

AUSTRALIAN SESAME INDUSTRY DEVELOPMENT ASSOCIATION LTD

ABN 92 661 982 421

By-Law X: Code of Conduct

1. Purpose

- 1.1. The Code of Conduct (the Code) provides a framework to ensure all business dealings and operations of ASIDA shall be conducted ethically and to the highest standard and sets out the standards expected of its employees and members.

2. Applicability

The code applies to:

- 2.1. All members of ASIDA
- 2.2. Any current employees of the organisation whether permanent or casual
- 2.3. Board members who are also bound by the Board Charter

3. Responsibility

- 3.1. All members and employees will be provided with a copy of the Code, either hard copy or electronically.
- 3.2. All members and employees by accepting membership or employment agree to abide by the code and accept any consequences of breaching the code.

4. Consequences of breaching this code

- 4.1 Serious or repeated breaches of this code may result in termination of membership or employment.

5. General requirements

All persons to whom this code applies shall:

- 5.1. Advance the Purpose of ASIDA which is to support the development of a resilient, profitable and sustainable sesame industry in Australia.
- 5.2. Conduct themselves so that their actions and behaviours do not undermine confidence in ASIDA and its role in promoting and profiling the development of the Sesame Industry within Australia by:
 - 5.2.1.being committed to the highest ethical standards
 - 5.2.2.showing respect towards all persons including employees, other members, clients and the general public regardless of their ethnicity, gender, age or ability.
 - 5.2.3.being honest and fair in all dealings with both individuals and entities
 - 5.2.4.not engaging in, ignoring or excusing bullying and harassment
 - 5.2.5.ensuring their own and others' safety, health and welfare
 - 5.2.6.ensuring private conduct does not adversely impact on the organisation, including use of social media

- 5.2.7. not working or volunteering when under the influence of alcohol or any other drug, legal or illegal, which may impair performance or adversely impact others
- 5.2.8. complying with all relevant legislative and/or policy obligations, including but not limited to, privacy and confidentiality, reporting employee criminal charges and convictions, reporting work, health and safety breaches.
- 5.2.9. Not using 'insider' information gained in their membership or employment for personal advantage.
- 5.2.10. speaking on behalf of the organisation only if authorised
- 5.2.11. managing resources on behalf of the industry effectively, efficiently and economically
- 5.2.12. providing objective, independent, apolitical and impartial advice and support to the emerging Sesame Industry
- 5.2.13. treating complaints from members, employees, clients, the industry and community seriously and encouraging constructive feedback
- 5.2.14. notifying of any environmental harm or potential for harm to the relevant department or agency when aware of an incident that may have caused environmental harm.

6. Conflict of interest

- 6.1. Any material interest which does, or may in the future, result in unduly influencing decision making or adversely impact the organisation must be declared by anyone who has a decision making or advisory role.
- 6.2. Any management processes to deal with a Conflict of Interest must be complied with.
- 6.3. All meeting agendas shall contain a conflict of interest declaration item in relation to that agenda

7. Complaints and disciplinary procedures

The purpose of these procedures is to solely to address breaches of this code.

7.1. This code is not intended to:

- 7.1.1. Resolve disputes between members
- 7.1.2. Resolve disputes between members, or others, and the organisation
- 7.1.3. Deal with criminal matters
 - 7.1.3.1. Any complaint which suggests a serious criminal offence will be referred to the appropriate authorities.
 - 7.1.3.2. The organisation may choose to suspend a member or employee pending the outcome of a criminal investigation and take further action once that is concluded.

7.2. Complaints related to breaches of this code may be made by any person

7.3. Complaints must be specific and clearly detail alleged breaches of the code.

- 7.4. Anonymous complaints will not be progressed through this process.
- 7.5. Complaints will be held in strict confidence by all parties
- 7.6. Complaints shall be in writing addressed to the Company Secretary, unless the complaint is against them in which case it is directed to the Chairperson of the Board
- 7.7. Complaints against employees will be dealt with according to employment contracts and relevant legislation.
- 7.8. Acknowledgement of receipt of the complaint and any request for further clarification shall be finalised within ten (10) working days.
- 7.9. The member who is the subject of the complaint shall be furnished with full details of the complaint and given the right to respond in writing. They shall be advised not to contact the complainant either directly or indirectly during the process.
- 7.10. Failure to respond does not prevent the board from making a determination.
- 7.11. Complaints against members shall be considered by the Board in a timely manner and in any case within three (3) months.
- 7.12. If the complaint is against a Board member, they have the same rights as any other member but must immediately recuse themselves from any Board deliberations or decisions on the matter.
- 7.13. The board may:
- 7.13.1. Dismiss the complaint as being without substance
 - 7.13.2. Uphold the complaint and impose one or more of the following sanctions:
 - 7.13.2.1. Counselling on appropriate behaviour
 - 7.13.2.2. A formal apology to the Complainant
 - 7.13.2.3. A formal warning with conditions for future behaviour
 - 7.13.2.4. Suspension of membership for not more than 12 months
 - 7.13.2.5. Expulsion from membership
- 7.14 The decision of the board is final and not subject to appeal.