## Code of Conduct for <insert farm business name>

## Date: \_\_\_/\_\_\_/\_\_\_

## <insert farm business name>’s general principles:

* Accountability
* Leadership
* Openness and objectivity
* Honesty
* Respect

## Safety

We value the people on the farm. To this end, we all follow standard operating procedures that ensure tasks are undertaken to a safe standard.

## Punctuality

The agriculture industry is based around routine and tasks often need to be completed at regular intervals. Hence we value our people being prepared to start work as agreed. We understand that there may be occasions where people may need to make other arrangements if they are unavailable to ensure the necessary farm operations actually happen. It is a requirement to take appropriate action to inform others of the inability to meet a time commitment.

## Communication

The business has a policy of communicating any information relevant to those in the team. Share information with your colleagues and encourage open communication and staff participation, this principle will keep all team members appropriately informed.

## Confidentiality

All staff members must take care to maintain the integrity and security of the businesses records and information including personal information concerning staff

## Teamwork

Teamwork is essential for us to achieve our goals and perform well under pressure or in stressful circumstances. We expect all staff to establish effective collaborative relationships with other people in the business and interact appropriately and successfully with people of all different types and at different levels.

## Work ethic

We have a commitment to work within the boundaries of what is a reasonable industry expectation. During agreed work hours, we expect that most of the efforts of people on the farm will be put towards the operations of the business. We appreciate that people need time for personal activities and will provide appropriate opportunities for this to occur.

## Acceptance of direction

Taking direction and following operational guidelines is essential. However, we encourage team members to suggest appropriate improvements to procedures to improve efficiencies and safety.

## Welfare of animals

We have high regard for the welfare of our stock<delete if not relevant>. At all times, it is expected that animals will be handled in a manner such that it does not breach the [guidelines of the national code of animal welfare](http://www.agriculture.gov.au/animal/welfare/standards-guidelines).

## Discrimination

The workplace is free from all forms of harassment, discrimination and workplace bullying and resolves workplace disputes and grievances in a fair and timely manner.

## Respect

All staff are treated courteously and with respect.

## Efficiency

We ensure that work is performed in an efficient, economical and effective manner and to a standard acceptable to the business. We are conscientious in carrying out our duties and make the most productive use of our time while on duty. We work co-operatively and effectively within the team environment.

## Training

The business has a policy of inducting and training all staff into new tasks and skills. It also strives to give people an opportunity to pursue career development in dairying through training and education within the business.

## Environmental awareness

This business respects and complies with all relevant environmental legislation, regulations and Government policies. It adheres to all approved environmental guidelines and standards applicable to the area of work and minimises pollution and environmental impacts as a result of any activities.

## Alcohol and drugs

No-one consumes alcohol or drugs when working or works when under the influence of alcohol or drugs.

## Phone use

Phone use for work purposes only is permitted during work hours. Use of phones including text messaging is only allowed at designated work breaks. Phones are not permitted to be used in vehicles whilst driving.