

Sustainable Winegrowing New Zealand (SWNZ)

# STANDARD

Winery No-Site



New Zealand Wine  
Altogether Unique.



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## Winery No-Site

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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](mailto: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](mailto: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 no-site 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](mailto: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](mailto: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 No-Site Standard

A 'winery no-site' is a New Zealand-based operation (wine brand) that does not own its own vineyards and/or winemaking facilities, but instead buys grapes from contract grower(s) and/or contracts out the production of wine to a winery. Members in this stream do not undergo full-site SWNZ audits, as there is no physical facility. All audits are done remotely based on the responses provided in the annual questionnaire.

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><b>MANDATORY</b></p> <p>Annual SWNZ Winery No-Site Questionnaire must be completed.</p>	<p>The annual SWNZ Winery No-Site Questionnaire must be completed each year. The Questionnaire must be completed online via the <a href="#">NZW Member Portal</a> by an individual with sufficient knowledge of the business's management practices. 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"> <li>• The <a href="#">SWNZ terms and conditions</a> have been read; and</li> <li>• The winery no-site will comply with the SWNZ terms and conditions; and</li> <li>• The person completing the Questionnaire is authorised to make this declaration on behalf of the organisation(s) included in the Questionnaire.</li> </ul> <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>Members registered as no-site wineries do not undergo full-site SWNZ audits, as there is no physical facility. However, evidence must be held on file to demonstrate compliance with all mandatory SWNZ programme requirements.</p>
ANNUAL SUBMISSIONS	<p><b>MANDATORY</b></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 no-site wishes to pursue SWNZ certification. SWNZ membership fees are reviewed regularly and can be found on the NZW website <a href="#">here</a>.</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 no-site 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 <a href="mailto:membership@swnz.org.nz">membership@swnz.org.nz</a>.</p>
PRODUCTION & CERTIFICATION INFORMATION	<p><b>MANDATORY</b></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 no-site 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 <a href="#">NZW Member Portal</a>.</p> <p>This requirement is not applicable for members new to the SWNZ programme, or when the winery no-site is under new management or ownership, until the brand receives SWNZ certification for the first time under the new management/ownership.</p>

	Requirement	Details/Verification
PRODUCTION & CERTIFICATION INFORMATION	<p><b>MANDATORY</b></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 <a href="mailto:membership@swnz.org.nz">membership@swnz.org.nz</a>). Permission will be granted via email from the SWNZ Membership Support team. If the winery no-site 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 <a href="#">NZW Members website</a>.</p>
PRODUCTION & CERTIFICATION INFORMATION	<p><b>MANDATORY</b></p> <p>1.6d. If any wine that is produced under this 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 under this 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"> <li>• by requesting current copies of sustainability/food safety certifications that the facility holds (e.g., BRC, ISO22000, HACCP, ISO900, IFS, etc.); or</li> <li>• by comparing the packaging processes used offshore against those required under a Wine Standards Management Plan (WSMP).</li> </ul>
PRODUCTION & CERTIFICATION INFORMATION	<p><b>REPORTING ONLY</b></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>1.4. Total litres produced for the vintage is used in annual SWNZ national and personalised benchmarking reports. This figure allows important metrics to be reported on a 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 brands to report on their use of the SWNZ logo.</p> <p>1.7. Collecting information on other certifications held by wine companies (if any) allows NZW to track industry trends over time.</p>
WASTE	<p><b>RECOMMENDED</b></p> <p>3.7. Initiatives should be in place to reduce waste.</p>	<p>Initiatives to reduce waste should be implemented. Examples include:</p> <ul style="list-style-type: none"> <li>• Use of refillable bottles</li> <li>• Use of refillable kegs</li> <li>• Improved packaging efficiency (e.g., redesigned for smaller size or space with no dividers, etc.)</li> <li>• Use Forest Stewardship Council (FSC) approved packaging</li> <li>• Use of biodegradable labels</li> <li>• Conversion of waste into other raw materials (i.e., glass to sand)</li> <li>• Composting of food and fibre (i.e., worm farm)</li> <li>• Recyclable/reusable/biodegradable materials are used</li> </ul>

	Requirement	Details/Verification
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.5a. If the brand purchases grapes and transports them by road, 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.</p>	<p>If the brand purchases and transports grapes by road, 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.</p>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.5b. If the brand purchases grapes and transports them by rail, 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).</p>	<p>If the brand purchases and transports grapes by rail, 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.</p>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.5c. If the brand purchases grapes and transports them by ferry, the total amount of grapes transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If the brand purchases and transports grapes by ferry, the total amount of grapes transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.5d. If the brand purchases grapes and transports them by air freight, 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 brand purchases and transports grapes by air freight, 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.7a. If the brand purchases bulk liquid and transports it by road, 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 brand purchases and transports bulk liquid by road, 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.7b. If the brand purchases bulk liquid and transports it by rail, 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 brand purchases and transports bulk liquid by rail, 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.7c. If the winery purchases bulk liquid and transports it by ferry, the total amount of bulk liquid transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p>	<p>If the brand purchases and transports bulk liquid by ferry, the total amount of bulk liquid transported by ferry must be measured and recorded in the SWNZ Questionnaire.</p>

	Requirement	Details/Verification
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.7d. If the brand purchases bulk liquid and transports it by air freight, the total amount of bulk liquid transported by air freight must be measured and recorded in the SWNZ Questionnaire (4.7d.i). 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 (4.7d.ii).</p>	<p>If the brand purchases and transports bulk liquid by air freight, 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.9a. If the brand transports any wine from the winemaking 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 brand transports any wine from the winemaking 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. 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.9b. If the brand transports any wine from the winemaking 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 brand transports any wine from the winemaking 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. 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.9ci. If the brand transports any wine from the winemaking 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 brand transports any wine from the winemaking 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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.9d. If the brand transports any wine from the winemaking 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 (4.9d.i). 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 brand transports any wine from the winemaking 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. 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>

	Requirement	Details/Verification
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.11. The brand must record in the SWNZ Questionnaire the method(s) used for packaging their finished wine at the facility where the wine was made. For every packaging method used in the winemaking facility, the brand must measure and record the total units of each in the SWNZ Questionnaire (4.11a-k).</p>	<p>The brand must record in the SWNZ Questionnaire the method(s) used for packaging their finished wine at the facility where their wine was made, including the options listed below. The brand must include packaging used for the bulk shipment of wine (if applicable) <b>and</b> 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"> <li>• Glass bottles (regular weight, 400g or heavier)</li> <li>• Lightweight glass bottles (less than 400g)</li> <li>• Sparkling wine bottles</li> <li>• Flexitanks</li> <li>• ISO tanks</li> <li>• Refillable bottles</li> <li>• Cans</li> <li>• Pouches</li> <li>• Bag-in-box</li> <li>• Kegs</li> </ul> <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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.12. If the brand packages/bottles any wine at a separate bottling facility within New Zealand, the brand must record in the SWNZ Questionnaire the method(s) used for packaging finished wine at the separate bottling facility. For every packaging method used, the brand must measure and record the total units of each in the SWNZ Questionnaire (4.12a-k).</p>	<p>If the brand packages/bottles any wine at a separate bottling facility in New Zealand, the brand 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"> <li>• Glass bottles (regular weight, 400g or heavier)</li> <li>• Lightweight glass bottles (less than 400g)</li> <li>• Sparkling wine bottles</li> <li>• Flexitanks</li> <li>• ISO tanks</li> <li>• Refillable bottles</li> <li>• Cans</li> <li>• Pouches</li> <li>• Bag-in-box</li> <li>• Kegs</li> </ul> <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>
CLIMATE CHANGE	<p><b>MANDATORY</b></p> <p>4.13. If the brand packages/bottles any wine overseas, the winery must record in the SWNZ Questionnaire the method(s) used for packaging finished wine overseas. For every packaging method used, the brand must measure and record the total units of each in the SWNZ Questionnaire (4.13a-i).</p>	<p>If the brand packages/bottles any wine overseas, the brand 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"> <li>• Glass bottles (regular weight, 400g or heavier)</li> <li>• Lightweight glass bottles (less than 400g)</li> <li>• Sparkling wine bottles</li> <li>• Refillable bottles</li> <li>• Cans</li> <li>• Pouches</li> <li>• Bag-in-box</li> <li>• Kegs</li> </ul> <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>

	Requirement	Details/Verification
CLIMATE CHANGE	<p><b>MANDATORY</b></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>
CLIMATE CHANGE	<p><b>RECOMMENDED</b></p> <p>4.15. Initiatives should be implemented to minimise the carbon footprint of the wine company.</p>	<p>Initiatives should be implemented to minimise the carbon footprint of the wine company. Examples include:</p> <ul style="list-style-type: none"> <li>• Upgrade of equipment</li> <li>• Renewable energy sources used – e.g., solar, wind, biofuel</li> <li>• Energy efficiency initiatives implemented (e.g. sensors, timers, programmable thermostat on HVAC equipment, staff awareness campaigns, transport fuel reduction actions)</li> <li>• Energy management/monitoring plans or audits undertaken</li> <li>• Carbon offsetting initiatives undertaken (e.g., carbon credits purchased, offsets selected for business air travel, etc.)</li> <li>• Plantings for the purpose of carbon sink/credits</li> </ul>
CLIMATE CHANGE	<p><b>REPORTING ONLY</b></p> <p>4.1a. Verified carbon certification programmes.</p>	<p>4.1a. Collecting information on how many wine companies 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><b>RECOMMENDED</b></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"> <li>• Wetland and waterway enhancement/protection</li> <li>• Creating habitats for indigenous wildlife</li> <li>• Participation in company biodiversity initiative(s)</li> <li>• Participation in regional or national biodiversity initiative(s)</li> <li>• Specific area contributing to biodiversity protection, restoration or enhancement</li> </ul>
PEOPLE	<p><b>MANDATORY</b></p> <p>6.3a. For brands with direct employees, all direct employees must have written Employment Agreements containing the minimum employment entitlements.</p>	<p>For brands 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 <a href="#">VisaView for employers</a> via the Immigration NZ website.</p>
PEOPLE	<p><b>MANDATORY</b></p> <p>6.3c. For brands 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 brands 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 include:</p> <ul style="list-style-type: none"> <li>• Refrigeration engineers</li> <li>• Waste water/sludge removal contractor</li> <li>• Waste material contractor</li> <li>• Recycling company</li> <li>• Contract winemaker</li> <li>• Contract bottling facility (including mobile bottling facilities)</li> </ul> <p>All new contractors for the wine company 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
<p>RECOMMENDED</p> <p>6.4. The winery no-site should observe the NZ Winegrowers <a href="#">Code of Conduct for Our People</a>.</p>	<p>The winery no-site should observe the NZ Winegrowers <a href="#">Code of Conduct for Our People</a>.</p> <p>Answering ‘yes’ to observing the NZW Code of Conduct for Our People is confirmation that the winery no-site 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"> <li>1. Practice good practice (complying with all applicable employment laws and regulations)</li> <li>2. Maintain a workplace free from discrimination</li> <li>3. Maintain a secure and respectful workplace environment</li> <li>4. Provide a fair employer/worker relationship</li> <li>5. Provide a reasonable work/life balance</li> <li>6. Prohibit all forms of forced or compulsory labour</li> <li>7. Respect workers’ right to freedom of association and collective bargaining</li> <li>8. Everyone who goes to work should come home healthy and safe</li> <li>9. Prohibit child labour</li> <li>10. Support compliance with this Code by establishing appropriate management processes</li> <li>11. Report suspected breaches of employment entitlements</li> </ol>
<p>NEW REQUIREMENT FOR 26/27 SEASON</p> <p>Beginning in the 2026/2027 season, all winery no-sites must implement written policies that cover the following topics:</p> <ul style="list-style-type: none"> <li>• Rights of freedom of association</li> <li>• No discrimination, violence or harassment</li> <li>• Forced labour, bonded labour and human trafficking</li> <li>• Fair remuneration</li> <li>• Decent working hours</li> </ul>	<p>As of the 2026/2027 season, winery no-sites 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, winery no-sites 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"> <li>• Reference fundamental rights and obligations to the employment relationship including workers’ association rights.</li> <li>• 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.</li> <li>• Reference fundamental rights and obligations within the employment relationship including freedom from discrimination, violence and harassment.</li> <li>• Reference the prohibition on forced/bonded labour and human trafficking in New Zealand.</li> <li>• Establish a clear process for workers raising concerns with the employer, and steps for conflict resolution where an issue requires further resolution.</li> <li>• Be readily available to ensure staff awareness of the policy.</li> </ul> <p>Winery no-sites 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"> <li>• General details about remuneration entitlements, which must be at least the New Zealand minimum wage in accordance with New Zealand legislation.</li> <li>• Explicitly outline how wages are managed, including information on voluntary deductions, which must be: <ul style="list-style-type: none"> <li>◦ lawful</li> <li>◦ reasonable; and</li> <li>◦ agreed by both parties (for example, accommodation costs)</li> </ul> </li> </ul>

Requirement	Details/Verification
<i>Continued</i>	<ul style="list-style-type: none"> <li>• and which must not be: <ul style="list-style-type: none"> <li>◦ used as a control mechanism; and/or</li> <li>◦ excessive/coercive (taking particular care for any workers who may be vulnerable).</li> </ul> </li> <li>• Information for workers on how they can engage and raise any related issues with the business.</li> <li>• 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.</li> <li>• 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.</li> <li>• Note that all amendments to working hours, including overtime hours, are voluntary and must be agreed by both parties.</li> </ul> <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. There must be evidence of internal processes in place to communicate to workers any policy changes and any relevant changes to employment law.</p>

## Glossary

- **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 (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) 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.
- **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.