

## Code of Conduct

### 1. Purpose

The Royal National Agricultural and Industrial Association of Queensland (RNA) is dedicated to fostering a workplace environment that is free from unreasonable behaviour such as discrimination, harassment, sexual harassment or intimidation. We are committed to cultivating a culture and work ethic that prioritise safety and respect for all individuals.

This RNA Code of Conduct (**Code**) is an important part of our commitment to creating a workplace that is safe. It establishes clear standards of behaviour for everyone who represents, or is involved with the RNA's undertakings.

The Code as a guiding document, promotes safety, professionalism, ethics, integrity, and respect in the workplace by:

- identifying the standards of behaviour expected of Workers and RNA personnel;
- aligning with the RNA's Values, which serve as a foundation for guiding the actions and decisions of all individuals engaged in RNA activities in their daily responsibilities;
- reflecting our dedication to fostering a safe, respectful, ethical, inclusive, and responsible work environment for everyone in the RNA community;
- ensuring a workplace free from unreasonable behaviour, discrimination, harassment, sexual harassment or intimidation and in which everyone feels secure.

All individuals involved in the RNA's operations, including Workers and RNA personnel, are expected to comply with the Code.

### 2. Scope

The Code applies to "Workers" and "RNA personnel" who are and include:

- RNA Councillors
- Stewards and Honorary Stewards
- Members
- Judges
- Employees and contractors
- Service providers
- Volunteers
- Agents of the RNA

The Code applies to:

- All worksites or areas owned or managed by the RNA, including activities conducted offsite as part of RNA operations
- Any RNA work-related activities or functions, even if they occur outside normal working hours
- Work activities, work-related events, training sessions, and work-related social functions
- Both professional social media channels and personal use of all social media when that reflects on or identifies you as part of the RNA

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### 3. Guiding Principles

#### 3.1 Commitment to Safety

The RNA is committed to ensuring that all Workers and RNA personnel can perform their duties and participate in RNA activities in an environment free from unreasonable conduct, including harassment, sexual harassment, or intimidation. The RNA strives to prevent any psychosocial or physical harm resulting from the behavior or actions of colleagues, clients, suppliers, or members of the public.

#### 3.2 Adherence to Legislation and RNA Policies and Procedures

The personal and professional behaviour of RNA personnel must reflect the standards that can be reasonably expected of them in their position.

This includes, but is not limited to:

- an awareness of and compliance with RNA policies and procedures
- a professional manner of conduct
- a commitment to professional standards with regard to RNA interests

#### 3.3 RNA Values

The RNA's Values define the way we perform our work and conduct ourselves. They underpin all that we do and provides a framework for guiding Worker's behaviour and interaction with customers. It is "how" we do business as Workers of the RNA.

The Core Values are:

- **We do the right thing**  
We always act with integrity and foster a culture of the highest ethical standards
- **We deliver excellence**  
We are committed to providing service excellence in everything we do
- **We are one team**  
We collaborate, communicate openly, share resources, and consider and understand the perspectives and contributions of others
- **We respect the past and innovate for the future**  
We are respectful of the past but encourage and acknowledge initiative, innovation, and continuous improvement
- **We celebrate achievement**  
We readily celebrate the efforts and success of all RNA staff, stakeholders, and customers

### 4. Code of Conduct

- The Code applies whenever you are undertaking an activity for the RNA or you are representing the RNA. This applies regardless of where you work or your type of engagement. It also covers behaviours that could harm our workers or RNA personnel, or the RNA reputation.

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- We understand that speaking up when something isn't right takes courage, and we are committed to listening and managing your concerns confidentially, seriously, fairly, and promptly. If an issue requires action, we will address it based on what we know and learn.
- Importantly, we do not tolerate any retaliation against those who speak up in good faith (sometimes called victimisation). If you need advice, guidance, or want to report a concern, you can speak to:
  - Your RNA key contact
  - Your manager, another manager, a General Manager, or Chief Executive
  - A member of the HR Team
- Each of us is expected to uphold the Code, along with any related standards, policies, and procedures relevant to our roles. A breach of the Code may lead to disciplinary action, which could include termination or ineligibility for engagement with the RNA as a volunteer or member. Please take the time to become familiar with the Code, and don't hesitate to speak to your RNA key contact and/or manager if you have any questions or need clarification.

#### 4.1 Working together at RNA

At the RNA, we strive to create a great place where everyone can bring their best. This means ensuring that people are valued, respected, and supported. Together, we contribute to our culture through our words, actions, and behaviours:

- We lead by example
- We adhere to RNA policies, procedures, contracts, as well as relevant laws, professional standards, industrial awards, and agreements.
- We communicate openly and honestly, seek to understand one another, value different perspectives, and work together constructively. This means treating each other with respect and kindness, being supportive, and building each other up to bring our best
- If we make a mistake, we take responsibility, inform the appropriate person, and focus on resolving it and learning from it. We are accountable for our words and actions
- We continuously seek improvement, finding better ways of doing things to achieve excellence consistently
- We regularly share feedback openly and constructively, and we positively recognise each other's successes
- We actively participate in performance discussions and processes, including induction, training, performance planning, and development
- We maintain and grow our professional skills, knowledge, and qualifications to stay relevant and excel in our roles.

Together, we are committed to making the RNA an excellent place to work.

#### 4.2 Commitment to a Safe and Health Workplace

At RNA, safety is at the heart of everything we do—for ourselves, each other, and our broader communities. We believe everyone deserves to be safe at work and go home well at the end of each workday.

- We demonstrate care and respect in all our actions.
- We foster an inclusive environment, free from harassment, bullying, discrimination, and respect the human rights of every individual. It is unacceptable to behave unreasonably and as a result, cause

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disadvantage, embarrassment, or offense to others, whether in the workplace, during out-of-hours activities, or on social media.

- We are all responsible for ensuring we are fit for work each day, maintaining reliable attendance as agreed with our RNA key contact or manager. This includes not being under the influence of alcohol or drugs, being well-rested, and staying physically and mentally fit to perform our jobs safely.
- We work safely, following our Work Health and Safety policies, procedures, and rules.
- We engage in safety discussions, openly and positively talking about wellbeing.
- We take the lead in safety by addressing observations, following up, and persevering to eliminate hazards.
- We stop any work that appears unsafe and promptly report concerns to management and/or workplace health and safety team. We respond appropriately to any issues, reporting incidents immediately, and follow up on actions that could impact workplace safety or the health of others.
- We immediately report any incident, injury, illness, fatigue, or any factor that might compromise safe working conditions, including any prescription medications that may influence our fitness for work.

### 4.3 Commitment to Service

Engaging with our customer, clients and stakeholders is a responsibility shared by all of us, as we are ambassadors of the RNA brand and values.

- We engage early to understand stakeholder needs, considering their expectations and feedback thoughtfully.
- We respond promptly to stakeholder inquiries, concerns, or compliments, and aim to address any issues efficiently.
- We treat everyone with courtesy and respect, acknowledging differing perspectives and clearly explaining the extent of their input or influence.
- We build trust through openness, transparency, and by consistently delivering on our commitments.

### 4.4 Our Reputation and Integrity

Each of us plays an essential role in protecting each other's safety at work and the RNA's reputation.

While we may encounter challenging decisions, it is our integrity and professionalism that will define how we meet these moments.

- We act with integrity, always being honest and choosing to do the right thing. We never engage in behaviour that is dishonest, illegal, fraudulent, corrupt, or unethical.
- We make decisions that respect the human rights of everyone, including our employees, the communities where we operate, our consultants and contractors, and those within our supply chain.
- We speak up about any dishonest or unethical behaviour, even if it is only a suspicion.
- We provide services fairly, courteously, and effectively.
- We accurately record and report financial transactions and business information in accordance with our internal policies and relevant laws.
- We operate within our approved delegations.
- We use sound judgment to manage conflicts of interest, following our Conflict of Interest Policy. If we believe there may be an actual, potential, or perceived conflict, we seek guidance from our key RNA Contact, manager and/or Human Resources, understanding that a conflict can exist even when we are confident our decisions are unaffected.
- We remain thoughtful about giving or receiving business-related gifts, always adhering to our Gifts and Benefits Policy.

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- We only speak on behalf of RNA when authorised, understanding that there may be times when we need to provide information to stakeholders and community members as part of our role.

#### 4.4 Our Resources

We are provided with the tools, equipment, and resources necessary to perform our roles. It is our responsibility to use these tools, equipment and resources in accordance with their intended use, and to protect, respect, and care for these resources and RNA assets, including intellectual property (IP), even after our time with the RNA has ended.

- We take care of IP belonging to the RNA and others. We never take advantage of our position, or the information gained through our employment.
- We treat privileged, confidential, and personal information with care, using it only for the purpose for which it was collected or authorised.
- We handle and use our resources responsibly, ensuring they are used for legitimate business purposes, in accordance with established policies, procedures, and guidelines.
- We use communication channels, including social media, appropriately and responsibly.
- We are committed to treating others with respect and dignity, and we never engage in offensive, discriminatory, or harassing behaviour. This includes refraining from accessing unauthorised material or content that is offensive, defamatory, sexist, or inappropriate, such as pornography or gambling.\*

*\*While we do not encourage gambling in the workplace, we acknowledge that occasional activities such as Melbourne Cup sweeps or football tipping competitions may take place.*

### 5. Reporting a Breach of the Code

There are both informal and formal channels available to report a potential breach of the Code. If you believe a breach has occurred, we encourage you to address the issue directly with the person involved (where appropriate) or to raise it with your RNA key contact, line manager, or Human Resources.

### 6. Breaches of the Code

Breaches of the Code are taken seriously and may be subject to investigation. If RNA personnel breach the Code or related RNA policies, appropriate disciplinary action may be taken.

Depending on the nature of the breach, disciplinary actions may include counselling, formal warnings or performance management. It may in serious cases, include suspension, demotion, dismissal, and/or, if necessary, referral to the RNA Disciplinary Committee

### 7. Document Control

| Related Documents  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Harassment, Bullying and Discipline Policy</li> <li>• Sexual Harassment Policy</li> <li>• Grievance and Complaints Register</li> <li>• Drug and Alcohol Policy</li> </ul> | <ul style="list-style-type: none"> <li>• Performance Management and Managing Poor Performance Policy</li> <li>• Conflict of Interest Policy</li> <li>• Whistleblower Policy</li> <li>• Privacy Policy</li> </ul> |

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| Authorisation   |                     |                             |  |
|---|---------------------|-----------------------------|--|
| Approved by   | RNA Council         |                             |  |
| Please contact the owner for enquires and proposed changes          |                     |                             |  |
| Department  | HR & Risk           | Owner                       | GM HR & Risk                                     |
| Phone   | 07 3253 3900        | Email                       | <a href="mailto:hr@rna.org.au">hr@rna.org.au</a> |
| Review  |                     |                             |  |
| To be reviewed as required, or three yearly, whichever comes first. |                     |                             |  |
| Record of Issues  |                     |                             |  |
| Version No.   | Issue/Re-issue Date | Nature of Amendment         | Approval   |
| 1   | 2008                | Initial Policy              | Jonathan Tunny                                   |
| 2   | 2010                | Policy Update               | Jonathan Tunny                                   |
| 3   | 2015                | Revised Policy              | Brendan Christou                                 |
| 4   | 2016                | Revised Policy              | Barbara Perrott                                  |
| 5   | 2018                | Revised Policy              | Barbara Perrott                                  |
| 6   | 2019                | Revised Policy              | Barbara Perrott                                  |
| 7   | 2019                | Policy Updated – Clause 7.5 | Barbara Perrott                                  |

## Appendix 1. Definitions

Relevant definitions include:

|                         |   |
|-------------------------|---|
| RNA                     | The Royal National Agricultural and Industrial Association of Queensland.   |
| The Code                | Code of Conduct   |
| RNA Personnel / Workers | Includes all individuals involved in RNA operations and service, including but not limited to the following engagement: <ul style="list-style-type: none"> <li>• RNA Councillors</li> <li>• Stewards and Honorary Stewards</li> <li>• Members</li> <li>• Judges</li> <li>• Employees and contractors</li> <li>• Service providers</li> <li>• Volunteers</li> <li>• Agents of the RNA</li> </ul> |
| Work                    | Refers to paid employment, members engagement and volunteer activities.   |
| Councillors             | Means a councilor of the Association, and where used without qualification includes Honorary Councillors  |

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|                          |   |
|--------------------------|---|
| Council Steward          | Means the councilor appointed by the Council to act as a Council Steward in respect of any Class or Section of The Royal Queensland Show.   |
| Honorary Council Steward | Means a Steward appointed by the Council to act as an Honorary Council Steward in respect of any Class or Section of The Royal Queensland Show.   |
| Member                   | Means a member of the Association pursuant to the Rules, and were used without qualification includes a General Member, Life Member, Honorary Life Member, Junior Member and Corporate Member |
| Service providers        | Extends to Exhibitors, Vendors Suppliers and their personnel including their agents, employees, contractors, family and/or volunteers   |

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