



Code of Conduct Policy

Droughtmaster Stud Breeders' Society Limited

Introduction

This Code applies to employees, members and volunteers of the Droughtmaster Stud Breeders' Society Limited (the Society).

For the purpose of this document:

- employees include permanent, temporary, full-time, part-time and casual employees of the Society,
- members include stud, commercial, junior, associate and life members of the Society, and
- volunteers include individuals who may or may not be members of the Society, who perform duties for the Society, or represent the Society in an official capacity, and do so on a voluntary basis without financial remuneration.

The Code applies at all times when we are performing duties for the Society; representing the Society at meetings, events and functions; exhibiting Droughtmaster cattle at agricultural and Royal shows, futurity, feature shows, and expos; attending and participating at sales, including Droughtmaster sponsored sales and events; and engaging with Society employees, members and others in relation to Droughtmaster related issues.

1. Principles and Values

The Code contains the ethical principles and values of the Society, which are espoused in the Droughtmaster Australia Strategic Plan, *The Road Ahead 2020-2022*. The Code also contains expected standards of conduct that relate to each of the Society ethical principles and values.

Our Principles and Values are:

- Honesty and Integrity
- Passion and Excellence
- Fairness and Respect
- Curiosity and Challenge

The standards of conduct that are contained in this code will provide a guide for our employees, members and volunteers regarding how we put these principles and values into practice.

In addition to upholding the principles, values and standards of conduct that are set out in this Code, we must also comply with relevant laws, employee awards, the Constitution of the Society, Society Policies and Society Rules and Regulations.

2. Honest and Integrity

2.1 Society employees, members and volunteers:

- (a) are committed to the highest ethical standards,
- (b) will abide by all relevant laws, rules and regulations and will be accountable for their actions and their decisions,
- (c) will undertake that any conflicts of interest will be managed in favour of the Society,
- (d) are committed to exercising proper diligence, care and attention in the performance of Society duties and activities,

- (e) are committed to using Society resources in an appropriate manner, and
- (f) will act professionally and demonstrate a high standard of personal conduct.

2.2 Commit to the highest ethical standards

As employees, members and volunteers, we are committed to meet the highest ethical standards when fulfilling our duties for the Society, representing the Society at functions and events, and attending Society meetings and gatherings.

2.3 We will:

- (a) ensure that any advice or information that we provide is accurate, objective, independent and impartial,
- (b) ensure that information we provide is honest and is not misleading or deceptive, and
- (c) ensure that our decision making is ethical and transparent.

2.4 Manage conflicts of interest

A conflict of interest involves a situation in which there is a conflict between our duty and obligations to the Society as employees, members and volunteers, and our own personal interests.

2.5 It is not uncommon to have a conflict, and having a conflict is not a wrongdoing in itself. A failure to disclose a conflict and a failure to manage the conflict appropriately could however give rise to a wrongdoing.

2.6 As Society employees, members and volunteers, we are committed to demonstrating our integrity and our impartiality.

2.7 We will:

- (a) always disclose a personal or business interest that could be seen to influence the performance of our duties as employees, members and volunteers, and
- (b) ensure that any conflict of interest is resolved in the interest of the Society and its objectives.

2.8 Demonstrate a high standard of personal conduct

We have a responsibility to conduct ourselves in a professional manner, and demonstrate respect for all persons, be they Society employees, members, volunteers or members of the public.

2.9 We will:

- (a) treat employees, co-workers, members, volunteers and members of the public with respect and dignity,
- (b) recognise that others have a right to hold views that differ from our own,
- (c) avoid expressing personal beliefs to people in a way that are likely to offend, humiliate, harm or cause another unnecessary distress,
- (d) ensure that our conduct reflects the Society's commitment to a workplace and work environment that is inclusive, and is free from harassment and bullying,
- (e) avoid any acts or omissions that are likely to bring the Society or the Droughtmaster breed into disrepute, and
- (f) conduct ourselves in a manner that has regard for the safety, health and welfare of ourselves and others in the workplace and other work environments involving the Society and/or Droughtmaster cattle.

2.10 Ensure diligence and compliance

We have an obligation to ensure high standards of corporate governance and to perform our duties to the best of our ability.

2.11 We will:

- (a) conduct all Society dealings with integrity and transparency,
- (b) comply with all reasonable and lawful instructions,
- (c) use Society assets for proper purposes,
- (d) be economical and will avoid waste and extravagance in the use of Society resources,
- (e) maintain detailed records of Society dealings,
- (f) treat Society information, and information relating to individual members with care, and use only for the purpose that it was collected and is intended, and
- (g) store Society information, and information relating to individual members, securely and will limit access to such information for legitimate purposes only.

3. Passion and Excellence

3.1 Society employees, members and volunteers:

- (a) value the integrity of the Droughtmaster breed,
- (b) value and will seek to innovate and continuously improve the performance of Droughtmaster cattle across all markets and in all competitions, and
- (c) comply with Society rules, regulations and conditions that operate at any given time.

3.2 **Protect the integrity of the Droughtmaster breed**

As employees, members and volunteers, we have an obligation to protect the integrity of the Droughtmaster breed and a commitment to the promotion and advancement of the breed.

3.3 We will:

- (a) maintain and develop our knowledge of the Droughtmaster Standard of Excellence,
- (b) implement the breed standard that is set out in the Droughtmaster Standard of Excellence,
- (c) protect the integrity of the Droughtmaster herdbook and ensure that information entered into the herdbook is accurate, and
- (d) ensure that an animal complies with the Standard of Excellence at the time that the animal is nominated for registration in the herdbook.

3.4 **Commit to innovation and continuous improvement**

The capacity of the Society to achieve its priorities is dependent upon an innovative, creative, and skilled membership and workforce. As employees, members and volunteers, we are committed to continuously improving our knowledge and our performance.

3.5 We will:

- (a) maintain and develop our industry knowledge and skills,
- (b) take reasonable steps to identify and seek development opportunities that are relevant to the efficient performance of our roles and our responsibilities (employees and select volunteers),
- (c) actively participate in performance management processes (employees and select volunteers),

- (d) actively contribute to the development and improvement of the processes that will improve the delivery of services to members (employees and select volunteers),
- (e) work in consultation and collaboration with others to efficiently deliver breed and Society outcomes.

4. Fairness and Respect

4.1 Society employees, members and volunteers:

- (a) value and will work together within a framework of mutual respect and shared responsibilities,
- (b) will empower and support each other to achieve their potential,
- (c) will work in collaboration to achieve shared goals,
- (d) are committed to honest, fair and respectful engagement with others, and
- (e) will treat all people equitably and consistently.

4.2 Work together to achieve shared goals

A unified membership that is supported by a skilled and committed workforce of volunteers and employees is essential to the realisation of our individual and collective ambitions and the achievement of our strategic outcomes.

4.3 We will:

- (a) actively support fellow employees, members and volunteers to achieve their potential in all areas that are relevant to their performance and their interests,
- (b) maintain respectful relationships with fellow employees, members and volunteers,
- (c) engage with each other in a manner that is respectful and fair, and
- (d) maintain a collaborative relationship with others and collectively plan to deliver Society sponsored events.

4.4 Ensure transparency and fairness

When making decisions that have the potential to impact on others (financial, employment, appointment to volunteer positions, and a range of other opportunities) we are obliged to treat people fairly, equitably and consistently.

4.5 We will:

- (a) apply the principles of procedural fairness and natural justice when making decisions that impact on others,
- (b) not treat people unfavourably or unlawfully discriminate against a person, and
- (c) comply with any procedural guidelines that may relate to the meritorious selection of an employee or appointment of a volunteer.

5. Curiosity and Challenge

5.1 Society employees, members and volunteers:

- (a) value an environment where curiosity, challenge and innovation are encouraged,
- (b) are committed to the facilitation of education and industry development opportunities,
- (c) support opportunities for the education and advancement of our youth, and
- (d) value knowledge that is supported by evidence-based research.

5.2 Commit to innovation and creativity

The capacity of the Society and the breed to evolve and prosper depends on an innovative and creative membership and workforce that are committed to continuous improvement.

5.3 We will:

- (a) maintain and develop our knowledge and skills (employees and select volunteers),
- (b) actively participate in performance management processes (employees and select volunteers), and
- (c) actively contribute to the development of others through formal and informal education, industry development opportunities, and mentoring.

5.4 Ensure appropriate engagement with members

Membership engagement and participation is critical to the future growth and success of the breed.

5.5 We will:

- (d) communicate with members,
- (e) consult with members, and
- (f) collaborate with members.

6. Related Documents

- 6.1 *Corporations Act 2001* (Cth)
- 6.2 *Privacy Act 1999* (Cth)
- 6.3 *Information Privacy Act 2009* (Qld)
- 6.4 *Anti-Discrimination Act 1991* (Qld)
- 6.5 *Racial Discrimination Act 1975* (Cth)
- 6.6 *Sex Discrimination Act 1984* (Cth)
- 6.7 *Disability Discrimination Act 1992* (Cth)
- 6.8 DSBS Constitution
- 6.9 DSBS Strategic Plan 2020-2022
- 6.10 DSBS Complaints Management Policy
- 6.11 DSBS Whistleblower Policy
- 6.12 DSBS Member Conduct Policy
- 6.13 DSBS Bullying, Sexual Harassment and Unlawful Discipline Policy

Approved: 8 June 2021

Next Review: June 2024