



BUDDY TOOLKIT

Criteria for being a Buddy



Cannot be a manager or a direct report.



Where possible, will be in the same role, if not possible, must work in a similar role, or within the same team.



Where possible, will be in the same location, if not possible must be in a similar time zone, but may be in a different location.



What it means to be a Buddy

Congratulations! You are going to be a Buddy as part of the Vinarchy Buddy Program to help build relationships at Vinarchy. This program aims to harness the best from both parties by fostering connection, transferring knowledge and experiences and providing a platform to bounce ideas and questions off throughout the onboarding process.

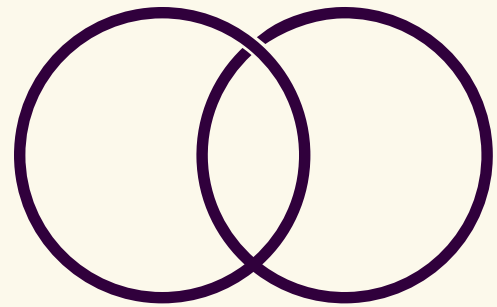
Being selected to be a buddy is a recognition of an individual's strong interpersonal skills, expertise, and ability to connect with others. It highlights their leadership potential, as they are trusted to guide and support others within the business.

For the individual, it's an opportunity to further develop communication and mentoring skills, while also demonstrating a commitment to teamwork and collaboration.

For the company, having a trusted buddy in place fosters a positive work culture, enhances employee retention, and ensures smoother onboarding experiences.



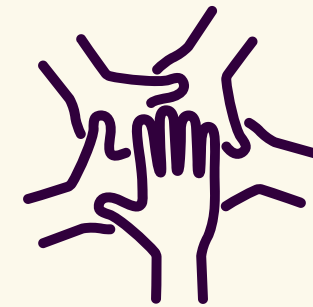
Overview: Being a Buddy



**Ability to connect
before Launch Day**



**Freedom to set own
expectations**



**Orientation & team
introduction**



**Share knowledge
and experiences**



**Check-in
regularly**



**Foster social
connections**



**Offer ongoing
support**



**Provide feedback
and reflect**



Roles and Responsibilities

Be a welcoming and supportive guide.

Ensure your Buddy feels welcomed, valued, and integrated into the team and company culture.

Offer emotional and social support, making the transition into Vinarchy easier for both.

Offer support and guidance.

Regularly check-in with each other to gauge their progress, challenges and concerns.

If appropriate, help each other understand their job role, including key tasks and expectations.

Share tips, best practices, and advice on how to succeed in their specific role.

Assist with practical onboarding.

Ensure you both understands how to use internal systems, tools and software.

Provide guidance on how to access relevant resources, such as IT support, HR policies, or project management tools. You will also take a leading role in training and upskilling of Vinarchys systems, programs and processes.

Be a point of contact for questions.

Be available to answer questions about the role, responsibilities, company, or general workplace practices.

Create a safe space for each person to ask questions without hesitation.

Encourage social integration.

Help each other form connections with the other team members.

Encourage participation in company events, team activities and informal social gatherings.

Maintain respect and confidentiality.

Ensure your Buddy feels comfortable discussing challenges, feedback, or concerns with you without fear of judgement.

Maintain confidentiality on personal or sensitive matters shared during the Buddy relationship.



Pre Day 1 Buddy Relationship

What **can** be discussed in the lead up to Launch Day?

- Role and responsibilities
- Culture
- Our brands
- Ways of Working with broader teams
- What you're looking forward to
- Tips

What **can't** be discussed in the lead up to Launch Day?

- Until the sale is finalised, Accolade Wines and Pernod Ricard Winemakers remain competitors, so no commercially sensitive information, contacts or figures can be shared.
- For example: Key contract terms with a particular supplier or customer (e.g. pricing)



Timeline and Next Steps

Now:

Review this Buddy Toolkit to understand your responsibilities.

By mid-April:

You will receive an introduction from the Talent and Development team so you can connect with your Buddy and confirm the preferred communication lines that will work for you both.

On Launch Day:

Orientation of site/office. If either Buddy will not be available on Launch Day you must let your manager and HRBP know so they can ensure someone is available on Launch Day.

Throughout Onboarding Program:

Continue to provide support throughout the 6 month onboarding program.



Step by Step Guide: Being a Buddy

Introduce yourself and set expectations

- **Introduction meeting:** Share your role in the organisation and express your commitment to helping each other going forward. Ensure you reach out and give your buddy your phone number / e-mail address.
- **Set expectations:** Clarify your role as a buddy and what you both expect from the relationship (availability, frequency of check-ins, offering guidance on processes or culture). We recommend that the Buddy period lasts 6 months to cover the onboarding program, however this period can last for as long as the two parties would like.
- **Create a welcoming environment:** Be proactive in making each other feel comfortable. This could include an introductory e-mail, scheduling an initial meeting, or simply setting a friendly tone.

Orientation & team introduction

- **Team introduction:** On Launch Day, take the new starter on a tour (in office or virtual and where possible) and introduce them to colleagues they will be working with. This helps you both get familiar with the team and the environment. You do not have to set up key formal meet and greets, as this is the Managers role, but a good Buddy will informally introduce each other to key team members.
- **Explain company culture:** Discuss the organisation's culture, and any unwritten norms. This could involve sharing tips on effective communication, workplace etiquette, or team dynamics.
- **Provide role-specific guidance:** Offer insights on what your day to day might look like and give them tips to succeed in their role.

Offer support and answer questions

- **Be available for questions:** Encourage each other to ask questions freely. Offer help with both practical and emotional aspects of settling in to the company.
- **Clarify company processes:** Walk each other through key processes or tools that they will need to use, such as how to access internal systems, project management tools, IT support or training on the different systems and tools that are required in their role. It's important that you take the time to train your Buddy on any new processes and systems.



Step by Step Guide: Being a Buddy

Check-in regularly and offer ongoing support

- **Scheduled check-ins:** Arrange for regular one-on-one check-ins (weekly, fortnightly or monthly) to discuss progress, challenges and any questions. The recommendation is to start with weekly check-ins, and slowly move to monthly throughout the onboarding period.
- **Monitor progress:** Ensure that you both feel comfortable with your tasks and workload. If you need additional support, be proactive in offering assistance or reach out to your HRBP.
- **Be a sounding board:** Continue to offer your support as you both become more familiar with your role and responsibilities. Be open to providing advice on career growth and development.
- **Celebrate milestones:** Acknowledge important milestones, such as completing the first month or successfully finishing a project. Positive reinforcement helps you both feel valued.

Foster social connections

- **Encourage socialisation:** Suggest opportunities for each other to connect with others in the company, whether through lunch, virtual meetups, or team-building activities.
- **Involve them in team meetings:** Help each other feel like part of the team by including them in relevant meetings, discussions, and projects.

Provide feedback and reflect

- **Ask for feedback:** After the Buddy relationship concludes, ask each other for feedback on your support. Use this information to improve your approach for future Buddy pairings.
- **Reflect on your experience:** Take time to reflect on the process, what worked well, what could be improved and let your HRBP know of any insights.

