## 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

It is expected that all animals will be handled with care at all times, in a manner such that it does not breach the Australian Animal Welfare Standards and Guidelines. The document and implementation dates for the standards by state and territory is available at [www.animalwelfarestandards.net.au](http://www.animalwelfarestandards.net.au).

## 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.

Discrimination, harassment and bullying can be referred to the Fair Work Commission and State bodies for investigation and breaches of Equal Opportunity legislation can lead to prosecution.

## 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 agriculture 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

You must not attend for work if you under the influence of alcohol, drugs which may include prescription drugs particularly if you operate machinery and equipment.

No-one consumes alcohol or drugs when working or works when under the influence of alcohol or drugs. Any breaches of this obligation will lead to disciplinary action which may include termination of employment.

We reserve our right to send employee(s) home if we have reasonable cause to suspect that they under the influence of drugs and/or alcohol. We may also request a medical test to confirm the presence of alcohol or drugs.

We will then meet with the employee on the next rostered shift to decide what action if any will be taken. This meeting will be based on our Drug and Alcohol Fact Sheet Principles and Processes.

## 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 and during paid time unless work-related.