



Code of Conduct

1. Purpose

The Australian Agricultural Centre (AAC) Code of Conduct outlines the standards of behaviour expected of all people representing or working with AAC. It exists to promote a **safe, respectful, inclusive and professional environment** for all participants, including children, young people and adults.

2. Scope

This Code of Conduct applies to:

- AAC employees
- Volunteers
- Contractors and facilitators
- Trainers, presenters and guest educators
- Board members and advisors
- Any person representing AAC in programs, events or online environments

3. Our Values

All AAC representatives are expected to act in a manner that reflects:

- **Safety** - prioritising physical, emotional and cultural safety
- **Respect** - for people, animals, land and culture
- **Integrity** - honesty, accountability and professionalism
- **Inclusion** - welcoming diverse backgrounds, experiences and perspectives
- **Responsibility** - acting within skills, authority and legal obligations

4. Expected Standards of Behaviour

All AAC representatives must:

- Treat all people with courtesy, dignity and respect
- Act in a professional manner at all times
- Follow all AAC policies, procedures and instructions
- Comply with WHS, child safety and animal welfare requirements
- Use appropriate language and behaviour
- Maintain clear professional boundaries
- Act in the best interests of participants and AAC



5. Child Safety & Young People

AAC is committed to the safety and well-being of children and young people.

All representatives must:

- Uphold AAC's Child Safe Policy and procedures
- Hold a valid **Working With Children Check** where required
- Never engage in any form of abuse, grooming or exploitation
- Avoid one-on-one unsupervised situations where possible
- Use appropriate physical contact only when necessary and permitted
- Report all child safety concerns immediately in line with AAC procedures

6. Professional Boundaries

AAC representatives must:

- Maintain appropriate physical, emotional and social boundaries
- Not engage in favouritism or inappropriate relationships
- Do not give gifts to children without approval
- Do not communicate privately with children online or via social media
- Use AAC-approved communication channels only

7. Health, Safety & Wellbeing

All representatives must:

- Take reasonable care of their own health and safety
- Take reasonable care for the safety of others
- Follow all safety instructions and risk management plans
- Use required personal protective equipment (PPE)
- Report hazards, incidents and near misses

Alcohol, drugs or impairment of any kind are not permitted during AAC activities.

8. Animals, Land & Environment

AAC representatives must:

- Treat animals humanely and ethically
- Follow animal welfare standards at all times
- Respect the land, waterways and environment
- Promote sustainable and responsible land management practices



9. Cultural Safety & Respect

AAC is committed to cultural respect and inclusion.

All representatives must:

- Respect Aboriginal and Torres Strait Islander cultures and knowledge
- Participate respectfully in cultural learning activities
- Not engage in discriminatory, racist or culturally insensitive behaviour

10. Use of Technology & Social Media

AAC representatives must:

- Use technology responsibly and professionally
- Protect participant privacy and confidentiality
- Only take or share images with consent
- Not post inappropriate or unauthorised content related to AAC
- Comply with AAC social media and online safety policies

11. Confidentiality & Privacy

All representatives must:

- Respect the confidentiality of participants, staff and partners
- Handle personal and sensitive information appropriately
- Share information only on a need-to-know basis

12. Conflicts of Interest

AAC representatives must:

- Declare any actual, potential or perceived conflicts of interest
- Act in the best interests of AAC
- Not misuse their position for personal gain

13. Reporting Concerns & Breaches

All representatives must:

- Report concerns, misconduct or breaches of this Code
- Report child safety concerns immediately
- Cooperate with investigations

Reports can be made to:

- AAC Management
- Child Safety Officer



14. Breaches of the Code

Breaches of this Code may result in:

- Corrective action or training
- Removal from duties or programs
- Termination of engagement
- Reporting to external authorities where required

15. Acceptance of the Code

All AAC representatives are required to:

- Read and understand this Code of Conduct
- Agree to comply with its requirements
- Sign an acknowledgment where required

16. Review

This Code of Conduct will be reviewed:

- Annually
- Following any serious incident
- When legislation or standards change