

CODE OF CONDUCT POLICY

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Drafted by	Head Office	Approved by board on	February 2022
Responsible person	CEO	Review	As required

INTRODUCTION

The Code of Conduct ensures that the company and its stakeholders have clear guidelines on expected behaviour and undertakings. Adherence to the Code of Conduct ensures that stakeholders feel safe to contribute and value the work of others.

The NSW GBOTA Conducts Greyhound Racing and Trials At:

- Appin, Bulli, Gosford, Gunnedah, Maitland, Temora, and Wentworth Park

PURPOSE

This policy is designed to provide guidelines for procedures that will allow the NSW Greyhound Breeders, Owners and Trainers Association (NSW GBOTA) to undertake best operational undertakings.

It is essential that:

1. The behaviour of all NSW GBOTA Board members, employees and officials is at all times honest, ethical, impartial, and equitable.
2. The behaviour of all NSW GBOTA Board members, employees and officials is seen, by the greyhound racing industry in NSW and by the public at large, to be honest, ethical, impartial, and equitable.
3. The behaviour of all NSW GBOTA members 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 Association's employees, officials and members 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, , officials and members to adhere to professional and ethical behaviour and to maintain a consistent commitment to the achievement of the organisation's objectives.

POLICY

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

The NSW GBOTA commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, employees, , and stakeholders.

RESPONSIBILITIES

Board of Directors and Chief Executive Officer shall be responsible for the review of NSW GBOTA policies including evaluation of the organisations ethics and alignment of policies with these ethics.

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. Further ensure your ability to make decisions and complete duties are not impeded by alcohol, drugs or other substances.

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.

Transparency

Be as transparent 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 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, 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, , officials must display a willingness to co-operate, support and respect fellow employees, and officials.

Adherence to Company Policy

From time to time the Company will require all employees, 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, 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, and officials when developed or adjusted.

Conflicts of Interest & Duty to declare

Duty to Declare

All employees, 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.

All employees, and officials must declare where a medical condition exist and or medication taken, which may impact upon duties undertaken or potential contamination to racing greyhounds. The NSW GBOTA may stand down an employee, or official, without pay, where the person is believed to be under the influence of alcohol or substance/s which are impeding their ability to fulfil their duties.

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, and official's 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, 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, 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 Chief Executive Officer 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.

ALCOHOL AND DRUG USE IN THE WORKPLACE

The NSW GBOTA does not allow the consumption of alcohol or prohibited substances during or prior to a shift. Working under the influence can both prevent an employee or official from fulfilling their duties, but also delay response time, impact ability to operate equipment and machinery or potentially be a contaminate found in a greyhound racing urine sample.

Employees, and officials must not:

- Consume alcohol or caffeinated beverages in or around the racetrack, kenneling areas or open areas where greyhounds are exercised during working hours.
- Must not consume alcohol at work or while in NSW GBOTA uniforms at the track, unless at a function and with written approval of the General Manager.
- Alcohol will only be consumed offsite at a NSW GBOTA employee function with the written approval of the General Manager.
- Take or administer illicit substances.
- Ensure any medications are taken prior to the commencement of a shift and hands are washed following administration of medication. Medications which must be taken during the work periods must be done away from customers and kennels areas, which hands to be washed immediately following.

The NSW GBOTA shall have the ability to undertake random testing as part of workplace audits. Testing shall be conducted through a suitably qualified company and shall be completed as part of the Association's commitment to a safe work place.

The NSW GBOTA reserves the right to request testing of an employee where work performance is not in line with position specification, expected duties and NSW GBOTA policies. Advice of this request shall be made in writing to the employee prior to test being required and outlining performance concerns.

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

ENFORCEMENT

In addition to legal obligations applying to Directors, employees, and officials generally, compliance with the code forms part of the conditions of service regardless of position as an employee.

A failure to comply with this Code will be viewed seriously and may lead to disciplinary action, including possible termination of employment or suspension from the Board of the NSW GBOTA . An allegation of a breach of this Code, which is made vexatiously, maliciously, frivolously, mischievously, and/ or without reasonable cause may constitute misconduct and a breach of this Code. Unlawful conduct will result in criminal proceedings, in accordance with the relevant legislation and related processes.

AUTHORISATION

NSW GBOTA Board