 - if the wine is made by a contract facility, the wine company (brand) must be a SWNZ certified winery no-site member.
- Logo labeling can only be used for vintages made in the year of certification of the winery and vineyard(s).
- Members who breach these rules may have all their rights of membership and brand use revoked indefinitely.

Scope

This document specifies the programme requirements for SWNZ winery members to obtain and maintain SWNZ certification. Throughout this document, the words 'must' and 'should' carry specific meaning for all SWNZ members:

- 'Must' is a mandatory command or action. Failure to follow the command or action will jeopardise SWNZ certification. These requirements are identified by the term '**MANDATORY**'.
- 'Should' suggests good practice. Failure to follow suggested good practice will not risk SWNZ certification but may be noted in future SWNZ audits as recommendations for improvement. These suggestions are indicated by the term '**RECOMMENDED**'.

In most areas of the SWNZ programme, there are questions included in the relevant SWNZ Questionnaire for reporting purposes only. These questions allow NZW to track sustainability-related behaviours over time, and some of the data collected is used to ensure personalised benchmarking reports are relevant for members. These data sources are listed in each Standard at the end of the relevant section and noted by the term '**REPORTING ONLY**'. It is mandatory for members to answer the '**REPORTING ONLY**' questions unless otherwise indicated, however, these responses never incur Corrective Actions.

SWNZ certification is obtained by meeting all mandatory requirements outlined in the SWNZ standard. The Standard includes an overview of all programme requirements, noting which ones are mandatory for certification, as well as details of how each programme requirement can be met with examples of evidence for verification purposes. The number identifying each requirement corresponds with the relevant question in the annual Questionnaire.

Any questions about this document should be directed to the SWNZ Membership Support team at membership@swnz.org.nz. If you would like a copy of the SWNZ Standard for any other membership type, please visit the NZW website [here](#).

Related documents

The following documents provide important information related to SWNZ certification and should be read in conjunction with the relevant SWNZ Standard:

- [SWNZ Certification Scheme Handbook](#): This document provides an overview of the SWNZ programme, including background information, goals and objectives, benefits for members, and an overview of the certification process.
- [SWNZ Terms and Conditions](#): This document outlines rules that all SWNZ members must adhere to in order to qualify for and maintain SWNZ certification.

Other resources

There are a range of resources to assist members with meeting their respective programme requirements, such as fact sheets and templates. These are all found on the [NZW Members website](#). Key documents are linked to in the SWNZ Standard below, and most resources can be found on the respective website page for each sustainability focus area. Please note that these resources are only available to members and associate members of NZW, so links to the NZW Members website will not work for non-members.

- Water: [Water Resources | New Zealand Wine](#)
- Soil: [Soil Resources | New Zealand Wine](#)
- Plant Protection: [Plant Protection Resources | New Zealand Wine](#)
- Waste: [Waste Resources | New Zealand Wine](#)
- Climate Change: [Climate Change Resources | New Zealand Wine](#)
- People: [People Resources | New Zealand Wine](#)

Key terms and definitions

- **Audit:** Verification process undertaken to ensure that a SWNZ member meets all programme requirements (typically conducted on-site, but may be conducted remotely in some cases). Every vineyard and winery member is typically required to undergo a full-site SWNZ audit at least once every three years, with more frequent desktop audits required if Corrective Actions are identified. SWNZ audits are conducted by independent, third party auditors contracted to the company Water and Atmosphere Information Ltd. Auditors are selected based on clear demonstrable knowledge, experience and expertise in the wine industry. All auditors receive training from lead auditors who are qualified to internationally recognised accreditation standards, including ISO. Annual auditor training sessions are also held to ensure auditors are up to date with all SWNZ programme requirements, including new or adapted technical standards.
- **Biosecurity Vineyard Register (BVR):** Record of vineyard location, varieties and future plantings, which allows NZ Winegrowers to communicate effectively with members in case of an incursion from a new biosecurity threat.
- **Corrective Action (CA):** A task that must be completed within an agreed-upon timeframe to rectify an identified issue and meet a particular SWNZ programme requirement.
- **GrapeLink:** Online Spray Diary tool for SWNZ-certified vineyards to record spray applications and assess compliance with the relevant Spray Schedule requirements.
- **Member Portal:** Online tool for completing key SWNZ submissions and accessing important information (i.e., Status Letters, personalised reports).
- **New Zealand Winegrowers (NZW):** The industry body representing New Zealand's grape growers and winemakers. Scheme owner and operator of Sustainable Winegrowing NZ.
- **Organic equivalence:** Organic equivalency is a reduced membership stream open to organically certified vineyards and wineries that also wish to be SWNZ-certified. This membership stream avoids duplicating requirements already met by the operation through their organic certification. Organic members are audited annually by their organic verifier. Vineyards and wineries in the organic equivalence membership stream are not entitled to make any individual claims with respect to SWNZ certification, or use the SWNZ logo in their own right.
- **Questionnaire:** Self-assessment survey to gather information about the organisation's management practices, site setup, input usage and compliance with SWNZ programme requirements.
- **Status Letter:** Annual proof of SWNZ certification, issued to the SWNZ member once all programme requirements have been met for the respective season.
- **Sustainable Winegrowing New Zealand (SWNZ):** Voluntary certification programme based on continuous improvement and alignment with standards and benchmarks that ensure members meet best practice guidelines for sustainability in the vineyard and winery.

- **SWNZ logo:** Trademark of certification available for SWNZ members to use with written permission from membership@swnz.org.nz. The SWNZ logo must be used in accordance with the SWNZ logo conditions of use. This includes only using the SWNZ logo on wine labels that have been SWNZ-certified through all stages of the production chain (including all grape sources through to winemaking and bottling, if bottling takes place in New Zealand).
- **SWNZ season:** 1 July to 30 June each year
- **SWNZ terms and conditions:** Rules that all SWNZ members must adhere to in order to qualify for and maintain SWNZ certification.
- **Vineyard Spray Schedule:** Agrichemical rule book for SWNZ-certified vineyards that provides guidance on market access requirements.
- **Winery no-site (brand only):** A 'winery no-site' is an operation (wine brand) that does not own its own vineyards and/or winemaking facilities, instead buying grapes from contract grower(s) and/or contracting out the production of wine to a winery.

SWNZ Winery Standard

Winemaking and bottling facilities located in New Zealand, including those that offer contract winemaking/bottling services, are eligible to register for SWNZ membership and seek SWNZ certification. Members of SWNZ are required to demonstrate ongoing commitment to the programme, as one-off certification is not permitted, nor retrospective certification beyond a single season.

	Requirement	Details/Verification
ANNUAL SUBMISSIONS	<p>MANDATORY</p> <p>Annual SWNZ Winery Questionnaire must be completed.</p>	<p>The annual SWNZ Winery Questionnaire must be completed each year. The Questionnaire must be completed online via the NZW Member Portal by an individual with sufficient knowledge of the winery/bottling facility's management practices and usage of key inputs (e.g., water use, electricity use, etc.). All questions marked as 'compulsory' must be answered. Questionnaire responses must reflect current practices and be verifiable in audit.</p> <p>At the end of each annual Questionnaire, a declaration must be completed to confirm that:</p> <ul style="list-style-type: none"> • The SWNZ terms and conditions have been read; and • The winery/bottling facility will comply with the SWNZ terms and conditions; and • The person completing the Questionnaire is authorised to make this declaration on behalf of the organisation(s) included in the Questionnaire. <p>Once submitted, the Questionnaire is processed for compliance with SWNZ requirements detailed in this Standard. If a response indicates that a SWNZ requirement has not been met, a corrective action (CA) is identified along with a timeframe for its completion. SWNZ certification for the subsequent year is not granted until the CA is verified as being complete and the relevant programme requirement(s) met.</p> <p>When the winery/bottling facility is due a full-site audit, the SWNZ Questionnaire must be completed before the audit can take place (do not print out, as the auditor will review the Questionnaire online).</p>
ANNUAL SUBMISSIONS	<p>MANDATORY</p> <p>Annual SWNZ membership fee must be paid.</p>	<p>It is typically required that an annual membership fee must be paid for each season that the winery/bottling facility wishes to pursue SWNZ certification. SWNZ membership fees are reviewed regularly and can be found on the NZW website here.</p> <p>A two-month grace period is given to all SWNZ members after the 30 June submission due date. Any member with any submissions outstanding as of 1 September may be charged a late fee. If a late fee has been issued, this must be paid as a condition of SWNZ certification. If a winery/bottling facility has a genuine reason for not being able to complete their submissions by 1 September, an exemption may be considered by contacting the SWNZ Membership Support team at membership@swnz.org.nz.</p> <p>Late fees have been introduced to help cover the additional costs NZW incurs when submissions are received after 1 September (i.e., the administrative cost of chasing late submissions). In addition, late submissions often delay audit scheduling. When an auditor needs to travel back to a region for a late audit, additional travel costs and related expenses are incurred.</p>
PRODUCTION & CERTIFICATION INFORMATION	<p>MANDATORY</p> <p>1.5. Copies of SWNZ Status Letters for the winery/bottling facility and all production sectors from the vineyard through to final bottling must be available on file (hard or soft copies).</p>	<p>Copies of Status Letters for all seasons which the winery/bottling facility holds SWNZ certification, as well as for all production sectors from the vineyard(s) through to final bottling, must be kept on file (either stored electronically or as printed hard copies). Copies of Status Letters can be downloaded from the NZW Member Portal.</p> <p>This requirement is not applicable for wineries/bottling facilities new to the SWNZ programme, or when the winery/bottling facility is under new management or ownership, until the winery/bottling facility receives SWNZ certification for the first time under the new management/ownership.</p> <p>During regular full-site audits, the auditor will verify that there is a system in place for storing copies of all Status Letters. If you register wines in the NZW Wine Registration Portal, three wines will randomly be selected for audit when the winery/bottling facility is due a full-site audit. The wine registration audit further verifies the winery/bottling facility's process for managing the receipt of SWNZ Status Letters for all stages of production.</p>

	Requirement	Details/Verification
PRODUCTION & CERTIFICATION INFORMATION	<p>MANDATORY</p> <p>1.6a. If the SWNZ logo is used, approval must be received from NZW to do so.</p>	<p>If the SWNZ logo is used by the wine company, permission to use the SWNZ logo must first be approved by NZW (requests should be emailed to membership@swnz.org.nz). Permission will be granted via email from the SWNZ Membership Support team. If the winery/bottling facility gains approval to use the SWNZ logo, this will be indicated on the organisation's annual Status Letters from that date forward (unless approval is subsequently revoked).</p> <p>The SWNZ logo documents, including the application form to request permission, can be found on the NZW Members website.</p>
PRODUCTION & CERTIFICATION INFORMATION	<p>MANDATORY</p> <p>1.6d. If any wine that is produced in this winery and sold under this company's brand (with the SWNZ logo) bottled overseas at an offshore facility, processes must be in place to confirm that any offshore bottling facility used adheres to standards that ensure the wine remains fit for intended purpose when packaged.</p>	<p>If any wine that is produced in this winery and sold under this company's brand (with the SWNZ logo) bottled overseas at an offshore facility, processes must be in place to confirm that any offshore bottling facility used adheres to standards that ensure the wine remains fit for intended purpose when packaged. For instance:</p> <ul style="list-style-type: none"> • by requesting current copies of sustainability/food safety certifications that the facility holds (e.g., BRC, ISO22000, HACCP, ISO900, IFS, etc.); or • by comparing the packaging processes used offshore against those required under a Wine Standards Management Plan (WSMP). <p>During regular full-site audits, the auditor will verify that the wine company has the relevant processes in place if the company bottles any wine containing the SWNZ logo at offshore facilities.</p>
PRODUCTION & CERTIFICATION INFORMATION	<p>MANDATORY</p> <p>1.8. A current written Site Management Plan, or documented system, must be in place that includes each of the following components:</p> <ul style="list-style-type: none"> • Water management plan • Waste management plan 	<p>The winery/bottling facility must have a written site management plan or documented system in place for the following areas:</p> <ul style="list-style-type: none"> • Water management • Waste management <p>It is recommended that the winery/bottling facility should also document an annual operational plan outlining the tasks and practices that will be undertaken in the winery/ bottling facility on a monthly basis. This annual operational plan will assist with the development or maintenance of the site management plan.</p> <p>The details below must be included for each focus area, which are verified during regular full-site audits. There is a Winery Site Management Plan template available to assist. It is recommended to review and update the Site Management Plan at least once every three years or when there are changes to management practices.</p> <p>Water Management Plan</p> <ul style="list-style-type: none"> • NOTE: The NZW Environmental Waste Water Management Checklist for Sustainable Practices can be used to form part of the Water Management Plan. • Information about the current consents for water take and waste water disposal, as well the strategies in place to manage consent requirements. • Details of how equipment is maintained for inwards and outwards water. • Details of how waste water quality is checked and confirmed (e.g., sampling of waste water). • Details of how water volumes are measured and tracked over time. Volumes of water in versus water out of the facility should be regularly reviewed, and any variances should be recorded with actions taken. • Company initiatives and strategies to reduce the amount of water used over time. <p>Waste Management Plan</p> <ul style="list-style-type: none"> • It is recommended that the Winery By-Product Checklist be completed to form the basis of the Waste Management Plan. • Details of how winery waste products are managed. • Company initiatives and plans to reduce the amount of waste being sent to landfill. • Details of how the total amount of waste sent to landfill each year will be measured.

	Requirement	Details/Verification
PRODUCTION & CERTIFICATION INFORMATION	<p>RECOMMENDED</p> <p>1.8. A written emissions management plan for the winery/bottling facility should be in place.</p>	<p>A written emissions management plan for the winery/bottling facility should be in place. It is recommended that this plan includes the following details:</p> <ul style="list-style-type: none"> • Overview of the key sources of emissions from the winery/bottling facility activities (e.g., packaging, transport, etc.). • Details of how emissions sources are measured and tracked every year. • Current or future plans to reduce greenhouse gas (GHG) emissions over time. <p>Note: the Energy Efficiency and Conservation Authority (EECA) emissions plan template can be used to assist with the development of a GHG emissions management plan (search for 'DIY Emissions Plan' online the EECA website).</p>
PRODUCTION & CERTIFICATION INFORMATION	<p>REPORTING ONLY</p> <p>1.1. Types of operations at the facility.</p> <p>1.2a & 1.2b. Current consented site capacity as tonnes and litres.</p> <p>1.3. Total tonnes processed this vintage.</p> <p>1.4. Total litres produced this vintage.</p> <p>1.6b. SWNZ logo on wine labels.</p> <p>1.7. Certification to other programmes.</p>	<p>1.1. Information on the types of operations undertaken at the facility is used in personalised benchmarking reports to ensure comparisons are relevant. Types of operations include:</p> <ul style="list-style-type: none"> • Grape crushing • Winemaking • Bottling • Packaged wine warehousing on site • Contract facility <p>1.2a & 1.2b. Information on current consented site capacity in tonnes and litres allows NZW to track industry capacity over time. This information is also often referenced during regular full-site winery audits to ensure consent requirements are being adhered to.</p> <p>1.3 & 1.4. Total tonnes processed and total litres produced for the vintage are used in annual SWNZ national and personalised benchmarking reports. These figures allow important metrics to be reported on a per tonne and per litre basis, which enables equitable industry tracking over time and comparable benchmarking.</p> <p>1.6b. Information on the use of the SWNZ logo on wine labels enables NZW to track industry trends over time. Please note that it is NOT mandatory for wineries to report on their use of the SWNZ logo.</p> <p>1.7. Collecting information on other certifications held by wineries (if any) allows NZW to track industry trends over time.</p>
WATER	<p>MANDATORY</p> <p>2.1. The total amount of water used in the winery/bottling facility must be measured and recorded in the SWNZ Questionnaire.</p>	<p>The total amount of water used in the winery/bottling facility each season must be measured and recorded in the SWNZ Questionnaire. If relevant, it is also recommended to record in the SWNZ Questionnaire the amount of water used for winemaking operations only (question 2.1b), and the amount of water used for bottling operations only (question 2.1c).</p> <p>There must be water use records held on file (e.g., water meter readings) for verification purposes.</p>
WATER	<p>MANDATORY</p> <p>2.3. The winery/bottling facility must have a current resource consent or permitted activity to take water.</p>	<p>The winery/bottling facility must have a current resource consent or permitted activity to take water.</p> <p>The winery/bottling facility's current resource consent or permitted activity reference document will be sighted and verified at regular full-site audits. This typically includes the following information:</p> <ul style="list-style-type: none"> • Consent number or permitted activity reference number • Expiry date • Allowable water take • Monitoring requirements (as per the resource consent) • Whether flow meters are available • If calibration is required as per the consent, evidence of calibration must be on file (e.g., name of the company that completed it along with the most recent calibration date) • Whether any non-compliance/abatement notices have been issued

	Requirement	Details/Verification
WATER	<p>RECOMMENDED</p> <p>2.4. There should be initiatives in place for the winery/bottling facility to conserve and/or reduce water use.</p>	<p>There should be practices/initiatives in place for the winery/bottling facility to help conserve water and/or reduce water use. Any practices/initiatives should be detailed in the Water Management section of the Winery Site Management Plan. Examples include:</p> <ul style="list-style-type: none"> • Specific techniques to reduce water usage (e.g., shut-off nozzles on hoses or in-line pipeline inspection gauges, etc.) • Leak detection and repair programme in place • Recover and recycle cleaning water (i.e., wash recipes) • Recovery and use of rainwater • Benchmarking reports of water use over time are reviewed • New equipment installed to gain water efficiencies
WATER	<p>RECOMMENDED</p> <p>2.5. The NZW Environmental Waste Water Management Checklist for Sustainable Practices should be completed.</p>	<p>The NZW Environmental Waste Water Management Checklist for Sustainable Practices should be completed for the winery/bottling facility. This checklist is not mandatory to complete, but is a helpful resource and can form part of the facility's Water Management Plan.</p>
WATER	<p>MANDATORY</p> <p>2.7. The winery/bottling facility must have a current resource consent or permitted activity for waste water discharge.</p>	<p>The winery/bottling facility must have a current resource consent or permitted activity for waste water discharge.</p> <p>The winery/bottling facility's current resource consent or permitted activity reference document will be sighted and verified at regular full-site audits. This typically includes the following information:</p> <ul style="list-style-type: none"> • Consent number or permitted activity reference number • Expiry date • Allowable disposal volumes • Monitoring requirements (as per the resource consent) • Whether flow meters are available • If calibration is required as per the consent, evidence of calibration must be on file (e.g., name of the company that completed it along with the most recent calibration date) • Whether any non-compliance/abatement notices have been issued
WATER	<p>MANDATORY</p> <p>2.8. The total amount of waste water generated must be measured and recorded in the SWNZ Questionnaire.</p>	<p>The total amount of waste water generated must be measured and recorded in the SWNZ Questionnaire. There must be waste water records held on file for verification purposes. This includes reviewing the volume recorded in the SWNZ Questionnaire against allowances in the resource consent/permitted activity. The auditor will also review volumes of water in versus waste water out of the facility – an explanation must be readily available if there is a variance in these volumes.</p>
WATER	<p>MANDATORY</p> <p>2.9. The winery/bottling facility must comply with all requirements in its waste water consent/permitted activity.</p>	<p>The winery/bottling facility must comply with all requirements in its consent/permitted activity. The following are typically required:</p> <ul style="list-style-type: none"> • Pre-treat waste water. • Monitor waste water quality. • Verify the operational capacity of disposal systems (based on volumes of waste water out of the facility and consent allowances). • Separate waste water from storm water (if they are combined, total amount disposed must still meet council limits). • Have systems to limit wash additives getting into the waste water system (e.g., record cleaning agents used, written procedures, Health & Safety aspects included in plans, relevant Safety Data Sheets on file, relevant staff training). • Have systems to minimise the effect of solids on the functionality of the waste water disposal system (e.g., written procedures, use of clear screens/sieves, lees disposal, relevant Safety Data Sheets on file, relevant staff training). <p>Wineries must document their waste water management systems in their Water Management Plan.</p>

	Requirement	Details/Verification
WATER	<p>REPORTING ONLY</p> <p>2.2. Water source for the winery/ bottling facility.</p> <p>2.6. Waste water disposal systems.</p>	<p>2.2. Collecting information on water sources allows NZW to identify industry trends over time. This data is analysed and reported in the annual National Water Use Report.</p> <p>2.6. Collecting information on waste water disposal systems used by wineries/bottling facilities allows NZW to identify industry trends over time. This information is analysed and reported in the annual National Water Use Report.</p>
WASTE	<p>MANDATORY</p> <p>3.1. A waste reduction and recovery/recycling programme must be implemented for the winery/bottling facility.</p>	<p>A waste reduction and recovery/recycling programme must be implemented for the winery/bottling facility. These details must be included in the Waste Management section of the Winery Site Management Plan.</p> <p>It is recommended to complete the By-Product Waste Checklist annually to form the basis of the winery/bottling facility's Waste Management Plan.</p>
WASTE	<p>MANDATORY</p> <p>3.2. Waste management strategies must be tracked and recorded in the SWNZ Questionnaire.</p>	<p>Strategies used to manage waste from the facility must be tracked and recorded in the SWNZ Questionnaire. This includes recording common waste streams that were managed in each of the following ways:</p> <ul style="list-style-type: none"> • Sent to landfill • Stored/stockpiled • Recycled • Reused <p>Common waste streams for wineries/bottling facilities include:</p> <ul style="list-style-type: none"> • Grape marc • Filter medium (i.e., Rotary Drum Vacuum) • Filter medium (filter pad) • Lees • Glass • Caps • Label backing paper • Cardboard • Soft plastics (i.e., pallet wrap, plastic bladders) • Paper • Hoses • Empty chemical containers • Wooden pallets • Personal Protective Equipment (PPE; clothing, boots etc.) • Worker rubbish • Food grade containers
WASTE	<p>MANDATORY</p> <p>3.3. The total amount of waste sent to landfill from the winery/ bottling facility must be measured and recorded in the SWNZ Questionnaire.</p>	<p>The total amount of waste sent to landfill must be measured and recorded in the SWNZ Questionnaire. Annual records of waste sent to landfill must be held on file to verify the amount of waste recorded in the SWNZ Questionnaire.</p>
WASTE	<p>MANDATORY</p> <p>3.5. Correct processes/practices must be in place to store and safely dispose of hazardous substances (including laboratory products).</p>	<p>Correct processes/practices must be in place to store and safely dispose of hazardous substances (including laboratory products). Written plans must be on file to outline those details/processes – for example, how Diatomaceous Earth (DE) and obsolete products will be safely disposed of.</p> <p>An inventory of all hazardous substances in the winery/bottling facility (e.g., fuels, gasses, cleaning products) must be kept on file. It is recommended to use the WorkSafe Hazardous Substances Calculator to create an inventory and discern what key requirements need to be met based on the specific hazardous substances used in the winery/bottling facility.</p> <p>It is recommended to conduct staff training on the processes/practices in place for hazardous substances kept on-site.</p>

	Requirement	Details/Verification
WASTE	<p>MANDATORY</p> <p>3.6. If the facility produces grape marc, the total amount of grape marc produced must be measured and recorded in the SWNZ Questionnaire (3.6a), and the strategies to manage grape marc must be identified (3.6b).</p>	<p>If the facility produces grape marc, the total amount of grape marc produced must be measured and recorded in the SWNZ Questionnaire. For verification purposes, there must be records on file to demonstrate how the total volume of grape marc was calculated.</p> <p>The facility must also identify how grape marc was managed during the season, for example:</p> <ul style="list-style-type: none"> • Used for off-site compost • Used for on-site compost • Direct to land: spread to vineyard / pasture or woodlot • Supplied for stock food • Offsite reprocessing (e.g., drying) <p>The winery/bottling facility must hold confirmation of compliance with relevant regulatory requirements for the management of grape marc. For example, consents for the production/storage of compost, calculation of nitrogen loading if spread to land, etc.</p>
WASTE	<p>RECOMMENDED</p> <p>3.7. Initiatives should be in place to reduce waste in the winery/bottling facility.</p>	<p>Initiatives to reduce waste should be implemented in the winery/bottling facility. Examples include:</p> <ul style="list-style-type: none"> • Use of refillable bottles • Use of refillable kegs • Improved packaging efficiency (e.g., redesigned for smaller size or space with no dividers, etc.) • Use Forest Stewardship Council (FSC) approved packaging • Use of biodegradable labels • Conversion of waste into other raw materials (i.e., glass to sand) • On-site composting of food and fibre (i.e., worm farm) • Recyclable/reusable/biodegradable materials are used
WASTE	<p>REPORTING ONLY</p> <p>3.3a. Organic matter sent to landfill.</p> <p>3.4. Waste challenges.</p>	<p>3.3a. Information regarding the percentage of total waste sent to landfill that was comprised of organic matter allows NZW to assign an accurate emissions factor to total waste sent to landfill. This information is analysed and reported in the annual National GHG Emissions Report. Please note that it is NOT mandatory to report this figure; wineries/bottling facilities should only record an organic matter percentage if known.</p> <p>3.4. Collecting information on any materials that were difficult to reuse or recycle allows NZW to track industry trends over time and advocate on behalf of the industry for improved waste management options. Please note that it is NOT mandatory for wineries/bottling facilities to report any waste challenges.</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.2a. If diesel is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If diesel is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.2b. If LPG is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If LPG is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.2c. If biofuel is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If biofuel is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.</p>

	Requirement	Details/Verification
CLIMATE CHANGE	MANDATORY 4.2d. If natural gas is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.	If natural gas is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.
CLIMATE CHANGE	MANDATORY 4.2e. If petrol is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.	If petrol is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.
CLIMATE CHANGE	MANDATORY 4.2f. If electricity is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.	If electricity is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.
CLIMATE CHANGE	MANDATORY 4.3a. If CO ₂ is used in the winery/bottling facility, the total amount used must be measured and recorded in the SWNZ Questionnaire.	If CO ₂ is used in the winery/bottling facility, the total amount must be measured and recorded in the SWNZ Questionnaire. There must be records held on file to verify the total amount recorded in the SWNZ Questionnaire.
CLIMATE CHANGE	MANDATORY 4.5a. If the winery purchases and receives grapes by road (to make wine under their own label), the average distance travelled by a truck transporting grapes (in a single one-way trip from vineyard gate to winery) must be measured and recorded in the SWNZ Questionnaire.	If the winery purchases and receives grapes by road (to make wine under their own label), the average distance travelled by a truck transporting grapes (in a single one-way trip from vineyard gate to winery) must be measured and recorded in the SWNZ Questionnaire. Emissions from the transportation of grapes are accounted for by the wine company/ brand owner that has purchased and therefore owns the grapes. As such, facilities that only do contract winemaking do not need to account for the transport of grapes to their facility (this is done by the brand owner of the grapes).
CLIMATE CHANGE	MANDATORY 4.5b. If the winery purchases and receives grapes by rail (to make wine under their own label), the total amount of grapes transported by rail must be measured and recorded in the SWNZ Questionnaire (4.5bi). The average distance travelled by a train to transport grapes (in a single one-way trip from vineyard gate to winery) must also be measured and recorded in the SWNZ Questionnaire (4.5bii).	If the winery purchases and receives grapes by rail (to make wine under their own label), the total amount of grapes transported by rail must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a train to transport grapes (in a single one-way trip from vineyard gate to winery) must also be measured and recorded in the SWNZ Questionnaire. Emissions from the transportation of grapes are accounted for by the wine company/ brand owner that has purchased and therefore owns the grapes. As such, facilities that only do contract winemaking do not need to account for the transport of grapes to their facility (this is done by the brand owner of the grapes).
CLIMATE CHANGE	MANDATORY 4.5c. If the winery purchases and receives grapes by ferry (to make wine under their own label), the total amount of grapes transported by ferry must be measured and recorded in the SWNZ Questionnaire.	If the winery purchases and receives grapes by ferry (to make wine under their own label), the total amount of grapes transported by ferry must be measured and recorded in the SWNZ Questionnaire. Emissions from the transportation of grapes are accounted for by the wine company/ brand owner that has purchased and therefore owns the grapes. As such, facilities that only do contract winemaking do not need to account for the transport of grapes to their facility (this is done by the brand owner of the grapes).

	Requirement	Details/Verification
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.5d. If the winery purchases and receives grapes by air freight (to make wine under their own label), the total amount of grapes transported by plane must be measured and recorded in the SWNZ Questionnaire (4.5di). The average distance travelled by air freight to transport grapes (in a single plane in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.5dii).</p>	<p>If the winery purchases and receives grapes by air freight (to make wine under their own label), the total amount of grapes transported by plane must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a plane to transport grapes (in a single plane in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of grapes are accounted for by the wine company/ brand owner that has purchased and therefore owns the grapes. As such, facilities that only do contract winemaking do not need to account for the transport of grapes to their facility (this is done by the brand owner of the grapes).</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.7a. If the winery purchases and receives bulk liquid by road (to make/finish wine under their own label), the total amount of bulk liquid transported by road must be measured and recorded in the SWNZ Questionnaire (4.7a.i). The average distance travelled by a truck transporting bulk liquid (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.7a.ii).</p>	<p>If the winery purchases and receives bulk liquid by road (to make/finish wine under their own label), the total amount of bulk liquid transported by road must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a truck transporting bulk liquid (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of bulk liquid (juice or wine) are accounted for by the wine company/brand owner that has purchased and therefore owns the bulk liquid. As such, facilities that only do contract winemaking or contract bottling do not need to account for the transport of bulk liquid to their facility (this is done by the brand owner of the juice/wine).</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.7b. If the winery purchases and receives bulk liquid by rail (to make/ finish wine under their own label), the total amount of bulk liquid transported by rail must be measured and recorded in the SWNZ Questionnaire (4.7b.i). The average distance travelled by a train transporting bulk liquid (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.7b.ii).</p>	<p>If the winery purchases and receives bulk liquid by rail (to make/finish wine under their own label), the total amount of bulk liquid transported by rail must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a train transporting bulk liquid (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of bulk liquid (juice or wine) are accounted for by the wine company/brand owner that has purchased and therefore owns the bulk liquid. As such, facilities that only do contract winemaking or contract bottling do not need to account for the transport of bulk liquid to their facility (this is done by the brand owner of the juice/wine).</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.7c. If the winery purchases and receives bulk liquid by ferry (to make/ finish wine under their own label), the total amount of bulk liquid transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If the winery purchases and receives bulk liquid by ferry (to make/finish wine under their own label), the total amount of bulk liquid transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of bulk liquid (juice or wine) are accounted for by the wine company/brand owner that has purchased and therefore owns the bulk liquid. As such, facilities that only do contract winemaking or contract bottling do not need to account for the transport of bulk liquid to their facility (this is done by the brand owner of the juice/wine).</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.7d. If the winery purchases and receives bulk liquid by air freight (to make/finish wine under their own label), the total amount of bulk liquid transported by air freight must be measured and recorded in the SWNZ Questionnaire (4.7di). The average distance travelled by a plane transporting bulk liquid (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.7dii).</p>	<p>If the winery purchases and receives bulk liquid by air freight (to make/finish wine under their own label), the total amount of bulk liquid transported by air freight must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a plane transporting bulk liquid (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of bulk liquid (juice or wine) are accounted for by the wine company/brand owner that has purchased and therefore owns the bulk liquid. As such, facilities that only do contract winemaking or contract bottling do not need to account for the transport of bulk liquid to their facility (this is done by the brand owner of the juice/wine).</p>

	Requirement	Details/Verification
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.9a. If the winery transports any wine from their facility to an off-site packaging facility in New Zealand by road, the total amount of wine transported by road must be measured and recorded in the SWNZ Questionnaire (4.9a.i). The average distance travelled by a truck transporting wine (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.9a.ii).</p>	<p>If the winery transports any wine from their facility (the facility represented in the SWNZ Questionnaire) to an off-site packaging facility in New Zealand by road, the total amount of wine transported by road must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a truck transporting wine (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of wine are accounted for by the owner of the wine being transported for final bottling/packaging. As such, facilities that only do contract winemaking do not need to account for the transport of wine to the off-site packaging facility in New Zealand.</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.9b. If the winery transports any wine from their facility to an off-site packaging facility in New Zealand by rail, the total amount of wine transported by rail must be measured and recorded in the SWNZ Questionnaire (4.9b.i). The average distance travelled by a train transporting wine (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.9b.ii).</p>	<p>If the winery transports any wine from their facility (the facility represented in the SWNZ Questionnaire) to an off-site packaging facility in New Zealand by rail, the total amount of wine transported by rail must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a train transporting wine (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of wine are accounted for by the owner of the wine being transported for final bottling/packaging. As such, facilities that only do contract winemaking do not need to account for the transport of wine to the off-site packaging facility in New Zealand.</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.9ci. If the winery transports any wine from their facility to an off-site packaging facility in New Zealand by ferry, the total amount of wine transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If the winery transports any wine from their facility (the facility represented in the SWNZ Questionnaire) to an off-site packaging facility in New Zealand by ferry, the total amount of wine transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of wine are accounted for by the owner of the wine being transported for final bottling/packaging. As such, facilities that only do contract winemaking do not need to account for the transport of wine to the off-site packaging facility in New Zealand.</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.9d. If the winery transports any wine from their facility to an off-site packaging facility in New Zealand by air freight, the total amount of wine transported by air freight must be measured and recorded in the SWNZ Questionnaire (4.9di). The average distance travelled by a plane transporting wine (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire (4.9d.ii).</p>	<p>If the winery transports any wine from their facility (the facility represented in the SWNZ Questionnaire) to an off-site packaging facility in New Zealand by air freight, the total amount of wine transported by air freight must be measured and recorded in the SWNZ Questionnaire. The average distance travelled by a plane transporting wine (in a single one-way trip) must also be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from the transportation of wine are accounted for by the owner of the wine being transported for final bottling/packaging. As such, facilities that only do contract winemaking do not need to account for the transport of wine to the off-site packaging facility in New Zealand.</p>

	Requirement	Details/Verification
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.11. The winery/bottling facility must record in the SWNZ Questionnaire the method(s) used for packaging finished wine (that they own) in their facility. For every packaging method used in the facility, the winery/bottling facility must measure and record the total units of each in the SWNZ Questionnaire (4.11a-k).</p>	<p>The winery/bottling facility must record in the SWNZ Questionnaire the method(s) used for packaging finished wine in the facility (the facility represented in the SWNZ Questionnaire), including the options listed below. The winery must include packaging used for the bulk shipment of wine (if applicable) and packaging for final consumer consumption. For example, if the company bottles all of their wine at an off-site bottling facility, flexitanks/ISO tanks should be selected in the SWNZ Questionnaire to reflect the packaging used to bulk ship wine to the off-site packaging facility.</p> <ul style="list-style-type: none"> • Glass bottles (regular weight, 400g or heavier) • Lightweight glass bottles (less than 400g) • Sparkling wine bottles • Flexitanks • ISO tanks • Refillable bottles • Cans • Pouches • Bag-in-box • Kegs <p>The total number of units for every packaging method used must also be recorded. Records must be kept on file to verify the figures entered in the SWNZ Questionnaire. Emissions from wine packaging are accounted for by the owner of the wine. As such, facilities that only do contract winemaking or contract bottling do not need to account for packaging (this is done by the owner of the wine).</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.12. If the winery packages/bottles any wine off-site in New Zealand (e.g., at an external bottling facility), the winery must record in the SWNZ Questionnaire the method(s) used for packaging finished wine (that they own) off-site. For every packaging method used, the winery must measure and record the total units of each in the SWNZ Questionnaire (4.12a-k).</p>	<p>If the winery packages/bottles any of their wine off-site in New Zealand (e.g., at an external bottling facility), the winery must record in the SWNZ Questionnaire the method(s) used for packaging finished wine off-site, including the options listed below.</p> <ul style="list-style-type: none"> • Glass bottles (regular weight, 400g or heavier) • Lightweight glass bottles (less than 400g) • Sparkling wine bottles • Flexitanks • ISO tanks • Refillable bottles • Cans • Pouches • Bag-in-box • Kegs <p>The total number of units for every packaging method used must also be recorded. Records must be kept on file to verify the figures entered in the SWNZ Questionnaire. Emissions from wine packaging are accounted for by the owner of the wine. As such, facilities that only do contract winemaking or contract bottling do not need to account for packaging (this is done by the owner of the wine).</p>

	Requirement	Details/Verification
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.13. If the winery packages/bottles any wine overseas, the winery must record in the SWNZ Questionnaire the method(s) used for packaging finished wine (that they own) overseas. For every packaging method used, the winery must measure and record the total units of each in the SWNZ Questionnaire (4.13a-i).</p>	<p>If the winery packages/bottles any wine overseas, the winery must record in the SWNZ Questionnaire the method(s) used for packaging finished wine overseas, including the options listed below.</p> <ul style="list-style-type: none"> • Glass bottles (regular weight, 400g or heavier) • Lightweight glass bottles (less than 400g) • Sparkling wine bottles • Refillable bottles • Cans • Pouches • Bag-in-box • Kegs <p>The total number of units for every packaging method used must also be recorded. Records must be kept on file to verify the figures entered in the SWNZ Questionnaire.</p> <p>Emissions from wine packaging are accounted for by the owner of the wine. As such, facilities that only do contract winemaking or contract bottling do not need to account for packaging (this is done by the owner of the wine).</p>
CLIMATE CHANGE	<p>MANDATORY</p> <p>4.14a. For wine bottled in New Zealand, the percentage of bottles used that are made from New Zealand glass must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If the company bottles any of their wine in New Zealand, the percentage of bottles used that are made from New Zealand glass must be measured and recorded in the SWNZ Questionnaire.</p> <p>Emissions from wine packaging are accounted for by the owner of the wine. As such, facilities that only do contract winemaking or contract bottling do not need to account for glass source.</p>
CLIMATE CHANGE	<p>RECOMMENDED</p> <p>4.15. Initiatives should be implemented to minimise the carbon footprint of the winery/ bottling facility.</p>	<p>Initiatives should be implemented to minimise the carbon footprint of the winery/ bottling facility. Examples include:</p> <ul style="list-style-type: none"> • Upgrade of equipment • Renewable energy sources used – e.g., solar, wind, biofuel • Energy efficiency initiatives implemented (e.g. sensors, timers, programmable thermostat on HVAC equipment, staff awareness campaigns, transport fuel reduction actions) • Energy management/monitoring plans or audits undertaken • Green building investment (e.g. passive lighting / heating / cooling, insulation upgrades) • Carbon offsetting initiatives undertaken (e.g., carbon credits purchased, offsets selected for business air travel, etc.) • Property plantings for the purpose of carbon sink/credits
CLIMATE CHANGE	<p>REPORTING ONLY</p> <p>4.1a. Verified carbon certification programmes.</p>	<p>4.1a. Collecting information on how many wineries/bottling facilities are measuring and managing GHG emissions through a verified certification programme, along with the programmes chosen, allows NZW to track industry trends over time. This data is analysed and reported in the annual National GHG Emissions Report.</p>
PLANT PROTECTION	<p>MANDATORY</p> <p>5.2. If the winery/bottling facility is a certified transitional facility, there must be trained and certified people to open containers from overseas.</p>	<p>If the winery/bottling facility is a certified transitional facility, there must be trained and certified people to open containers from overseas.</p> <p>Transitional facilities are approved by MPI to receive containers and goods that may pose a biosecurity risk. Goods or containers may need to be inspected or treated at the facility before they can be 'cleared' for entry into New Zealand. Facilities receiving containers must have one or more trained, accredited person available to check containers. Accredited persons are responsible for inspecting containers, supervising their unpacking and containing any biosecurity risks.</p> <p>Evidence of staff accreditation must be available on file for verification purposes.</p>
PLANT PROTECTION	<p>RECOMMENDED</p> <p>5.3. Biodiversity enhancement activities should be in place.</p>	<p>Biodiversity enhancement activities should be implemented. Examples include:</p> <ul style="list-style-type: none"> • Wetland and waterway enhancement/protection • Creating habitats for indigenous wildlife • Participation in off-site company biodiversity initiative(s) • Participation in off-site regional or national biodiversity initiative(s) • Specific area contributing to biodiversity protection, restoration or enhancement

	Requirement	Details/Verification
PEOPLE	<p>MANDATORY</p> <p>6.1. The winery/bottling facility must have a current Health and Safety plan that is up to date and compliant with the Health and Safety at Work Act 2015. This includes current copies of the following documents where relevant:</p> <ul style="list-style-type: none"> • An incident and near-miss register • Documented procedures, including emergency procedures • Agreement with contractors • Maintenance records • Site rules 	<p>The winery/bottling facility must have a current Health and Safety plan that is up to date and compliant with the Health and Safety at Work Act 2015. This includes current copies of the following documents where relevant:</p> <ul style="list-style-type: none"> • An incident and near-miss register • Documented procedures, including emergency procedures • Agreement with contractors (signed and dated) • Maintenance records (for all vehicles, equipment and machinery) • Site rules (including the identification of on-site risks and how those risks are managed/eliminated) <p>Health & Safety plans should be reviewed annually to ensure they are relevant to current practices.</p>
PEOPLE	<p>MANDATORY</p> <p>6.2. The winery/bottling facility must have the following key documents on file where appropriate:</p> <ul style="list-style-type: none"> • Current site map(s) identifying key areas including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, inventory to WorkSafe requirements • Documented procedures, including environmental response procedures (i.e., bulk spills) • Staff training records • Spills protocol and response plan 	<p>The winery/bottling facility must have the following key documents on file where appropriate:</p> <ul style="list-style-type: none"> • Current site map(s) identifying key areas including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, inventory to WorkSafe requirements • Documented procedures, including environmental response procedures (i.e., bulk spills) • Staff training records (signed and dated) • Spills protocol and response plan
PEOPLE	<p>MANDATORY</p> <p>6.3a. For wineries/bottling facilities with direct employees, all direct employees must have written Employment Agreements containing the minimum employment entitlements.</p>	<p>For wineries/bottling facilities with direct employees, all direct employees must have written Employment Agreements that meet minimum employment entitlements. Management must show evidence that their standard contracts meet minimum employment entitlements in accordance with New Zealand law.</p> <p>Under New Zealand law, employers have a legal obligation to check that every employee has the right to work in New Zealand before employing them. If foreign workers are employed, it is recommended that employers use VisaView for employers via the Immigration NZ website.</p>
PEOPLE	<p>MANDATORY</p> <p>6.3c. For wineries/bottling facilities that use trade contractors, all contractors must have supplied the relevant details of their compliance with relevant regional/district plans, Resource Management Act, relevant codes of practice and health and safety requirements, and certification to relevant external programmes.</p>	<p>For wineries/bottling facilities that use trade contractors, all contractors must have supplied the relevant details of their compliance with relevant regional/district plans, Resource Management Act, relevant codes of practice and health and safety requirements, and certification to relevant external programmes.</p> <p>Common types of trade contractors for wineries/bottling facilities include:</p> <ul style="list-style-type: none"> • Refrigeration engineers • Waste water/sludge removal contractor • Waste material contractor • Recycling company • Contract winemaker • Contract bottling facility (including mobile bottling facilities) <p>All new contractors for the winery/bottling facility must supply this documentation prior to starting work for the company. Compliance documentation with trade contractors should be reviewed and updated at least once every three years.</p>

	Requirement	Details/Verification
PEOPLE	<p>RECOMMENDED</p> <p>6.4. The winery/bottling facility should observe the NZ Winegrowers Code of Conduct for Our People.</p>	<p>The winery/bottling facility should observe the NZ Winegrowers Code of Conduct for Our People. The associated checklist should be completed prior to any full-site SWNZ audit as a self-assessment of compliance with the Code.</p> <p>Answering ‘yes’ to observing the NZW Code of Conduct for Our People is confirmation that the winery/bottling facility adheres to all eleven principles and implements all ‘musts’ and ‘shoulds’ in the Code. If the company has an internal policy that includes all ‘musts’ and ‘shoulds’ in the Code, they should answer ‘yes’ to observing the Code. The eleven principles are as follows:</p> <ol style="list-style-type: none"> 1. Practice good practice (complying with all applicable employment laws and regulations) 2. Maintain a workplace free from discrimination 3. Maintain a secure and respectful workplace environment 4. Provide a fair employer/worker relationship 5. Provide a reasonable work/life balance 6. Prohibit all forms of forced or compulsory labour 7. Respect workers’ right to freedom of association and collective bargaining 8. Everyone who goes to work should come home healthy and safe 9. Prohibit child labour 10. Support compliance with this Code by establishing appropriate management processes 11. Report suspected breaches of employment entitlements
PEOPLE	<p>NEW REQUIREMENT FOR 26/27 SEASON</p> <p>Beginning in the 2026/2027 season, all wineries/bottling facilities must implement written policies that cover the following topics:</p> <ul style="list-style-type: none"> • Rights of freedom of association • No discrimination, violence or harassment • Forced labour, bonded labour and human trafficking • Fair remuneration • Decent working hours 	<p>As of the 2026/2027 season, wineries/bottling facilities will see new questions in the People section of the Questionnaire that reflect this new requirement. Educational resources will be developed to support and assist members.</p> <p>To meet this requirement, wineries/bottling facilities must have a written ‘workplace conduct and rights’ policy that covers the topics of rights of freedom of association; no discrimination, violence or harassment; and forced labour, bonded labour and human trafficking. This policy must:</p> <ul style="list-style-type: none"> • Reference fundamental rights and obligations to the employment relationship including workers’ association rights. • Outline key commitments including respecting employees’ right to join, form or not to join a trade union without fear of reprisal, intimidation, or harassment; and recognition of rights of employer to employee. • Reference fundamental rights and obligations within the employment relationship including freedom from discrimination, violence and harassment. • Reference the prohibition on forced/bonded labour and human trafficking in New Zealand. • Establish a clear process for workers raising concerns with the employer, and steps for conflict resolution where an issue requires further resolution. • Be readily available to ensure staff awareness of the policy. <p>Wineries/bottling facilities must also have a written ‘fair work and employment conditions’ policy that covers the topics of fair remuneration; and decent working hours. This policy must explicitly include information on key minimum legal requirements such as:</p> <ul style="list-style-type: none"> • General details about remuneration entitlements, which must be at least the New Zealand minimum wage in accordance with New Zealand legislation. • Explicitly outline how wages are managed, including information on voluntary deductions, which must be: <ul style="list-style-type: none"> ◦ lawful ◦ reasonable; and ◦ agreed by both parties (for example, accommodation costs) • and which must not be: <ul style="list-style-type: none"> ◦ used as a control mechanism; and/or ◦ excessive/coercive (taking particular care for any workers who may be vulnerable). • Information for workers on how they can engage and raise any related issues with the business.

Requirement	Details/Verification
<i>Continued</i>	<ul style="list-style-type: none"> • General details about expected working hours, how overtime work is managed, and a transparent process for how working hours issues can be raised and amendments made to employment arrangements. • Note how contract variations to working hours, such as during seasonal production peaks, are to be agreed and documented. For example, overtime requests and availability provisions. • Note that all amendments to working hours, including overtime hours, are voluntary and must be agreed by both parties. <p>These policies must be approved by a person with appropriate authority within the business, and there must be clear evidence of the policy being readily available to ensure staff awareness. Examples include, but are not limited to inclusion in induction packs, displaying signage in the workplace, and holding dedicated staff training. These policies must be reviewed at least once every three years, aligning with SWNZ audit timeframes. During regular on-site audits, wineries/bottling facilities must provide evidence of internal processes in place to communicate to workers any policy changes and any relevant changes to employment law.</p>

Glossary

- **Diatomaceous Earth (DE):** A natural, silica-based powder used as a highly effective filter aid to remove yeast, bacteria, proteins, and fine particles, creating clear, stable wines with longer shelf life, without altering flavour.
- **Energy Efficiency and Conservation Authority (EECA):** The New Zealand government agency that promotes energy efficiency, conservation, and renewable energy to help create a sustainable energy system, working with households, businesses, and industry to lower costs, reduce emissions, and make homes warmer through programs, information, and regulations.
- **Forest Stewardship Council (FSC):** A global, non-profit organisation that promotes environmentally appropriate, socially beneficial, and economically viable management of the world's forests through a certification system, ensuring forest-based products like wood and paper come from responsibly managed sources.
- **Greenhouse Gas (GHG) Emissions:** The release of gases like carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O) into the Earth's atmosphere, mainly from human activities such as burning fossil fuels, deforestation, and agriculture, which trap heat, intensify the natural greenhouse effect, and cause global warming and climate change.
- **Ministry for Primary Industries (MPI):** The New Zealand government department responsible for growing and protecting the country's primary sector, including agriculture, fisheries, forestry, biosecurity, and food safety.
- **Personal Protective Equipment (PPE):** Clothing and equipment that is worn or used in order to provide protection against hazardous substances or environments.
- **Wine Standards Management Plan (WSMP):** A plan that demonstrates how a wine company will meet the requirements under the Wine Act 2003. Any business that intends to make wine for trade or retail sale must register a WSMP with MPI. Once registered, WSMP compliance must be annually audited and verified.