

Code of Conduct

Intent

During the course of employment with Namoi Cotton there are a number of general behavioural expectations that we have, and these relate to duty of care, honesty, conflict of interest, language usage, and physical abuse.

The purpose of this Code of Conduct is to provide employees with guidance on the standards of behaviour expected of them in performing their duties of employment and in their dealings with fellow employees, clients, growers, merchants, stakeholders, and members of the community.

The Code provides a general framework of principles to be adopted by employees with respect to their conduct while employed by Namoi Cotton. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behaviour.

The standards of conduct required to be met under the Code exist alongside the standards of behaviour and performance required of employees under their contract of employment, Namoi Cotton policies, relevant legislation and any other ethical or professional code of conduct that may bind an employee.

General Principles

All employees have a responsibility to:

- Respect and uphold the good name of Namoi Cotton and its related entities;
- Treat other employees, clients, growers, merchants, stakeholders and members of the community with fairness, courtesy, respect and without discrimination;
- Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict; and
- Carry out their duties in a professional, responsible and diligent manner.

Standards

In performing your duties of employment, you are expected to observe the following obligations:

- Be familiar with and observe the Values/Vision/Mission of Namoi Cotton and its policies and procedures;
- Observe and comply with all the laws of the State and Commonwealth;
- Be aware of the position of trust you hold and at all times act with the highest levels of honesty and integrity;
- Make recordings of conversations only once all parties are aware of the recording being made, the purpose for which it is being made, and agree to the conversation being recorded;
- Foster good working relationships and maintain open, honest, fair and supportive communication with co-workers and management at all times;
- Use appropriate language at all times, paying attention to choice of words, tone of voice and mode of communication;
- Use your best endeavours to promote and not damage the best interests and reputation of Namoi Cotton and any related businesses or entities;

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- Carry out your duties of employment conscientiously and to the best of your ability;
- Comply with any lawful and reasonable direction, policies and procedures given by Management, HR or WH&S; and
- Demonstrate the highest professional and ethical standards.

Conflict of Interest

Namoi Cotton understands that you may choose to hold a second job in addition to your role with us. It is expected that in this instance you advise your manager prior to seeking secondary employment (or for new employees, at the time of appointment).

Namoi Cotton will discuss this with you, giving consideration to any conflict of interest that may arise. It is an expectation that you will not find secondary employment in the same industry (whether with a competitor, a contractor, or client) as Namoi Cotton, as this will impact on the company’s ability to compete in the market. We will also consider any workplace health and safety issues that may arise from secondary employment (for example working a second job for long hours at nights may impact on your own and co-worker’s safety at Namoi Cotton).

Should you choose to accept a position which Namoi Cotton believe creates a conflict of interest, you may unfortunately forfeit your position with the company and will be given notice to this effect.

Performance and Conduct

Performance

In order to achieve its operational objectives, Namoi Cotton has the right to expect you to give your best efforts at work at all times. Namoi Cotton is committed to helping you, where possible, to meet these expectations. The expectations of you in your role may be set out in your Position Description and/or communicated to you by management through verbal instructions, ongoing feedback, performance appraisals, team meetings, etc.

Conduct

You are expected to act in a suitable manner at all times. At Namoi Cotton we aim to provide a positive and safe work environment and expect all employees to uphold these standards.

Certain rules of conduct and behaviour apply (which are set out throughout our policies, training, Contract of Employment, etc) and these will help to provide a harmonious work environment for all concerned.

Examples of unacceptable conduct in the work environment include:

- Using obscene, inappropriate or harsh language or gestures towards fellow workers, employees or visitors;
- Threatening, intimidating or coercing others while on duty, or while off duty if the conduct bears a relationship to employment;
- Failure to comply with work time recording activities;
- Failure to observe safety rules and/or inappropriate use of safety equipment;
- Repeated lateness or absenteeism without just cause and documentation;
- Removing or misplacing company property or equipment, client records or company documentation without prior approval;

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- Any violation of Namoi Cotton policy or procedure as outlined in this manual or other documentation or instruction; and/or
- Falsification or misrepresentation of qualifications, competencies or experience whilst applying for employment at Namoi Cotton.

Examples of Serious Misconduct include:

- Serious breaches of our Values/Vision/Mission;
- Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- Consumption of or showing signs of alcohol intoxication or drug use while on duty;
- Conduct that causes serious and imminent risk to the health and safety of a person or the reputation, viability or profitability of Namoi Cotton’s business;
- Theft of organisation property or revenues, or that of fellow workers, contractors, visitors, clients, growers, merchants or stakeholders;
- Wilfully defacing or destroying organisational property, or that of fellow workers, visitors, clients, growers, merchants or stakeholders;
- Fighting, assault or physical violence (or the threat of) towards fellow workers, contractors, visitors, clients, growers, merchants or stakeholders;
- Fraudulent activities or the misrepresentation of work activities;
- Soliciting or accepting gratuities or bribes;
- Refusal to carry out a lawful and reasonable instruction that is consistent with the employee’s contract of employment;
- Breaching Namoi Cotton policies in relation to workplace health and safety, equal employment (victimisation, vilification and discrimination), sexual harassment, workplace harassment and bullying, and drugs and alcohol;
- Acts of dishonesty;
- Breaching our confidentiality and intellectual property rights; and/or
- Serious misconduct of or unethical dealings in a client project resulting in loss to the client or Namoi Cotton.

Please note that for the purpose of these examples, ‘Namoi Cotton’ refers to any related entities.

If you are not meeting acceptable standards, in either performance or conduct, in your work, or if your performance or conduct is negatively impacting on other team members or on the Namoi Cotton business, it will be addressed promptly in accordance with the *Performance and Discipline Policy*. Where action constitutes criminal behaviour, police may be contacted.

Summary

This Code of Conduct is taken seriously by Namoi Cotton and the company believe that its guidelines create a safe and comfortable workplace for their team.

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