

Code of Conduct

Dairy Australia (DA) aims to maintain a high standard of ethical business behaviour at all times. The purpose of the Code of Conduct is to establish the ethical standards by which directors, executives and employees are expected to abide.

1 Compliance

You must be cognisant of compliance requirements relevant to your position and at all times:

- › Comply with any laws, rules and regulations applicable to DA.
- › Ensure all contractual obligations are met.
- › Cooperate fully with requests emanating from any relevant and properly constituted authority.
- › Use the DA values and behaviours to assist in assessing the appropriateness of your own actions or the actions of others.

2 Honesty and integrity

Conduct of activities on behalf of DA is carried out to ensure:

- › Honesty and integrity at all times.
- › All parties are dealt with fairly.
- › All people are treated with respect and are not discriminated against on the grounds of race, religion, gender, marital status or disability.
- › Adherence to the truth and not knowingly make false statements.

3 Confidentiality and privacy

You must:

- › Ensure all confidential information relating to DA, staff, Board members and other third parties is not disclosed – either inadvertently or deliberately – unless required by law.
- › Not use information gained in the course of your employment or position with DA for personal gain, nor to obtain a benefit from any other person or business.

These obligations of confidentiality and privacy continue after you leave a position at DA.

4 Use of position, resources and assets

In undertaking duties at DA, you will:

- › Apply and use your position and corporate resources and assets in a responsible manner.
- › Not use DA's name or DA information to further any personal or unauthorised business transaction by yourself or related parties.
- › Not undertake any agri-political activities, in accordance with the DA's Constitution and the Statutory Funding Agreement with the Commonwealth Government.
- › Use assets – including intellectual property – and facilities provided by DA for legitimate business purposes and keep them in good working order and properly protected.

5 Conflict of interest

A conflict of interest may arise where you have a personal interest in a business decision involving DA. This may also extend to your family, friends or business associates. To deal with this issue:

- › You must immediately and fully disclose any actual or perceived conflict of interest.
- › Directors must obtain the Chairman's, and all other employees their manager's, permission to serve in any capacity in another business, company or organisation if there is a possibility of an actual or perceived conflict of interest.
- › Dealings with the company, suppliers and other parties are to be on an 'arm's length' basis to avoid the possibility of actual or perceived conflict of interest.

6 Gifts and entertainment

Care and discretion is required when giving or receiving business related gifts and entertainment to ensure they are not excessive, abnormal or designed to create an inappropriate relationship.

You must not use your position to seek personal gain from those doing, or seeking to do, business with DA.

7 Compliance with the Code of Conduct

In the interests of maintaining a culture of honest, law-abiding and ethical behaviour, it is important that any deviation from these standards is detected and reported and appropriate action is taken.

Reporting of any alleged deviations should be directed to the Managing Director/Chair/a Director or, in the case of Directors, to the Chair. It is incumbent on the Chair/Managing Director/Director that in the event of any such report, the identities of those involved be kept confidential and the alleged deviation thoroughly investigated.

Any matters of concern should be addressed to your Line Manager (LM) and/or the Managing Director (MD)/Chair/a Director. Contact on such matters to an external party should only be made under extenuating circumstances.

8 Report to members

As required by clause 24.4 of the Constitution, a report on the operations of the Code of Conduct will be included in DA's annual report. This report will indicate how any material breaches were dealt with during a particular year.