

**The NSW Greyhound Breeders, Owners & Trainers' Association Limited**  
**Code of Conduct**  
**(Employees, Volunteers & Officials)**

The NSW GBOTA conducts greyhound racing at:

- Wentworth Park
- Gosford
- Lismore
- Maitland
- Bulli
- Bathurst
- Gunnedah
- Temora
- Appin

**Objectives**

It is essential that:

1. The behaviour of the NSW GBOTA employees, volunteers and officials is at all times honest, ethical, impartial, and equitable.
2. The behaviour of the NSW GBOTA employees, volunteers and officials is seen, by the greyhound racing industry in NSW and by the public at large, to be honest, ethical, impartial, and equitable.

This code of conduct defines publicly, the standards of behaviour with which the club's employees, volunteers and officials are required to comply.

The NSW GBOTA, a state-wide greyhound racing organisation dedicated to the fostering of greyhound racing. The NSW GBOTA expects all Directors, senior management, employees, volunteers and officials to adhere to professional and ethical behaviour and to maintain a consistent commitment to the achievement of the organisation's objectives.

**Purpose of this Code**

This code aims to provide guidance to employees, volunteers and officials, to help them carry out their duties and responsibilities effectively. The club's employees, volunteers and officials are bound to act according to this code, as are any delegates appointed to act in their place.

**Enforcement**

In addition to legal obligations applying to employees, volunteers and officials generally, compliance with the code is a condition of employment.

**Principles**

You must follow these principles:

**Selflessness**

Make decisions solely in terms of the best interests of the sport. Do not make decisions in order to gain financial or other material benefits for yourself, your family, or your friends.

**Integrity**

Do not place yourself under any financial or other obligation to outside individuals or organisations that might influence you in the performance of your duties.

**Objectivity**

Make choices on merit when making decisions or recommendations.

**Accountability**

Be accountable for your decisions and actions to the public, submit yourself to whatever scrutiny is appropriate to your role.

**Openness**

Be as open as possible about all the decisions and actions that you take. Give reasons for your decisions and restrict information only when the wider public interest clearly demands it.

**Honesty**

Declare any private interests and take steps to resolve any conflicts in a way that protects the interests of the club.

**Behaviour**

In your capacity as an employee, volunteer or official of the NSW GBOTA, you must:

- Act co-operatively with management using your skills and experience to the best advantage of the club;
- Support the intentions and activities of the club and be loyal to the organisation and all Directors, fellow employees, volunteers and officials;
- Not speak publicly or to representatives of the media unless authorised to do so;
- Not represent the club in any capacity in dealings with outside parties unless authorised to do so;
- Not claim the authority of the club in your private dealings;
- Not act in any manner that may reasonably be expected to have adverse implications for the sport of greyhound racing; and
- Report any suspicion of corrupt conduct relating to club activities.

**Co-Operation**

All employees, volunteers, officials must display a willingness to co-operate, support and respect fellow employees, volunteers and officials.

**Adherence to Company Policy**

From time to time the Company will require all employees, volunteers and officials to adhere to certain policies, including but not restricted to complaint and dispute resolution procedures, anti-discrimination and harassment procedures, dress requirements and emergency procedures.

The NSW GBOTA will act in the interests of stakeholders – including employees, volunteers and officials – in determining and/or adjusting its policies and will ensure that they are lawful.

The NSW GBOTA will ensure that all relevant policy is circulated to employees, volunteers and officials when developed or adjusted.

## **Conflicts of Interest**

### ***Duty to Declare***

All employees, volunteers and officials must declare any actual or potential conflict of interest or any circumstance that might reasonably be thought to be a conflict of interest. You can declare an interest in writing to the club Manager. For your own protection, if in doubt about whether there is a conflict of interest, err on the side of caution and declare it.

You must declare any conflict of interest of which you are aware on the part of any member of your family or household, any close acquaintance, or any individual or entity with whom you have a significant personal or financial relationship.

### ***Register of Interests***

The club Manager will maintain a *Register of Interests* book, listing interests that have the potential to compromise the objectivity of Directors, management, employees, volunteers and officials contribution to the club. It is your responsibility to provide this information and keep it up to date.

The *Register of Interests* include the Conflict of Interest declarations from all club Committee members, employees, volunteers and officials. The register must be updated whenever an individual amends or updates their conflicts of interest form.

### **Gifts, Benefits and Gratuities**

In their dealings with other individuals and entities in the sport, employees, volunteers and officials must always act to foster the club's reputation for independence, impartiality, and scrupulous adherence to ethical standards.

You must not solicit or accept gifts, rewards or benefits in connection with the performance of your duties, or which might compromise or be seen to compromise your independence and objectivity, or which might give rise to a real or apparent conflict of interest.

You may accept minor hospitality offered in the course of your duties if:

- The total value is nominal;
- The offer is in accord with normal social practice; and
- The level of hospitality is not more than the Committee would provide in similar circumstances.

You must never accept, under any circumstance, an offer of:

- Money; and
- Services or favoured treatment (even if of no measurable value) relating to greyhound racing.

If you receive an offer of an unacceptable benefit, you must report it to the club Manager or Director. As a private individual you may accept a benefit if it is offered equally to, and accepted by, the public or the industry at large.

## **Confidentiality**

In the course of your duties, you will have access to confidential information:

- You must not make improper use of information you receive in confidence and, except in order to meet the obligation to act in a transparent manner or as required by law, you must not disclose that information without the informed consent of the person who provided it;
- You must not use confidential information for personal gain or to promote your private interests or those of connected persons, firms, business or other organizations;
- You must not use, or allow someone else to use, confidential information to obtain an advantage, whether direct or indirect, for you or any other person or body;
- You must not disclose confidential information to any person or agency or the media unless it is part of your duties or specifically authorised; and