

Code of Conduct of the Australian Limousin Breeders' Society Limited (ALBS)

Scope and Purpose

The purpose of this Code of Conduct (COC) is to set clear and consistent standards of behaviour for all individuals associated with the Australian Limousin Breeders Society Ltd (ALBS) (The Society). The Code is designed to:

- Foster a culture of professionalism, integrity, respect, and accountability.
- Support the Society's mission, values, and reputation.
- Promote a safe, inclusive, and respectful environment for all members, staff, directors, contractors, consultants, and volunteers.
- Ensure compliance with the Society's Constitution, policies, and all applicable laws and regulations.
- Provide guidance for ethical decision-making and responsible conduct in all activities connected to the Society.

Aim

The Society is committed to promoting and driving a culture of professionalism, integrity, and respectful behaviour. The code of conduct clarifies the standards of behaviour of all members.

Members and staff should be united in their endeavours to support the Australian Limousin Breeders' Society mission to advance, advocate and administer the Limousin breed by:

- Enhancing the marketability and market recognition of Limousin.
- Promoting the role of Limousin in innovative beef businesses.
- Supporting, enabling and informing fellow members.

To this end it is expected that members will behave courteously towards other members and staff:

- Members are encouraged to provide positive feedback and compliments to recognise achievements and work of other members and staff.
- Appropriately delivered constructive feedback is useful.
- Negative or malicious comment about other members and staff or their related business operations or private concerns is unhelpful in achieving our mission and should not be engaged in.
- Members and staff should refrain from any activity that reflects poorly on the Society or the Limousin breed. This includes activity on social media.
- Harassment of staff and/or other members will not be tolerated.

Members

1. All members are expected to comply with the Constitution of the Australian Limousin Breeders' Society Ltd.
2. Section 24 of the Constitution recognises that there may be instances where disputes (disagreements) arise between a member or director and:
 - (a) one or more members
 - (b) one or more directors, or
 - (c) the Company

Where such dispute relates to the Constitution, the exercise by the Company of its powers or matters related to the Herd Book or Regulations the disputes and any subsequent disciplinary action are to be resolved in accordance with Section 24 and 25 of the Constitution or other relevant sections that may be relevant to the dispute or disagreement.

3. All members are expected to comply with the following Policies of the Australian Limousin Breeders' Society Ltd
 - (a) Privacy Policy
 - (b) Social Media Policy

- (c) Code of Conduct
- (d) Rules and Regulations
- (e) Marketing and Media Policy
- (f) Youth and Events Policy

Directors

1. Directors are expected to comply with the Constitution of the Australian Limousin Breeders' Society Ltd.
2. Directors are expected to carry out their duties appropriately with specific reference to Section 60 of the Constitution of the Australian Limousin Breeders' Society Ltd including legislation relating to the actions of directors.
3. Directors are expected to ensure that all members comply with the Constitution of the Australian Limousin Breeders' Society Ltd and when deemed necessary as a result of a breach of the Constitution address such breach in accordance with Section 25 of the Constitution or other relevant sections that may be relevant to the breach.

Staff

It is expected that Staff, Companies and Organisations employed to work for and on behalf of the Society align with and support our core values in being:

- Determined and focused in pursuing our vision.
- Honest, transparent and collaborative in building relationships with members, stakeholders and our customers.
- Socially responsible in terms of environmental sustainability and animal welfare.
- Caring and empathetic
- Innovative in all aspects of our business
- Adaptable to changing business and environmental circumstances.

Furthermore Staff, Companies and Organisations employed to work for and on behalf of the Society are expected to:

1. Act honestly and ethically at all times.
2. Comply with the laws that apply to the Society and apply and uphold the Constitution and Regulations of the Society.
3. Behave courteously to other staff and members.
4. Not represent their own views as representing the position of the Society. This is particularly important when engaging in social media discourse, either privately or as the authorised representative of the Society.
5. Abide by the requirements of the *Anti-Discrimination Act 1977*, *Fair Work Act 2009(Cth)* and the *Privacy ACT 1988 (Cth)*.
6. Know and understand that confidential information received in the course of the exercise of their duties remains the property of the Society and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Society, or the person from whom the information is provided, or is required by law.
7. In the event of any inconsistency between the Code of Conduct, The Constitution, other policies, or applicable laws, the highest standard of conduct or the overriding legal requirement will take precedence.
8. All incidents (safety, welfare, misconduct) must be reported via the ALBS Incident Report Form at time of reporting

Disciplinary Policy and Procedure

If a member is found to be in breach of the expected standards of behaviour, as described above, the Constitution and or Policies, the Society will investigate and take appropriate action on the following basis.

1. All complaints or concerns are to be in writing.

2. The individual subject to the complaint has the right to be informed of the allegations, the right to respond, and the right to have a support person present during any formal meetings.
3. The process will be treated with fairness and in confidence.
4. The role of The Board is to apply this policy and recommend, if necessary an independent panel be engaged to determine whether a breach has occurred and what action should be taken.

For the avoidance of doubt Society members will:

- Always act in a professional, competent, and conscientious manner
- Maintain the highest standard of professional and courteous conduct in their attitude and behaviour towards all individuals including fellow members, contractors, customers, and visitors.
- Ensure they operate in a safe environment in accordance with relevant legislation, policies, and procedures.
- Ensure that all persons are not subject to discrimination based on race, gender, disability, sexual orientation, age, religion, nationality, marital status, political belief or any other preference or personal characteristic. (protected attributes)
- Use constructive processes to address difference of opinion to negotiate shared perspectives and actions.
- Speak positively in support of the Society and its members.
- Respect the rights to privacy and maintain confidentiality of all members and society intelligence and assets.
- Maintain ethical and appropriate standards when using social media. e.g., Facebook, Instagram, Twitter, LinkedIn, Smart chat etc.

Policy

Unacceptable and Unethical Conduct

The Society **will not tolerate** conduct that is in breach of the law or its policies. This 'serious misconduct' may include, but is not limited to:

- Bullying
- Harassment
- Sexual harassment
- Occupational violence
- Serious crimes and/or acts of misconduct, e.g., consumption of prohibited substances and/or drugs, theft, abuse, fraud, smoking onsite (not in the designated smoking area)
- Discrimination
- Victimisation
- Promoting and engaging in unsafe work practices

Social Media Conduct

All social media and other digital platforms is covered by the ALBS Social Media Policy.

The standards of professionalism, respect and confidentiality apply equally to online activity, including on personal accounts where such conduct may be connected to or reflect upon the ALBS.

The ALBS prohibits the posting or sharing defamatory, discriminatory, or otherwise inappropriate content. Confidential information in digital environments must be protected at all times.

Escalating or Reporting any Concerns

Any concern or complaint should be in writing and initially raised with The Board of Directors of ALBS or the CEO of Genetic Hub.

Investigation

Any action taken under this procedure will be consistent, transparent and fair. Members will be given the opportunity to state their case. Any details of the situation will remain private and only discussed on a need's basis.

Before taking disciplinary action, including issuing a warning, the Society will get independent advice from an employer association, a lawyer, or another workplace relations professional.

That advice will include:

1. The initial assessment.

2. The conduct of the investigation.
3. The determination of findings.
4. The communication of outcomes to relevant parties.

The following principals will apply:

- the correct procedure will be followed if members are required to attend a disciplinary hearing conducted through The Institute of Arbitrators Australia.
- members will be fully aware of the standards of performance, action and behaviour required of them.
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner.
- members may be disciplined after careful investigation of the facts and the opportunity to present their side of the case.
- members have the right to have a support person available at all stages of the formal disciplinary process.

Disciplinary Outcomes

The society will act based on a fair and thorough investigation and, on advice of the independent counsel.

Depending on the outcome, the Society may decide to take disciplinary action against a member. For example, the Society may issue a written warning or terminate membership.

Disciplinary action will not be taken lightly. Before taking action, there will be:

- a valid reason.
- a fair process.
- independent advice.

There is no general rule that there must be 3 written warnings, or even 1 written warning, before ending membership, but a member may be given a chance depending on the severity of their action/inaction. The Society will ensure the discipline is fair and relative to the circumstance.

Action may be as follows:

- Written warning.
- Informal counselling or guidance.
- Final written warning.
- Suspension of membership, employment or contractual arrangements.
- Termination of membership on the grounds of serious misconduct.
- Other remedial actions as appropriate to the circumstances.

Serious misconduct involves deliberately behaving in a way that is inconsistent with continuation membership. Examples include, but are not limited to:

- causing serious and imminent risk to the health and safety of another person or to the reputation or profits
- theft, fraud, assault, sexual harassment, harassment, violence.
- Deceptive and misleading conduct.
- refusing to carry out a lawful and reasonable instruction from (the Board/Committee/Advisory Counsel)
- bullying, either/or but not limited to verbally, social media and text.

Determination of Dispute Resolution

Any determination will take into account the nature of the case and any disciplinary action will be considered on a case-by-case basis as to the seriousness of the breach and any mitigating factors. The determination will be processed in a safe and respectful environment for all.