

# GOOD BEER WEEK CODE OF CONDUCT

## 1. Overview

Beer Love Inc. believes it has an important role to play as a non for profit member of the Australian business community, and should conduct all of its commercial and social activities in a manner consistent with its mission and in such a way that our stakeholders and business associates will be proud to be connected to Good Beer Week.

Accordingly, there are a range of ethical principles and guidelines which are to be followed so that Good Beer Week and its representatives can fulfil its responsibilities.

These responsibilities apply to all staff and volunteers, as they are representatives of Good Beer Week and their actions reflect upon themselves, Good Beer Week and its other representatives.

## 2. Observance of the Code of Conduct

Good Beer Week's General Manager undertakes to make the Code of Conduct known and accessible to all employees and volunteers. Good Beer Week will take care that its application is enacted in word and spirit.

## 3. Breach of Code of Conduct

All those working on behalf of the organisation are required to report breaches of conduct. The full protection of the Board in relation to the reporting will be granted to anyone who reports misconduct.

Any volunteer, committee member or board member who breaches their obligations under the Code of Conduct may be:

- asked to stand down while an investigation takes place;
- asked to resign their position; and/or
- subject to legal action including criminal charges.

The consequences of breaching this policy will depend on the circumstances of the policy breach and the results of the investigation.

## 4. Expectations for Personal Conduct

It is the responsibility of each person who is representing Good Beer Week in a paid or voluntary capacity to honestly and diligently perform their duties in accordance with reasonable directions Good Beer Week and act in a reasonable manner towards others.

This includes being conscientious in carrying out work, acting in a lawful manner, being honest, fair and courteous in dealing with the public, Good Beer Week representatives and fellow volunteers, and carrying out lawful instructions promptly, consistently and effectively.

Persons representing Good Beer Week must not interfere with another person representing the organisation in the performance of their work, intimidate, threaten or injure another person or use authority in an improper way.

## 5. Equal Employment Opportunity

Good Beer Week is an equal opportunity employer, and is committed to safeguarding the right of every employee and person representing the organisation to ensure they work in a safe and productive environment free from any form of inappropriate workplace behaviour, including harassment, unlawful discrimination or bullying. Inappropriate workplace behaviour is often unlawful and will not be tolerated by Good Beer Week.

Discrimination is unlawful if it is based on one or a combination of the following attributes:

Sex (gender & harassment)	Race/or colour	Physical features
Disability	Age	Sexual preference/orientation
Lawful sexual activity	Religion	Pregnancy & breast feeding
Carer status	Gender identity	Political opinion
Marital status	Family responsibility	National extraction/social origin
Trade union activity	Defence force service	Relevant medical/criminal record

Good Beer Week believes that individuals are equally worthy regardless of any of the above attributes. Therefore, decisions such as hiring/or appointment to panels or positions, disciplinary action, promotion, work assignments, etc, will be made with adherence to these ethical principles.

## **6. Workplace Safety & Environment**

Good Beer Week will at all times provide employees and representatives of the organisation safe and healthy working conditions.

Good Beer Week and its representatives will value and respect the environment. Company and individual activities and instructions will show due and proper regard to environmental considerations.

## **7. Alcohol & Drug Consumption**

Individuals are to be respectful of their positions and ensure that the consumption of alcohol does not impair their ability to perform their duties safely, competently and professionally.

Good Beer Week recognises that the misuse of drugs and alcohol can have adverse effects on:

- your health, safety and productivity;
- your ability to perform your job safely, effectively and without harm to others;
- the health and safety of members of the public;
- the reputation of Good Beer Week business; and
- the protection of the environment.

## **8. Dress Standards**

As representatives of Good Beer Week employees and others who are working on behalf of the organisation are required to maintain a reasonable and common sense approach to dress, appearance, grooming and personal hygiene. These standards must be met, even if the individual does not deal with external customers or business partners.

## **9. Use of Systems and Facilities**

All individuals who are working on behalf of the organisation must use equipment and facilities appropriately, as unauthorised use and abuse of Good Beer Week resources and equipment will be treated seriously. Examples of unauthorised use include the disclosure of private passwords to computer files, use of facilities for personal reasons without written consent, and unauthorised access to confidential information is prohibited.

## **10. Internet and Other Media**

If Good Beer Week provides you with a computer, internet access and/or e-mail for your business use you should not regard these services as a private form of communication. Internet access is provided for Good Beer Week's business use only. You must take care when accessing the internet not to visit offensive, inappropriate or defamatory sites. E-mails, internet access and social media usage must be professional and must not include any offensive language, inappropriate sexual references or sexually

explicit or otherwise inappropriate images or text. You acknowledge that Good Beer Week may monitor your internet usage, e-mails and social media sites at any time, and such monitoring may be either intermittent or ongoing. Should monitoring reveal evidence of unlawful activity this may be reported to law enforcement officials and other appropriate authorities.

Good Beer Week may take disciplinary action against you if you breach its IT Policy. This action may include being asked to stand down or suspension from your position.

## **11. Business Integrity and Conflicts of Interest**

Good Beer Week complies with all accounting standards and disclosures required by law.

Employees and representatives of the organisation must not engage in any conduct which conflicts (or appears to conflict) with the business or business interests of Good Beer Week and/or their duties and responsibilities as an employee or volunteer/representative of Good Beer Week, including, but not limited to accepting payment of any benefit, in money or otherwise, as an inducement or reward for any act or forbearance in connection with any matter or business in relation to Good Beer Week or the person's duties and responsibilities. All conflicts of interest should be declared to the appropriate person within the Good Beer Week.