



NAMOI COTTON POLICY MANUAL

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GENERAL EXPLANATION STATEMENT

This HR Policy Manual is designed to clarify expectations and entitlements for employees at Namoi Cotton Limited (inclusive of Namoi Cotton Alliance; Australian Classing Services; Wathagar Ginning Company; and Moomin Cotton Gin). A policy manual cannot cover every circumstance or scenario that you may face in a work environment; however, they should give you adequate guidance on 'how we do things' at Namoi Cotton and equip you with the knowledge to make the right decision. If in doubt, always ask your manager for guidance and clarity.

The Manual will refer to 'Namoi Cotton' which should be read to include any related of its entities, persons or businesses.

Please note that these policies do not form part of your Contract of Employment and are subject to change from time to time at management's discretion. Where a policy is changed, removed or added; employees will be advised and are required to ensure they are aware of the amendments to this policy manual.

Employees should note that compliance with these policies and procedures is required by everyone employed by Namoi Cotton. Failure to comply with any element may result in action being taken by management in line with the Performance Management and Discipline Policy and/or Cessation of Employment Policy. These policies do not create an obligation on the employer in relation to its duties to the employee and may be applied by management in all circumstances whether it is specifically stated in individual policies or not. Any action taken is at the sole discretion of management.

Where this manual refers to your 'manager', this refers to the role within the company that you report directly to (even if the position title is supervisor, team leaders, coordinator, or some other variation).

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ANNUAL LEAVE POLICY

INTENT

At Namoi Cotton, the intent of annual leave is to allow employees to balance work and family/life commitments.

ENTITLEMENTS

AMOUNT OF LEAVE

All fulltime and part-time employees (excludes casual employees) are entitled to a minimum of 4 weeks' annual leave per annum based on their ordinary hours of work (or the pro-rata equivalent for part-time employees).

Casuals naturally need a break from work too. We ask that you let us know your availability with as much notice in advance as possible so that we are able to plan other leave arrangements around this.

ACCRUAL OF ANNUAL LEAVE

The employee's annual leave will be accrued and credited to their leave balance each pay period.

If employees are part-time the same calculation occurs pro-rata for the hours that are worked each pay period (up to a maximum of 38 hours per week).

Any unused annual leave will roll over from year to year.

The employee will accrue annual leave during the course of employment (including periods of paid leave), except during periods of approved unpaid leave.

PAYMENT OF ANNUAL LEAVE

Annual leave is paid at your ordinary rate of pay at the time that the leave is taken (excluding overtime, bonuses, commissions etc). Your Contract of Employment will stipulate this ordinary rate and whether or not you are entitled to leave loading.

When you go on annual leave, Namoi Cotton will continue to pay you in the normal pay days during your period of leave unless otherwise requested and agreed with management.

APPROVAL OF AND TAKING LEAVE

All employees are required to request any leave at least 4 weeks before the commencement of that leave period. This allows management to consider the request and where necessary, organise other arrangements to cover the leave period. Namoi Cotton understand that a need may arise for annual leave within a shorter time frame and these requests will be considered based on operational needs.

Annual leave can be taken at any time agreed between Namoi Cotton and the employee. Namoi Cotton is entitled to refuse a request for annual leave if it does not suit the operational needs of the business, however the commitment to you is that Namoi Cotton will endeavour to facilitate any leave requests and will only refuse leave where absolutely necessary.

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Please note that when approving leave, Namoi Cotton will take a number of factors into consideration including operational needs, order of requests (you have a greater chance if you are first to request your leave), and fairness of leave approval around popular leave times (e.g. if an employee has had 3 years off in row for school holidays, preference may be given to others in subsequent years).

The period of April to September is typically our busiest time. Employees may still request leave for special circumstances during this time and the company will provide genuine consideration to your request.

EXCESSIVE LEAVE

As the intent of annual leave is to provide you with good work/life balance, Namoi Cotton prefers that employees do not accrue excessive annual leave and that your leave balance is no more than 20 days at the end of February each year.

Beyond that, it is the policy of Namoi Cotton that when you have accrued more than 8 weeks' annual leave this is considered excessive. When you have an excessive leave balance we will discuss with you and genuinely try and reach an agreement and plan for when leave will be taken. Where Namoi Cotton has genuinely tried to reach an agreement with you and no agreement has been reached, we will advise and direct you in writing to take one or more periods of annual leave in line with applicable legislation. Any such instruction cannot reduce your annual leave balance below 6 weeks unless mutually agreed.

PAY OUT OF ANNUAL LEAVE ON CESSATION OF EMPLOYMENT

You are entitled to be paid for the balance of annual leave should employment cease at Namoi Cotton and the balance will be paid out at your ordinary rate of pay at the time of leaving the company.

Please note that this payment is subject to any other existing or future agreements entered into with Namoi Cotton and policies existing or implemented in the future by Namoi Cotton in relation to reimbursement of expenses paid by Namoi Cotton in the course of your employment.

PUBLIC HOLIDAYS DURING PERIODS OF ANNUAL LEAVE

Should a public holiday fall within your period of annual leave and is on a day that would have been a normal working day for you, this day is not included in the period of annual leave deducted from your accrued balance. For example, if you take 2 weeks annual leave and the Monday of the second week is a public holiday, only 9 days of annual leave will be deducted from your annual leave balance rather than 10.

CHRISTMAS AND NEW YEAR PERIOD SHUTDOWN

Namoi Cotton shuts down business over the Christmas and New Year period. Namoi Cotton will advise you of the exact dates prior to the leave and it is expected that leave taken throughout the year is managed to ensure sufficient balance remains for this period of leave. Where you have insufficient paid leave available, this time will be taken as Leave Without Pay, unless otherwise agreed in writing with your manager.

SUMMARY

Namoi Cotton's intent is to provide flexible and fair annual leave provisions to all employees.

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LONG SERVICE LEAVE POLICY

INTENT

At Namoi Cotton, the purpose of long service leave is to give you a well-earned rest in recognition of long-term effort, dedication, and commitment.

ENTITLEMENTS

All employees are entitled to long service leave, subject to certain conditions, which are determined by each state legislation. Casual, part-time and seasonal employees have specific entitlements to long service leave.

STATE LEGISLATION

- Industrial Relations Act 2016 (QLD)
- Long Service Leave Act 1955 (NSW)
- Long Service Leave Act 1958 (WA)

AMOUNT OF LEAVE

As of 3 June 2001, the entitlement to long service leave is 8.6667 weeks on full pay after each period of 10 years' continuous service. After completing your first 10 years' continuous service, you are entitled to take any further long service leave period accumulated after an additional 5 years' continuous service.

CONTINUITY OF SERVICE

For the purpose of long service leave, continuous service refers to paid working time and paid leave. Employment is the total period engaged and can include unpaid leave. The long service leave entitlement is based on continuous service with the same employer.

PAYMENT OF LONG SERVICE LEAVE

Any period of long service leave will be paid at the ordinary current rate of pay at the time that the leave is taken (excluding overtime, allowances, bonuses, etc). If during the period of long service leave, the ordinary rate increases or decreases, you will be paid at the new rate for the remainder of the long service leave period. Namoi Cotton can agree on the times when, and the way in which, you will be paid for long service leave e.g. at the commencement of the leave period or in line with the regular pay cycle throughout the leave period.

TAKING OF LONG SERVICE LEAVE

You are entitled to take long service leave after 10 years of continuous service in accordance with the provisions listed above.

The time and manner of taking long service leave should be agreed between the employer and you. If Namoi Cotton and you cannot agree on a time and manner, Namoi Cotton can decide when you are to take long service leave by giving you at least 3 months' written notice of the date on which you must take at least 4 weeks long service leave.

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If you are seeking to take Long Service Leave, you should ensure your request for such leave is approved before making travel arrangements and commitments to avoid incurring unnecessary costs should the leave period not be approved. Namoi Cotton will not accept liability for costs incurred if that leave is not approved.

CASUAL EMPLOYEES' ENTITLEMENT TO LONG SERVICE LEAVE

As of 30 March 1994, all consecutive service is taken into account in calculating long service leave entitlements. Continuous service may be broken by a break of more than 3 months between the end of one employment contract and the start of the next employment contract.

For casual employees who qualify for long service leave in accordance with this legislation, each period is totalled and taken into account. The casual entitlement to long service leave is calculated as the number of hours for the complete period of employment worked/52 x 8.6667/10.

PUBLIC HOLIDAYS DURING PERIODS OF LONG SERVICE LEAVE

Should a public holiday fall within the period of long service leave and is on a day that would have been a normal working day for you, this day is not included in the period of long service leave deducted from the accrued balance.

PAY OUT OF LONG SERVICE LEAVE ON CESSATION OF EMPLOYMENT

If you have 10 years of continuous service or more, you are entitled to be paid for the balance of the long service leave should you cease employment with Namoi Cotton and this will be paid out at the ordinary current rate of pay at the time of leaving the company.

You are also entitled to receive proportionate payment of long service leave on termination of employment after completing 5 or 7 years (depending on the applicable state) of continuous service. The conditions and entitlement around this differ in each state and the legislation needs to be referred to, to ensure an entitlement is there. Generally, however there is an entitlement where:

- The service is terminated by death;
- The employee terminates the service due to illness or incapacity or because of domestic and other pressing necessity;
- Namoi Cotton dismisses the employee for reasons other than the conduct, capacity or performance; or
- The Commission finds that Namoi Cotton unfairly dismissed the employee.

SUMMARY

Namoi Cotton appreciates the loyalty and commitment and hope that these guidelines for long service leave allow you the scope to use this reward in a way that provides the most benefit to you.

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PARENTAL LEAVE GUIDELINES

INTENT

The intent of parental leave is to allow you and your spouse to enjoy a new stage in your lives while giving you the security of returning to Namoi Cotton after a nominated period of time.

For the purpose of this guideline parental leave includes maternity, paternity or adoption leave.

ENTITLEMENTS

ELIGIBILITY FOR PARENTAL LEAVE

To be eligible for parental leave you must have completed a minimum of 12 months continuous service with Namoi Cotton:

- Before the date or expected date of birth if the employee is pregnant;
- Before the date of adoption; or
- When the leave starts (if the leave is taken after another person cares for the child or takes parental leave).

Parents who experience a stillbirth or the death of an infant during the first 24 months of life may also take a period of unpaid parental leave to deal with their loss. Compassionate leave may also be available to employees impacted by the loss of an infant. Compassionate leave entitlements will be discussed later in this policy.

Casual employees are eligible for parental leave if they have been employed with Namoi Cotton on a regular and systematic basis for a period, or sequence of periods, of at least 12 months and have a reasonable expectation of ongoing employment with the company.

AMOUNT OF PARENTAL LEAVE

Each new parent is entitled to a maximum of 12 months of unpaid parental leave with the option to request an additional 12 months. This entitlement is available up to six weeks prior to giving birth, at the date of the birth of a child, or the date of placement of an adopted child under the age of 16 years. A further period of up to 12 months can be requested and will be given fair consideration by Namoi Cotton. Additional parental leave will only be refused on reasonable business grounds.

Parental Leave can include other forms of leave entitlements including annual and long service leave. The period of 12 months' parental leave for an employee is reduced by the amount of other leave taken (annual or long service leave) by themselves and the period of parental leave taken by their spouse.

Both parents may take up to eight weeks' unpaid parental leave at the same time either immediately after the birth or placement of a child or, by agreement with the employer, at any time during an extended period starting before the birth. For the second party (i.e. the party not taking the main period of parental leave), these eight weeks can be taken all at once or in 2 week blocks, unless a shorter period is agreed to.

FLEXIBLE UNPAID PARENTAL LEAVE

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A parent can also take up to 30 days of their maximum 12 months unpaid parental leave on a flexible basis. This flexible leave needs to be taken within 24 months of the birth or adoption of a child and can be taken in a way that compliments how they are receiving Paid Parental Leave. This leave can be taken as a single continuous period of 1 or more days or separate periods of 1 or more days each.

It can be used as a way of gradually returning to work or sharing caring responsibilities between parents.

Your entitlement to any unpaid parental leave that is not flexible unpaid parental leave ends on the first day you take flexible unpaid parental leave.

The notice required for accessing unpaid flexible parental leave is similar to that for parental leave i.e. notice is to be given at the same time as when parental leave is initially requested, or at least 10 weeks prior to starting flexible parental leave if you are only taking flexible parental leave, or later by agreement from the company. Notice must include the total number of days of flexible parental leave you intend to take and must be confirmed at least 4 weeks prior to commencing the leave.

For example, an employee commenced parental leave on 1 July. They wish to use the 30 days of flexible unpaid parental leave (which equates to 6 work weeks). This means that their parental leave finishes on 20 May (6 weeks prior to 30 June) and they can use the 30 flexible days until the child's second birthday.

MATERNITY LEAVE

The comfort and safety of you and the child is the most important thing during the period of pregnancy and as such there are a number of guidelines and provisions for this time.

COMMENCEMENT OF LEAVE

Ideally you should commence the maternity leave period at least 6 weeks prior to the expected date of confinement, and, in the interest of health, should you choose to continue working within this 6-week period, Namoi Cotton requires you to seek and provide medical certification that you are fit to continue working. This medical certification must state whether you are fit for work and if you are fit for work, whether it is inadvisable for you to continue in your present position during a stated period because of illness, or risks, arising out of the Employee's pregnancy or hazards connected with the position.

Management may require you to commence unpaid parental leave in the instance where you fail to provide the requested medical certificate within seven days of the request; where the medical certificate states you are unfit to continue work; or where the medical certificate states that it is inadvisable to continue in the present position due to illness, risk to the pregnancy or job-related hazards.

SAFETY OF WORKING CONDITIONS AND JOB ROLE

If there is a need identified due to safety risks to either you or the unborn or newborn child, you may also be transferred to a safe job or have a temporary adjustment to the working conditions or hours of work to avoid exposure to that risk. This need may arise from either Namoi Cotton's Work Health and Safety obligations to you, or from medical certification stating that you are fit to continue work but are unable to continue in the present position because of illness or risks arising from your pregnancy or hazards connected with your position.

If a suitable alternative position is not reasonably possible for Namoi Cotton, you are entitled to paid leave for the period during which you are unable to continue in the present position (in accordance with the medical certificate) and this will be paid at the normal base rate of pay (i.e. excluding bonuses, loadings, allowances etc).

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This period of paid leave is in addition to the normal leave entitlements and will continue until the date provided on the medical certificate, or the date when the period of unpaid parental leave commences (no later than 6 weeks before the due date of birth).

The entitlement to no safe job paid leave is only available to you if you are entitled to and have applied for parental leave and you will be requested to provide medical certification to show that it is unsafe for you to perform the normal duties, or any other duties proposed as suitable by Namoi Cotton. If you are not entitled to parental leave, you are still entitled to no safe job leave without pay for the same period.

SPECIAL MATERNITY LEAVE/COMPASSIONATE LEAVE

In addition to the above, a period of up to 2 days of paid compassionate leave (unpaid for casual) will also be available if you or your current spouse or de facto partner has a miscarriage. Compassionate leave may also be utilised if you experience a stillbirth or death of a child, or if the infant was, or would have been a member of your immediate family or household.

When applying for Special Maternity Leave or Compassionate Leave Namoi Cotton asks that you provide notice as soon as possible of the expected period of leave with a medical certificate to state when you will be safe to return to work. Information on notice and evidence requirements are discussed further below. Further information on notice and evidence requirements can also be found in our 'Other Leave Policy'.

ADOPTION LEAVE

Adoption leave is only available when the adopted child has not previously lived continuously with either parent for at least six months and is not a child or stepchild of either parent. Parents may take up to three weeks unpaid leave simultaneously when an adopted child is placed with them and up to 2 days of either paid annual leave or unpaid pre-adoption leave to attend any interviews or examinations required to obtain approval for the adoption. The 2 days' pre-adoption leave is available to all employees regardless of length of service and may be taken as a continuous period of 2 days or any separate periods to which you and the employer agree. Suitable written evidence of the need for this leave may be requested.

EFFECT OF PARENTAL LEAVE ON EMPLOYMENT

Absence for parental leave will not break the continuity of service, but it will not be taken into account in calculating the period of service for any other purposes (e.g. annual and long service leave entitlements).

VARIATION OF PERIOD OF PARENTAL LEAVE

Provided that you do not exceed the maximum period (12 months) allowed for parental leave, you may lengthen the period of leave only once by giving Namoi Cotton not less than 4 weeks' notice in writing, stating the period by which the leave is to be extended.

You may request an extension for a further 12 months' leave (up to 24 months in total) unless your spouse has already taken 12 months' parental leave. This request must be in writing and given to us at least 4 weeks before the end of the initial period of parental leave. Namoi Cotton will respond in writing within 21 days, stating our consideration and decision on granting the extension and the grounds for our decision. The business has the right to refuse such a request based on reasonable business grounds.

The period of parental leave can also be shortened with the consent of the business and also requires the giving of not less than 2 weeks' notice in writing stating the intended date of return to work.

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If an employee experiences birth complications or a premature birth that result in the newborn having to stay in hospital or be hospitalised immediately after birth, they can agree with the company to pause their unpaid leave and return to work during this time. The period that you are back at work won't be deducted from your unpaid parental leave time.

EXPECTATIONS

ADVISING OF PARENTAL LEAVE

The *Fair Work Act 2009* outlines the required documentation for parental leave and includes the following:

- For unpaid parental leave, it is expected that you give at least 10 weeks written notice of your intent to take leave, specifying the intended start and end dates. The definite start and end dates will need to be confirmed 4 weeks prior to the expected start date.
- To request an extension, you are required to provide a written request 4 weeks prior to the end of the initial leave period.
- For the second party (i.e. not the primary care giver immediately following birth/adoption), where the leave is broken into blocks, a minimum of 4 weeks' notice is required for each block.
- When you are planning to return from parental leave you are required to give 4 weeks written notice of the date that you wish to return to work.

NOTICE AND EVIDENCE REQUIREMENTS

Namoi Cotton would prefer to operate on the basis of trust and as such, as a rule of thumb, we do not require that you provide us with proof of pregnancy and/or adoption; however we reserve the right to request this in line with the guidelines set out in the relevant legislation; along with a declaration in relation to the requested parental leave and that to be taken by the spouse or other carer.

RETURN TO WORK

When returning from parental leave you are entitled to return to the position you held prior to taking leave or to a new position if you have been promoted or have agreed to accept a new position. If the former position no longer exists and you are qualified and able to perform in another available position, you are entitled to the nearest available position in status and remuneration to the former position.

An employee may request to return to work under a flexible work arrangement, e.g. change of hours, patterns of work or work location. This request should be made in writing and should be submitted no less than 6 weeks before the parental leave period end date. The request should set out details of the change sought and the reasons for it. If appropriate, a variety of suggestions may be provided for management's consideration.

If a flexible work arrangement is agreed between the Company and the employee, it does not necessarily result in a permanent variation to the employee's employment contract. The arrangement will be subject to review and may be terminated by either party by giving 2 weeks' notice, in which case the employee will be required to resume their pre-leave role unless another arrangement is agreed to.

The Company may reject a request for a flexible work arrangement on reasonable business grounds. For example, the Company may reject a proposed arrangement because:

- It would not allow the employee to perform their job to a sufficient degree;

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- It would have an adverse impact on the employee's work colleagues and/or clients to a degree which is unreasonable;
- It would be too costly for the Company or would be likely to result in a significant loss in efficiency or productivity; and/or
- It would not be feasible or practical.

TERMINATION OF EMPLOYMENT DURING PARENTAL LEAVE

You are entitled to terminate employment at any time during the period of leave by notice given in accordance with the contract of employment or the National Employment Standards in the absence of a contract of employment.

Should changes to positions or structure of the company arise during the period of leave, these will be discussed openly and honestly with you. All other rights of Namoi Cotton in relation to the termination of employment are not affected.

OTHER FACTORS

Namoi Cotton understands that in pregnancy and parenting, things do not always go according to plan. While the above conditions allow Namoi Cotton to support you during this period and allows the company to plan around their needs, Namoi Cotton are flexible with the arrangements and will work with you through any unforeseen circumstances which may arise.

Namoi Cotton will support you in accessing the government paid parental leave (PPL) scheme. However, it is the responsibility of the employee to seek further advice on how to apply for this scheme and ensure Namoi Cotton is supplied with the relevant information to ensure they can provide adequate assistance and payment as determined by the governing bodies. For further information on the PPL, you can go to:

<http://www.humanservices.gov.au/customer/services/centrelink/parental-leave-pay>

PAYMENT DURING PARENTAL LEAVE

Under the Commonwealth Government's Paid Parental Leave (PPL) Scheme, working parents of children born or adopted may be eligible to receive 18 weeks of government-funded parental pay at the rate of the national minimum wage.

The PPL can be split and taken over 2 periods within 2 years, the leave can be claimed for 1 set period and 1 flexible period. The first period is a set period of 12 weeks and needs to be used within 12 months of the birth or adoption of a child and cannot be split into more than 1 period. The flexible period can be up to 30 days. It can be used immediately after the first period has ended or in flexible periods as negotiated between the employee and employer. It does need to be used within 24 months of the child's birth or adoption.

When using the flexible PLP an agreement needs to be made with the employee and employer about how it will work. Things to consider are, reducing hours or days or work, changing the patterns of work and taking additional unpaid leave. An employee's unpaid parental leave ends when they return to work, even if they are working less or different hours than they used to.

In addition, new fathers and partners may receive up to 2 weeks of Dad and Partner Pay (DAPP) at the national minimum wage. Visit the Family Assistance Office's website at www.familyassist.gov.au for more information.

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COMPANY PAID PARENTAL LEAVE

Namoi Cotton supports the role of parents in the raising of a child regardless of their carer status however acknowledges that legislation and human services departments require parents to nominate a primary and non-primary carer. The entitlements available to Eligible Employees apply regardless of whether they are determined as the Primary Carer or Non-Primary Carer. These entitlements are separate to the Australian Government Parental Leave Pay.

Employee entitlements are as follows:

The primary/non-primary carer is entitled to receive the following and can be negotiated based on the needs of employee and manager support and subject to the reasonable requirements of the business:

- Regular income
 - Primary carer – payments for 8 weeks at the employee’s ordinary weekly rate and ordinary weekly hours OR 16 weeks at half pay
 - Non-primary carer - 2 weeks payment, immediately following the birth, surrogacy or adoption of a child; and
- Superannuation - Superannuation payments for all ordinary hours paid; and
- Leave - Leave accrued on all ordinary hours paid.

For employees where both parents work for Namoi Cotton Ltd the leave can be shared between the two however, they see fit however must be in continuous blocks and the corresponding bonus, superannuation and leave will be calculated on a pro-rata basis. Please note this may affect concurrent leave entitlements and this should be checked with the applicable government department.

CONDITIONS

Namoi may grant paid parental leave in accordance with the conditions of this policy, set out below:

- The Eligible Employee must have been employed in a Full time or Part time capacity with the company for at least 12 months prior to accessing the entitlements of this policy;
- Primary carer payments will only commence on the day of the birth or the adoption of the child;
- Primary carer payments and additional payment for Government Paid Parental Leave are only available in the 12 months following the birth, surrogacy or the adoption of the child;
- Entitlements available to the Non-primary carer will be available for 12 months following the birth or the adoption of the child;
- Primary carers must provide a written statement declaring their role as the primary carer;
- An Eligible Employee may only claim one type of entitlement available under this policy and may not switch between being a primary or non-primary carer;
- The Entitlements available within this policy are only applicable to the Eligible Employee once per calendar year changes to any application of this policy may be made in consultation with the employee and at Namoi’s discretion.
- Additional Payments for Government Paid Parental Leave

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- When an employee is receiving entitlements in relation to the Government Paid Parental Leave (maximum 18 weeks), Namoi will make additional payments to the employee's normal pay to top up the minimum wage entitlement to the employee's regular rate.

REQUIREMENTS DURING PARENTAL LEAVE

Whilst on parental leave you continue to be an employee of the business and as such the relevant guidelines in relation to the employment with us remain in place. In particular, this includes the requirement that you do not complete any work that is inconsistent with the conditions of the employment with us or complete any work for a competitor of the business and the obligations relating to confidentiality and intellectual property

HAVING ANOTHER CHILD

If you become pregnant with another child whilst on paid parental leave, to be able to access another benefit of paid parental leave from Namoi Cotton, it is a requirement that the employee has returned to work for a minimum of 3 months.

WORKING DURING PARENTAL LEAVE

The Company may arrange with the employee up to 10 days' paid work during their parental leave to enable the employee to keep in touch with work and to assist in their return to work after the parental leave period. If you are interested in this arrangement, please contact your manager. While the Company recognises the value of keeping in touch days, it may not be able to meet the employee's request in all cases.

Any work on a keeping in touch day will not affect the employee's entitlement to parental leave. The employee cannot request to work a keeping in touch day within the first 2 weeks of birth or placement.

The employee must not take up any other paid employment during parental leave unless the Company approves of the employee doing so.

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PERSONAL/CARER'S LEAVE POLICY

INTENT

At Namoi Cotton, the intent of Personal Leave is to allow you to recover from illness or injury which prevents you from being able to attend work and for you to provide care to dependent family members.

PERSONAL LEAVE

Paid Personal Leave covers sick leave and carer's leave for fulltime and part-time employees. The table below outlines the leave types, entitlements, and appropriate use of these leave types.

Immediate Family or Household

For the purpose of these guidelines, a member of the immediate family or household means the spouse (including de facto spouse, former spouse or former de facto spouse), child, parent, grandparent, grandchild or sibling; or the child, parent, grandparent, grandchild or sibling of the current or former spouse (including de facto spouse).

ACCRUAL OF PERSONAL LEAVE

Personal leave will be accrued and credited to the leave balance each pay period. Personal leave is calculated on the number of hours worked by you in a four-week period (up to a maximum of 38 hours per week) and is accrued at a rate of 1/26 of the number of hours worked. Any unused personal/carer's leave is carried over into subsequent years.

PAYMENT OF PERSONAL LEAVE

Any period of personal leave (whether sick or carer's) will be paid at the ordinary rate of pay for your ordinary hours of work at the time that the leave is taken (excluding bonuses, commissions, overtime etc).

NOTICE OF LEAVE

If you need to take any of the leave described above, you must notify your manager as soon as reasonably practicable that you are unable to attend work (ideally at least half an hour before you were due to commence work). You must advise of the nature of the illness and the period (or expected period) of leave.

Contacting your manager solely via SMS or email is not acceptable. You may initially advise your manager via SMS or email or contact the office or leave a message regarding your absence; however it is important that you contact your manager via phone a half hour prior to your expected start time and speak directly with them so that they are able to support you in ensuring that any urgent tasks for the day are delegated to others in the team and to advise how long you may be away for.

EXTENDED PERIODS OF PERSONAL LEAVE

If you require an extended period of leave (due to accident or illness), you will need to inform your manager and keep them updated on the estimated date you will be returning to work. It is important that you are in contact with your manager on a regular basis wherever practicable to ensure that your position of employment is protected.

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Any employee who has a contagious disease or illness will not be permitted to return to work until the illness is no longer contagious and Namoi Cotton reserves the right to request a medical certificate to confirm this.

Leave Type	Entitlement	Appropriate Use of Leave Type
Personal Leave	10 days per year for fulltime and part-time employees	Paid at the ordinary rate for cases of personal illness or injury that prevent you from being able to attend work
Carer's Leave	Is deducted from the Personal Leave entitlement	Paid at the ordinary rate in instances where a member of the immediate family or household requires care and support due to personal illness, personal injury or an unexpected emergency affecting that member.
Unpaid Carer's Leave	2 days of unpaid Carer's leave on each occasion (also applicable to Casuals)	When a member of your immediate family or household requires care and support due to illness, injury or an unexpected emergency. You are only eligible for unpaid Carer's leave when you do not have any paid personal leave credit available. In this instance, you may also request to use your annual leave, on producing a medical certificate from a qualified medical practitioner and this is subject to management approval.

EVIDENCE REQUIREMENTS

Namoi Cotton will require you to provide reasonable evidence for Personal Leave in the following circumstances:

- Where the period of leave is for three (3) consecutive days or more;
- Where the day of leave falls directly prior to or after a public holiday, weekend, or period of annual or long service leave; and
- Where your personal leave allocation is exhausted.

Beyond this, Namoi Cotton reserves the right to request reasonable evidence for any other period of leave deemed necessary on a case-by-case basis. Namoi Cotton requires that a Doctor's Certificate specifies the nature of the illness and the expected period of absence.

In order to access paid Personal Leave (including Carer's Leave), employees are required to provide reasonable evidence of the need for Personal Leave, to the satisfaction of the employer, in the circumstances listed above on the day they return to work (or where the employee is still on leave then submitted along with their timesheet or leave request for the relevant pay period being processed). Where reasonable evidence is not provided, the period of absence will be processed as leave without pay. Should reasonable evidence be provided after this timeframe (e.g. a backdated medical certificate) it is management's discretion whether the



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certificate will be accepted as reasonable evidence for the Personal Leave to be paid. When making this decision, management will take into account the reasons and circumstances surrounding why the employee did not adhere to the above timeframes.

LEAVE APPLICATION

On return to work from personal leave you will be required to complete the appropriate leave applicant within the payroll system. This needs to be approved by your manager along with the appropriate medical certificate or other evidence required to ensure you are paid any sick leave that you are entitled to.

For planned short or long term personal leave absences, the leave application will need to be completed providing adequate notice to your manager of your intention to take leave.

Namoi Cotton reserves the right to not provide the paid leave entitlements in this policy until the required evidence and leave forms are provided.

PAY OUT OF PERSONAL LEAVE ON CESSATION OF EMPLOYMENT

Namoi Cotton is not required to pay out accumulated personal leave entitlements should you cease employment.

SUMMARY

Namoi Cotton hope that these provisions allow for you to look after your own health as well as that of close family and trust that you will use the personal leave allowances for genuine purposes.

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OTHER LEAVE GUIDELINES

ENTITLEMENTS

Employees, including casuals, are entitled to numerous forms of other leave including both paid and unpaid leave. These various leave types and how they are applied are detailed within this policy.

COMMUNITY SERVICE LEAVE

Employees, including casual employees, are entitled to be absent from work for the purpose of performing community service activities such as:

- A voluntary emergency management activity, or
- Jury service (including attendance for jury selection) required by or under a law of the Commonwealth, a State or a Territory, or
- Military/defence services training, or
- Military/defence services deployment.

You are considered to be engaged in a voluntary emergency management activity when you are:

- Involved in an activity that involves dealing with an emergency or natural disaster,
- On a voluntary basis; and
- Are a member of a recognised emergency management body (e.g. SES, CFA, RSPCA);
- Which requested you to participate in the emergency management activity.

Where you are only required for community service for a part-day, and you would ordinarily be working for all or part of the remainder of the day, you must, if practicable, present for work at the earliest reasonable opportunity that day.

COMPASSIONATE (BEREAVEMENT) LEAVE

All employees, including unpaid for casual employees, are entitled to compassionate leave (also known as bereavement leave). This can be taken when:

- A member of the employee’s immediate family or household (as defined in the Personal/Carer’s Leave policy), dies or contracts or develops a life-threatening illness or injury.
- An employee or their current spouse or de facto partner has a miscarriage; or
- A baby in their immediate family or household is stillborn.

FAMILY AND DOMESTIC VIOLENCE LEAVE

All employees (including part-time and casual employees) are entitled to 10 days paid family and domestic violence leave each year. These 10 days can be accessed from the day the employee starts work, i.e. they do not need to be built up over time.

Family and domestic violence means violent, threatening, or other abusive behaviour by an employee’s close relative (or former relative) that:



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- Seeks to coerce or control the employee; and
- Causes them harm or fear.

It can include physical, sexual, psychological or economic abuse.

Employees can take leave if they need to do something to deal with the impact of family and domestic violence.

For example, this could include:

- Making arrangements for their safety, or safety of a close relative (including relocation);
- Attending court hearings; or
- Accessing police services.

If you are experiencing family and domestic violence you can also utilise other types of leave, such as annual leave and, depending on the circumstances, there may be times when you are entitled to paid personal/carer's leave.

If you need to access family and domestic violence leave, please speak with your direct manager or the People and Culture team within Namoi Cotton. If you do not feel comfortable speaking directly to this person, please contact another member of the Senior Management team.

Please know, we are here to support you in any way possible and if you are in a situation that you need us to be aware of or play a supporting role in, all you need to do is ask and we will do whatever we are reasonably able to.

CONFIDENTIALITY

At Namoi Cotton confidentiality is paramount and we will take all reasonably practicable steps to keep any information about the situation confidential when we receive it as part of an application for leave. This includes information about the employee giving notice that they're taking the leave and any evidence they provide. Namoi Cotton are not prevented from disclosing information if:

- It's required by law; or
- Is necessary to protect the life, health or safety of the employee or another person.

Namoi Cotton is aware that any information about an employee's experience of family and domestic violence is sensitive. We understand that information is mishandled, it could have adverse consequences for their employee. Namoi Cotton will work with you to discuss and agree on how this information will be handled.

Support Services for people impacted by Family and Domestic Violence

Confidential information, counselling and support for people impacted by domestic and family violence is available at:

- The 1800 RESPECT website, which is the national sexual assault, domestic and family violence counselling service;
- 000 - Emergency Services (for emergency cases or if in immediate danger);
- 13 11 14 – Lifeline; and/or
- As an employee of Namoi Cotton, you have access to our EAP Service.

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BREAKDOWN OF ENTITLEMENTS

Leave Type	Entitlement	Appropriate Use of Leave Type
Community Service Leave	<p>There is no set limit on the amount of community service leave you are entitled to.</p> <p>All leave is unpaid except if for jury duty, where an employee (other than a casual) is entitled to 'make-up pay' for the first 10 days absence.</p>	<p>Namoi Cotton believes in supporting the community when needed and will allow you to be absent for a reasonable period of time while engaged in the eligible community service activity, including reasonable travelling time associated with the activity, and reasonable rest time immediately following the activity.</p>
Compassionate Leave	<p>2 days for fulltime employees (pro rata for part-time employees) paid compassionate leave, up to and including the day of the funeral, per occasion. You may also request approval for unpaid compassionate leave where the paid leave entitlements are insufficient.</p> <p>Casual employees are entitled to 2 days' unpaid compassionate leave per occasion.</p>	<p>Taken upon the death of a member of the immediate family or household; to spend time with a member of the immediate family or household who is suffering from a serious or life-threatening personal illness or injury; or has developed or contracted a personal illness that poses a serious threat to his or her life; or where an employee or their current spouse or de facto partner has a miscarriage or experiences a stillbirth or death of a child of their immediate family or household.</p>
Family and Domestic Violence Leave	<p>All employees (including part-time and casual employees) are entitled to 10 days paid family and domestic violence leave each year.</p> <p>The 10 days renew each 12 months, they do not accumulate from year to year if it isn't used.</p> <p>The leave does not need to be taken all at once and can be taken as single or multiple days.</p>	<p>Employees can take leave if they need to do something to deal with the impact of family and domestic violence</p>

NOTICE AND EVIDENCE REQUIREMENTS

When requesting leave for community service purposes, or if you are called on for jury service or as a defence force reserve, we ask that you provide us with notice as soon as practicable and let us know the expected period of absence.

Namoi Cotton reserves the right to require you to provide evidence that would satisfy a reasonable person that you are entitled to the leave (i.e. that the community/jury service activity is legitimate).

When called for jury duty, if evidence cannot be given by you, then you will not be entitled to make-up pay. Make-up pay is the difference between any jury duty payment you receive (excluding any expense-related allowances) from the court and your [base pay rate](#) for the ordinary hours you would have worked. Evidence may include you showing:

- that you have taken all necessary steps to obtain jury duty pay



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- the total amount of jury duty pay that has been paid or will be payable to you for the period.

When requesting leave for compassionate leave purposes, we ask that you provide us with notice as soon as practicable that you will be taking compassionate leave and let us know the expected period of your absence.

For compassionate leave, Namoi Cotton would prefer to operate on the basis of trust and as such, as a rule of thumb, we do not require that you provide us with proof of the need for leave; however, we reserve the right to request this in line with the guidelines set out in the relevant legislation.

When taking family and domestic violence leave, you need to let management know as soon as possible. This can happen after the leave has started and you will also need to let Namoi Cotton know how long you expect the leave to last.

For family and domestic violence leave, Namoi Cotton would prefer to operate on the basis of trust and as such, as a rule of thumb, we do not require that you provide us with proof of the need for leave; however, we reserve the right to request this in line with the guidelines set out in the relevant legislation.

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BUSINESS ETHICS AND CONDUCT POLICY

FOR WHAT PURPOSE

Whilst an employee of Namoi Cotton you will be a representative of our reputation. It is vital that the conduct of each employee is at all times to the highest standard. This includes a commitment to satisfy the standards of honesty and fair trade at all times. All employees should adhere to the fundamental ethical practices and principals of this company as outlined in our vision, mission, values, and other related documentation.

GUIDELINES

Namoi Cotton Vision Statement states:

“Our Vision and Mission of being the leading Australian cotton agribusiness is achieved by independently linking growers to global markets.”.

Namoi Cotton Values are:

- **Teamwork:** We build strong partnerships with our customers and each other. We elevate others and celebrate collaboration. We promote a workplace that fosters friendship and loyalty. We support our local communities and environment.
- **Excellence:** We are efficient and effective and get the job done. We put our customers at the forefront in our pursuit for high quality outcomes. We operate with optimism and resilience. We are a market leader driven by innovation and taking bold steps.
- **Integrity:** We keep our promises. We hold ourselves accountable to our commitments. We encourage everyone to have a voice to bring together many minds. We embrace diversity and differences in others. We speak out on bullying and harassment.
- **Safety:** We place safety and health first. We take responsibility for the safety and health of ourselves and others. We promote a safe workplace and never walk past unsafe practices. We report, learn and improve our safety incidents.

Employees have the responsibility to uphold this commitment and work in the best interests of Namoi Cotton and its related entities and avoid situations and actions that may be, or create the appearance of being, in conflict with the company’s overall objectives and principles.

CLOSE PERSONAL OR BUSINESS RELATIONSHIPS

From time to time, an employee may find themselves in a position where they have a close personal or business relationship with an existing or potential supplier, client, grower, merchant or stakeholder.

Examples of ‘close personal relationships’ are a close personal friend, direct relative, spouse or direct relative of a spouse.

A ‘close business relationship’ exists where you (or a close personal relationship) have a financial interest in the performance of an existing or potential supplier, client, grower, merchant or stakeholder.

Just because a close personal or business relationship exists does not mean that Namoi Cotton cannot do business with the existing or potential supplier, client, grower, merchant or stakeholder. In reality, if there is the opportunity to

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mutually support our employees and other local business, Namoi Cotton is keen to do so. It is important however, that the process and decision to engage a supplier is seen to be transparent, fair, and based on merit.

GIFTS AND BENEFITS

Gifts and benefits may be offered out of gratitude and goodwill for a job well done. However, gifts and benefits can also be offered as a subtle form of influence to create a favourable impression or to gain preferential treatment. This in turn may give rise to a conflict of interest.

An employee accepting, directly or indirectly, benefits or gifts from any party or supplier of Namoi Cotton have the potential to cause conflict. Examples may include services, cash payments (other than reimbursements for reasonable out-of-pocket expenses), loans (except from banks or other financial institutions), discounts (except those offered to all employees of the company), or substantial (i.e. >\$50 value) gifts.

Problems arising through these situations can usually be avoided by conducting any business transactions in an ethical and honest manner. The following guidelines may assist in determining what is considered proper:

- Payment for an appropriate lunch or meal in connection with a business meeting, as long as they are kept on a reciprocal basis and maintain relevance to the business at hand.
- Advertising novelties provided that are not of significant monetary value and are widely distributed (example give-aways like pens, coasters, etc).
- Company products made available under promotional or PR programs (such as product samples).
- Relationships with commercial clients, where reciprocal gifts or dealings are exchanged without inference of unethical conduct. In certain countries local custom dictates exchange of gifts as a matter of courtesy.

COMPETITIVE CONFLICT OF INTEREST

A competitive conflict of interest may exist where you, or a close personal or business relation (as defined above) of yours conduct business which is in competition to Namoi Cotton or its associated entities.

While employed by Namoi Cotton, you must not perform your duties other than for Namoi Cotton or on its behalf, or engage in any other employment, business or profession, without prior written permission from a member of the Senior Management team.

USE OF TIME AND RESOURCES

Namoi Cotton can reasonably expect that all employees will dedicate their time at work as well as work resources to performing their duties in the best interest of Namoi Cotton. This extends to how the relationships that an employee forms through work with colleagues, suppliers, clients, growers, merchants, stakeholders, and visitors. Unless it is specifically permitted by management, an employee should not use the time, resources or connections for non-work purposes such as volunteer/community work; selling/consulting on other consumer products (e.g. Amway, skin care products, Tupperware etc); or promoting their own personal business even where there is no competitive conflict.

PROCEDURES

In any situation where a breach of this policy may occur, Namoi Cotton expects that the employee will:

- Declare the potential conflict/breach to management including the details;
- Accept any direction from management in relation to ceasing or managing the potential conflict/breach.

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Where an employee does not accept and/or adhere to direction given by Namoi Cotton in relation to managing potential conflicts/breaches, they may be subject to disciplinary action up to and including termination of employment, or they may forfeit their position with Namoi Cotton.

SUMMARY

Namoi Cotton places high value on its reputation of quality and ethics and we want to work with other businesses and employees who are closely aligned with our sense of ethics.

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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;

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- Use your best endeavours to promote and not damage the best interests and reputation of Namoi Cotton and any related businesses or entities;
- 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;

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- Repeated lateness or absenteeism without just cause and documentation;
- Removing or misplacing company property or equipment, client records or company documentation without prior approval;
- 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.

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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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EQUAL EMPLOYMENT OPPORTUNITY - DISCRIMINATION, VILIFICATION AND VICTIMISATION PREVENTION POLICY

INTENT

Namoi Cotton is committed to ensuring a workplace that is free from anything that impinges on equal employment opportunity including discrimination, vilification, and victimisation.

The purpose of this policy is to:

- Define the elements of equal employment opportunity;
- Outline measures to prevent discrimination, vilification, and victimising matters; and
- Provide links to the grievance handling policy and procedure, for the resolution of complaints.

LEGISLATION

Equal Employment Opportunity is covered under the provisions of the *Workplace Health and Safety Act 2011, Australian Human Rights Commission Act 1986, Age Discrimination Act 2004, Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Workplace Gender Equality Act 2012, Queensland Anti-Discrimination Act 1991, New South Wales Anti-Discrimination Act 1977, Western Australia Equal Opportunity Act 1984, Western Australia Spent Convictions Act 1988* and the and this legislation will apply in conjunction with this policy.

GUIDELINES

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity (EEO) is making sure that everyone has equal access to available employment by:

- Ensuring that workplaces are free from discrimination and harassment; and
- Providing programs to assist people to overcome disadvantage.

Equal opportunity means treating people as individuals with different skills and abilities, without making judgements based on stereotypes, or on characteristics as outlined below.

Equal Employment Opportunity in a workplace applies to hiring, promotion, transfer, compensation and training, also including leaves of absence and in some cases, termination. Employees should also be aware that it can apply to situations such as: access to premises; provision of goods, services and facilities; accommodation; buying land; or activities of clubs and associations.

Care should be taken to ensure that Namoi Cotton is not applying inappropriate decision-making elements in any of these situations.

Discrimination, Vilification and Victimisation are all covered in the sections below. Harassment is covered in the Workplace Harassment Prevention Policy in this Manual.

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DISCRIMINATION

Discrimination in employment on the following grounds or attributes is against the law:

- Sex
- Relationship or marital status
- Pregnancy
- Parental status
- Breastfeeding
- Age
- Race
- Impairment
- Religious belief or religious activity
- Political belief or activity
- Trade union activity
- Lawful sexual activity
- Gender identity
- Sexuality
- Family responsibilities
- Criminal record
- Social origin
- Association with someone with an attribute listed above.

Discrimination occurs when someone is treated unfavourably because of an attribute listed above and may involve:

- Making offensive ‘jokes’ about another worker’s racial or ethnic background, sex, sexual preference, age, disability, or physical appearance;
- Expressing negative stereotypes about particular groups;
- Judging someone on their political or religious belief rather than their work performance; or
- Using selection processes based on irrelevant attributes such as age, race, or disability rather than on skills and merit.

Direct Discrimination occurs on the basis of one (or more) of the above attributes, if a person treats, or proposes to treat, a person with an attribute less favourably than another person without the attribute is or would be treated in circumstances that are the same or not materially different.

- Indirect Discrimination occurs on the basis of one (or more) of the above attributes, if a person imposes, or proposes to impose, a term:
 - With which a person with an attribute does not or is not able to comply; and
 - With which a higher proportion of people without the attribute comply or are able to comply; and
 - That is not reasonable.

If discrimination occurred, it would undermine working relationships in Namoi Cotton business, and may also cause low morale amongst employees, absenteeism and in cases of severe dissatisfaction, even resignation. As an employer, Namoi Cotton do not wish to see this happen. Employees at Namoi Cotton have the right to work in an environment free from discrimination.

VILIFICATION

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Vilification is behaviour that:

- Happens in a public place; and
- Incites others to hate, to have serious contempt for or to severely ridicule individuals or groups because of their race, religion, sexuality or gender identity.

Vilification on the basis of a person's race, religion, gender identity or sexuality is unlawful. Workplaces can be considered public places which means that any conduct which can possibly be observed by the public or any sort of communication either verbal or in writing to the public can be considered to have happened in a public place.

Examples of vilification include:

- Placing a poster or sticker on the customer service desk which incites others to hate people because of their race, religion, sexuality or gender identity;
- Hate graffiti written on work toilet walls which incites hatred because of race, religion, sexuality or gender identity;
- Wearing of symbols, badges or clothing in the workplace that incite hatred;
- An employee abusing another person because of their race, religion, sexuality, or gender identity in the workplace which encourages others to hate people of that group; or
- A work colleague making a speech in the workplace that incites hatred of people because of their race, religion, sexuality, or gender identity.

VICTIMISATION

Victimisation occurs when a person does an act, or threatens to do an act against a person because:

- They have made a complaint (complainant), or are associated with a person who has made a complaint, under this policy, or
- They have had a complaint made against them (respondent) or are associated with a person who has had a complaint made against them, under this policy.

Adverse action taken against a complainant may be unlawful under the Fair Work Act 2009 (Cth). Namoi Cotton will not tolerate victimisation of a complainant, respondent or person legitimately associated with the resolution of a grievance.

ROLES AND RESPONSIBILITIES

It is the responsibility of each employee to treat others with respect and be fair and supportive of them. This includes not discriminating against them on any of the factors listed above, not victimising anyone, and not subjecting anyone to vilification.

Namoi Cotton requires all workers to behave responsibly by complying with this policy; treating others appropriately; not tolerating unacceptable behaviour; maintaining privacy during investigations; and immediately reporting incidents to management or the People and Culture team.

It is the responsibility of management to ensure that all employees know the grounds for unfair treatment and educate the team as to this policy. It is also the responsibility of management to treat any complaints received seriously, objectively and fairly and to investigate these promptly, confidentially and impartially where appropriate.

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WORKPLACE STRATEGIES TO ELIMINATE DISCRIMINATION, VILIFICATION AND VICTIMISATION

Namoi Cotton may take the following actions to prevent and control exposure to the risk of discrimination, vilification and victimisation:

- Provide workers with awareness training;
- Educate and encourage employees to follow the EEO – Discrimination, Vilification and Victimisation Prevention Policy;
- Introduce a complaint handling system and inform workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process (see Grievance, Conflict and Dispute Handling Policy); and
- Regularly review the EEO Policy, complaint handling system and training.

WHAT HAPPENS WHERE DISCRIMINATION, VILIFICATION AND/OR VICTIMISATION OCCURS?

What Can You Do If You Feel You Are Subject to Discrimination, Vilification and/or Victimisation?

If you feel you have been subject to these actions, or you believe you have seen a co-worker being subjected, Namoi Cotton encourage you to take action. Please refer to the Grievance, Conflict and Dispute Handling Policy for details on the avenues available to you and how Namoi Cotton may handle complaints.

Namoi Cotton undertakes that we will treat all complaints seriously and carry out an objective investigation where appropriate. You will not be disadvantaged in employment conditions or opportunities for making a complaint, and Namoi Cotton will take reasonable measures to ensure that you are not victimised.

If any Namoi Cotton employees are found to discriminate, vilify or victimise others in the course of their employment, Namoi Cotton may take disciplinary action against them. Complaints of alleged discrimination, vilification and/or victimisation found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action. This may include a warning, counselling, demotion or dismissal, depending upon the circumstances.

SUMMARY

Namoi Cotton believes that everyone should be able to work in a comfortable and safe work environment free of discrimination, vilification, and victimisation.

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SEXUAL HARASSMENT PREVENTION POLICY

INTENT

Namoi Cotton is committed to ensuring a healthy and safe workplace that is free from sexual harassment.

Sexual harassment is unacceptable and will not be tolerated under any circumstances whether in the workplace or in any work-related context such as conferences, work functions, business trips or other functions (such as end of year parties).

The purpose of this policy is to:

- Define what constitutes sexual harassment;
- Outline measures to prevent sexual harassment; and
- Provide links to the grievance handling policy and procedure, for the resolution of sexual harassment complaints.

LEGISLATION

Sexual harassment is prohibited under the provisions of the *Workplace Health and Safety Act 2011*, the *federal Sex Discrimination Act 1984*, *New South Wales Anti-Discrimination Act 1977*, *Western Australia Equal Opportunity Act 1984*, and the *Queensland Anti-Discrimination Act 1991* and this legislation will apply in conjunction with this policy. Sexual harassment is a valid reason for dismissal for the purposes of unfair dismissal under the *Fair Work Act 2009* (Cth) and is against the law wherever and whenever it occurs.

DEFINITION – WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any form of unwelcome sexual attention. It includes unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sex, leering, or the display of offensive materials such as pictures, posters, or computer graphics.

Unlike bullying, sexual harassment does not need to be a repeated behaviour and may be serious enough for a complaint to be made to an external body, such as Fair Work Australia.

Sexual Harassment happens if a person:

- Subjects another person to an unsolicited or unwelcome act of physical intimacy or sexual advance; or
- Makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- Makes a remark with sexual connotations relating to the other person; or
- Engages in any other unwelcome conduct of a sexual nature in relation to the other person; and
- It is reasonable to expect, in the situation, the person being harassed would be offended, humiliated or intimidated by the behaviour.

Examples might include (but are not limited to):

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- Physical contact such as patting, pinching or touching in a sexual way;
- Unwelcome touching, staring or leering;
- Unnecessary familiarity such as deliberately brushing against a person;
- Sexual propositions;
- Unwelcome and uncalled for remarks or insinuations about a person's sex or private life;
- Suggestive comments or jokes;
- Sexually offensive phone calls;
- Unwanted sexual attention using internet, social networking sites and mobile phones;
- Indecent exposure;
- A publication such as sexually offensive e-mails or graphics;
- Sexually offensive screensavers or posters.

Namoi Cotton also treats sexual harassment as the creation of an environment that is 'hostile' to a person in a sexual context. Some of the factors that may indicate a potentially hostile environment include the display of obscene or pornographic materials, general sexual banter, crude conversation or innuendo and jokes of a sexual nature.

While sexual harassment does not need to be repeated, nor something which is only experienced by women, some actions or remarks, characterised by a single incident, such as an invitation to go on a date or a compliment, may not constitute sexual harassment. For further information on what may not be considered sexual harassment see 'What Is Not Considered Sexual Harassment?'

Regardless, sexual harassment is a form of serious misconduct, which may constitute dismissal and will not be tolerated at Namoi Cotton. Consequently, any complaint of sexual harassment will be taken seriously by Namoi Cotton.

WHAT IS NOT CONSIDERED SEXUAL HARASSMENT?

Sexual harassment does not generally arise in consensual relationships. Consensual relationships or relationships of mutual attraction between people are based on genuine choice and consent.

However, in situations of unequal power and authority (as in relationships between managers and subordinates), there is often a danger that apparent 'consent' might be based on intimidation or fear. For example, an employee may 'consent' to advances out of fear of an employment penalty. If it can be shown that fear or intimidation is present in an otherwise consensual relationship, then sexual harassment may become an issue.

ROLES AND RESPONSIBILITIES

It is not necessary for the person being harassed to say that they find the behaviour objectionable, as they may be intimidated in that situation and find it difficult to speak up. It is important that all employees know that they are responsible for their own behaviour (and can be held accountable in a court of law) and to ensure that they are not acting in an offensive manner. If the employee thinks the behaviour may offend, then don't do it. Employers and others can be held responsible for acts of sexual harassment done by their employees or agents through vicarious liability.

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Namoi Cotton requires all workers to behave responsibly by complying with this policy; treating others appropriately; not tolerating unacceptable behaviour; maintaining privacy during investigations; and immediately reporting incidents of sexual harassment in line with the Grievance, Conflict and Dispute Handling Policy.

Management have a responsibility to foster an environment of trust and respect as the basis of appropriate professional relationships. Management are required to personally demonstrate appropriate behaviour, promote the sexual harassment prevention policy, treat complaints seriously and ensure that where a person lodges or is witness to a complaint, that this person is not victimised.

It is the responsibility of management to ensure that all employees know the definition of sexual harassment and educate the team and any new people as to this policy. It is also the responsibility of management to treat any complaints received seriously, objectively and fairly and to investigate these promptly, confidentially and impartially where appropriate. For more information on this, see the Grievance, Conflict and Dispute Handling Policy.

EFFECTS OF WORKPLACE HARASSMENT ON PEOPLE AND THE BUSINESS

Sexual harassment is not a part of the culture at Namoi Cotton and is not appropriate. It has detrimental effects on people and the business. It can create an unsafe working environment, result in a loss of trained and talented employees, the breakdown of teams and individual relationships, damage morale and reduce efficiency and productivity. Namoi Cotton wish to protect our employees from this type of behaviour.

WORKPLACE STRATEGIES TO ELIMINATE SEXUAL HARASSMENT

Namoi Cotton may take the following actions to prevent and control exposure to the risk of sexual harassment in the workplace:

- Provide workers with sexual harassment awareness training;
- Educate and encourage employees to follow the Sexual Harassment Prevention Policy;
- Ensure appropriate procedures are available to employees to resolve grievances and disputes (see Grievance, Conflict and Dispute Handling Policy);
- Introduce a complaint handling system and inform workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process (see Grievance, Conflict and Dispute Handling Policy); or
- Regularly review the sexual harassment prevention policy, complaint handling system and training.

WHAT HAPPENS WHERE SEXUAL HARASSMENT OCCURS?

What Can You Do If You Feel You Are Subject to Sexual Harassment?

If you feel you have been sexually harassed, or you believe you have seen a co-worker being sexually harassed, Namoi Cotton encourage you to take action. Please refer to the Grievance, Conflict and Dispute Handling Policy for details on the avenues available to you and how Namoi Cotton will handle Sexual Harassment complaints.

Namoi Cotton undertakes that we will treat all complaints seriously and carry out an objective investigation where appropriate. You will not be disadvantaged in employment conditions or opportunities for making a complaint, and Namoi Cotton will take reasonable measures to ensure that you are not victimised.

If any Namoi Cotton employees are found to sexually harass others in the course of their employment, Namoi Cotton may take disciplinary action against them. Complaints of alleged sexual harassment found to be



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malicious, frivolous or vexatious may make the complainant liable for disciplinary action. This may include a warning, counselling, demotion or dismissal, depending upon the circumstances.

EXTERNAL SUPPORT

While Namoi Cotton will endeavour to do everything to minimise the likelihood of sexual harassment in the workplace, eligible employees who believe they have been sexually harassed at work may apply to the Fair Work Commission for a stop order. Further information about eligibility and making an application can be found on the Fair Work Commission's website.

SUMMARY

Namoi Cotton believes that everyone should be able to work in a comfortable and safe work environment free of sexual harassment.

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WORKPLACE HARASSMENT AND BULLYING PREVENTION POLICY

INTENT

Workplace harassment is unacceptable and will not be tolerated under any circumstances whether in the workplace or in any work-related context such as conferences, work functions, business trips or other functions (such as end of year parties).

The purpose of this policy is to:

- Define what constitutes harassment;
- Outline measures to prevent harassment; and
- Provide links to the grievance handling policy and procedure, for the resolution of harassment complaints.

LEGISLATION

Workplace harassment and bullying is covered under the provisions of the *Workplace Health and Safety Act 2011* and the *Fair Work Act 2009* and this legislation, or the prevailing legislation at the time, will apply in conjunction with this policy.

DEFINITION – WHAT IS WORKPLACE HARASSMENT?

‘Workplace harassment’ is where a person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person’s employer or a co-worker or group of co-workers of the person that:

- Is unwelcome and unsolicited; and
- The person considers to be offensive, intimidating, humiliating or threatening; or
- A reasonable person would consider being offensive, intimidating, humiliating or threatening.

Put simply, workplace harassment or bullying is behaviour that offends, degrades, intimidates or humiliates a worker.

Examples of harassment include the following behaviours displayed repeatedly or as a pattern. This is not an exhaustive list:

- Abusing a person loudly, particularly when others are present;
- Repeated threats of dismissal or other severe punishment for no reason;
- Constant ridicule and being put down;
- Leaving offensive messages on email, phone or any other communication medium including social media;
- Sabotaging a person’s work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways;
- Maliciously excluding and isolating a person from workplace or team social activities;
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters;

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- Humiliating a person through gestures, sarcasm, criticism and insults, particularly in front of clients, growers, merchants, stakeholders, management or other workers;
- Spreading gossip or false, malicious rumours about a person with intent to cause the person harm;
- Overwork, unnecessary pressure, impossible deadlines;
- Tampering with personal effects or work equipment; or
- Teasing or regularly being made the brunt of pranks or practical jokes.

WHAT IS NOT CONSIDERED WORKPLACE HARASSMENT?

Legitimate and reasonable management actions and business processes, such as actions taken to transfer, demote, discipline, redeploy, retrench or dismiss a worker are not considered to be workplace harassment, provided these actions are conducted in a reasonable way.

There are bound to be occasional differences of opinion, conflicts and problems in working relationships - these are a part of working life and Namoi Cotton encourage everyone to deal with these in an open, honest, fair and supportive manner. If, however, the behaviour is unreasonable and offends or harms the employee or another person, then workplace harassment may exist and will be dealt with appropriately.

ROLES AND RESPONSIBILITIES

Namoi Cotton requires all workers to behave responsibly by complying with this policy; treating others with respect and being fair and supportive of them; not tolerating unacceptable behaviour; maintaining privacy during investigations; and immediately reporting incidents of workplace harassment in line with the Grievance, Conflict and Dispute Handling Policy.

It is the responsibility of senior employees in this business to ensure that all employees are treated fairly and to report any concerns to management. Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment prevention policy, treat complaints seriously and ensure that where a person lodges or is witness to a complaint, that this person is not victimised.

It is Namoi Cotton's responsibility to ensure that all employees know the grounds for unfair treatment and educate the team as to this policy. It is also the responsibility of management to treat any complaints received seriously, objectively and fairly and to investigate these promptly, confidentially and impartially where appropriate.

For more information on this, see the Grievance, Conflict and Dispute Handling Policy.

EFFECTS OF WORKPLACE HARASSMENT ON PEOPLE AND THE BUSINESS

Workplace harassment and bullying is not a part of the culture at Namoi Cotton and is not appropriate. It has detrimental effects on people and the business. It can create an unsafe working environment, result in a loss of trained and talented employees, the breakdown of teams and individual relationships and reduce efficiency. People who are harassed can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence and Namoi Cotton would expect and hope that you do not want to subject any co-workers to this.

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WORKPLACE STRATEGIES TO ELIMINATE WORKPLACE HARASSMENT

Namoi Cotton may take the following actions to prevent and control exposure to the risk of workplace harassment:

Provide workers with workplace harassment awareness training;

- Educate and encourage employees to follow the Workplace Harassment and Bullying Prevention Policy;
- Introduce a complaint handling system and inform workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process (see Grievance, Conflict and Dispute Handling Policy); and
- Regularly review the Workplace Harassment and Bullying Prevention Policy, complaint handling system and training.

WHAT HAPPENS WHERE HARASSMENT OR BULLYING OCCURS?

What Can You Do If You Feel You Are Subject to Workplace Harassment or Bullying?

If you feel you have been harassed or bullied, or you believe you have seen a co-worker being harassed or bullied, Namoi Cotton encourage you to take action. Please refer to the Grievance, Conflict and Dispute Handling Policy for details on the avenues available to you and how Namoi Cotton will handle Harassment complaints.

Namoi Cotton undertakes that we will treat all complaints seriously and carry out an objective investigation where appropriate. You will not be disadvantaged in employment conditions or opportunities for making a complaint, and Namoi Cotton will take reasonable measures to ensure that you are not victimised

If any Namoi Cotton employees are found to harass or bully others in the course of their employment, Namoi Cotton may take disciplinary action against them. Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action. This may include a warning, counselling, demotion or dismissal, depending upon the circumstances.

SUMMARY

Namoi Cotton believes that everyone should be able to work in a comfortable and safe work environment free of harassment or bullying.

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CONFIDENTIALITY AND INTELLECTUAL PROPERTY POLICY

INTENT

Namoi Cotton place a high value on and wish to protect the business that the company have established including clients, growers, merchants, stakeholders, products, services and other intellectual property.

CONFIDENTIALITY

Namoi Cotton employees have access to a wide range of confidential information and material. It is vital that all information of a confidential nature is kept secure and is not relayed to persons not entitled to such information.

- “Confidential information” at Namoi Cotton includes (but is not limited to):
- Client, grower, merchant or stakeholder details;
- Supplier/contractor/consultant details;
- Information relating to business procedures, processes and practices of Namoi Cotton and any related business or entity;
- Information relating to the marketing of Namoi Cotton, its business and its products and services;
- Information relating to training, including training manuals;
- Financial data of Namoi Cotton (including profit and loss statements, budgets, fees, pricing information, transactions etc);
- Product and service design and templates;
- Policy and manual documents; and
- Employee details (including names, pay, and other personal details);

in any format or media and whether disclosed or made available orally.

You acknowledge and agree that during employment with Namoi Cotton (and after employment ceases) you must not:

- Use or allow the use of any confidential information for any purpose other than to carry out duties for Namoi Cotton;
- Disclose directly or indirectly to any person, firm, body corporate, association, or government agency, or any other person howsoever described any confidential information of, or relating to, the business of Namoi Cotton;
- Use for the employee’s benefit, or the benefit of anyone else, any trade secrets or confidential information that may come to the employee’s notice during the course of employment, or attendance on our premises;
- Use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to Namoi Cotton or may be likely to do so; or
- Copy or reproduce any confidential information except in the proper performance of your duties;

unless you have written consent from Namoi Cotton or are required to do so by law.

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INTELLECTUAL PROPERTY

You acknowledge and agree that all rights in respect of any intellectual property developed or conceived by you, alone or together with any other person or body, whether during or outside work hours:

- Using Namoi Cotton premises, resources or facilities;
- In the course of, as a consequence of, or in relation to, the performance of duties;
- Directly or indirectly as a result of the employee's or anybody else's access to Confidential Information;
- In respect of or associated with any of Namoi Cotton products or services, and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or
- Relating to Namoi Cotton general methods of obligation;

vest in and belong to Namoi Cotton.

This does not restrict your right to utilise the general expertise and knowledge that accumulates in the performance of your services with Namoi Cotton.

Any discoveries, inventions or creation of intellectual property must be fully, freely and immediately communicated by the employee to the employer and all rights, title and interest shall be the sole property of the employer.

You must not:

- Disclose, divulge or communicate to any person information in relation to methods, formulae, designs, drawings, systems, applications, apparatus or plant which are confidential to the Company or which are used by the Company alone; or
- Disclose, divulge or communicate to any person information in relation to any investigations, experiments or research and development made by the Company.

Upon cessation of employment with Namoi Cotton (for whatever reason), you must deliver to Namoi Cotton all confidential information and intellectual property in your possession, regardless of the medium in which it is recorded and further agree not to retain any copies thereof. Should you not do so and utilise this confidential information or intellectual property for purposes outside of Namoi Cotton, the company reserve the right to seek damages for any loss of profit or competitive advantage resulting from this.

In your employment with us you acknowledge that such confidential information and intellectual property is valuable to the organisation and a breach of the above guidelines would be harmful to Namoi Cotton. As such, should you breach these terms and conditions, Namoi Cotton will be entitled to seek compensation for any losses incurred and seek to enforce these obligations by injunction or other remedy. Breaches, depending on the severity may also amount to serious misconduct and result in summary dismissal or other disciplinary actions.

Please note that this Policy relates to Namoi Cotton and any of its related entities.

SUMMARY

Namoi Cotton trust that you will operate in the best interests of the company while employed with us, including upholding confidentiality and intellectual property interests.

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STANDARD OF PRESENTATION POLICY

INTENT

Presentation and safety are important to us and incorporates both your personal presentation, workplace and vehicle presentation and safety. The guidelines below outline how these can be maintained.

PROVISION OF UNIFORMS

KEY GUIDELINES

OPERATIONAL STAFF

Uniforms will comply with the appropriate safety standards (PPE), based on risk assessment and relative to the area of employment, to ensure employees can carry out their positions efficiently and safely.

Customer Engagement Team

Namoi Cotton will supply 3 shirts each year upon joining. You are required to supply and wear professional trouser, pants or skirts and must wear suitable, professional office shoes. (fully covered or enclosed toe).

FOR ALL OTHER STAFF

Corporate employees will have access to 1 shirt upon commencement. Top up uniforms are available annually for existing staff of 1 shirt. You are required to supply and wear professional trousers, pants or skirts and must wear suitable, professional office shoes (fully covered or enclosed toe).

Additional shirts – Staff may purchase additional shirts as required (not Salary sacrifice).

Upon successful completion of probation Trademutt shirts will be supplied to all eligible employees.

Uniforms/work attire will comply with the appropriate safety standards, based on risk assessment and relative to the area of employment, to ensure employees can carry out their positions efficiently and safely.

REPLACEMENT UNIFORM

Annual uniform orders will be placed, for all staff who have not yet received their allocation within the financial year (e.g. new start employees or employees who are entitled to a top up), in approximately October of each year. Payroll deductions will be made available to employees to reimburse the cost of additional corporate uniforms over and above their annual allocation.

Please note that uniforms that are damaged, ripped or too large may create a health and safety hazard. It is your responsibility to raise it with your manager if you damage an item of clothing or PPE or it is ill-fitting to ensure that this risk can be assessed and where needed, addressed.

RETURN OF UNIFORMS

Uniforms will remain the property of Namoi Cotton. If you leave the employment of Namoi Cotton the uniforms supplied will be required to be returned to us. Where uniforms are less than 3 months old and not returned, Namoi Cotton reserves the right to withhold an appropriate amount from your final pay to cover the cost of

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replacement or until such time as they are returned in an appropriate condition (i.e. clean and undamaged other than normal wear and tear).

PRESENTATION

Whilst at work you will be required to meet the uniform and/or dress standards set out above without exception. You will be representing Namoi Cotton while at work or wearing our uniform and your personal presentation, hygiene and behaviour should reflect this at all times.

It is expected that you will ensure that your dress standard is neat, clean and respectable at all times and it is your responsibility to take care of any uniforms.

Your personal presentation also includes such things as jewellery, hair, accessories and skin (e.g. tattoos, makeup, etc). It is expected that you will present in a manner that is appropriate to your position. Management reserves the right to direct employees as to what is 'appropriate' to their position. The considerations may include:

- Health and Safety – certain clothing items, jewellery or piercings may present a health and safety risk in the workplace. If a risk is identified, you will be required to remove any inappropriate item(s) or take appropriate steps to eliminate the risk (e.g. tucking in shirts, buttoning sleeves, removing ties etc).
- Namoi Cotton Image – some positions within Namoi Cotton are more in the public eye than others (e.g. customer relationship roles, administration/reception positions, positions which require attendance with clients/suppliers). Employees in these roles or situations are expected to have a high level of professional presentation.
- Appropriateness of Image – the expectations set in company policies relating to Sexual Harassment, Discrimination, Workplace Harassment and Vilification apply to your presentation in the workplace. For example, tattoos or items of clothing/jewellery which are inappropriate in a sexual or discriminatory manner are not acceptable.

Should you be considering changing your personal presentation in a way that may impact on the professional image of Namoi Cotton, then please discuss this with your manager first.

Where management identifies that an employee's presentation is not acceptable, the employee will be asked to rectify the situation. This may include removing, covering or changing any inappropriate item.

Where you attend work in an unacceptable state of presentation, you will be asked to return home to address this.

WORKPLACES

Workplaces include Namoi Cotton's premises, company vehicles and the client, grower, merchant or stakeholder's premises where work is performed.

Namoi Cotton requires you to leave premises in a clean, tidy, presentable state. As a rule of thumb, the premises should be left as tidy as, or tidier than, it was before you started work wherever possible.

If you are in charge of a work vehicle for any period of time, you are required to maintain it in a clean and tidy state (both externally and internally).

Similarly, it is expected that the work vehicle and our premises are correctly packed, and any rubbish removed.

Please take pride in your workplace - it shows.

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SUMMARY

What you wear and how you present in the workplace has an impact on not only the image of Namoi Cotton, but also on the health and safety of you and your workmates. We expect you to take pride and care in this.

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INTERNET, EMAIL AND SOCIAL MEDIA POLICY

INTENT

Access to the internet and email is available to employees at Namoi Cotton either via computer or portable devices (phones, tablets, etc). It is important that a few common-sense guidelines are followed when employees are using the internet and email.

GUIDELINES

These guidelines apply to everyone when using work computers, devices or phones for any purpose and includes all communication sent from and received by company owned devices. The guidelines also apply if the employee is using their home computer for work purposes and includes communication with all co-workers and anyone outside the business for work-related purposes from a home/personal device.

EMAIL AND INTERNET

Email and internet services provided to you in the course of employment with Namoi Cotton are for business purposes. If we feel that you are using company email or internet services for excessive or inappropriate personal use, we will talk with you.

In all circumstances, we expect that you will use this service responsibly which means:

- Not sending or accessing defamatory, threatening or obscene messages;
- Not sending or accessing racially or sexually harassing messages or other illegal communications; and
- Not hacking into other computers or phones or accessing other employee's computers for ill-purpose.

Keep in mind that emails that you send from your Namoi Cotton email and phone account will reflect on the company and as such you should use judgement and discretion regarding the material or opinions included in the email. Personal opinions, other than for work related purposes, should not be sent from a Namoi Cotton email account. If you do not think it is appropriate, you should not send it.

SOCIAL MEDIA

While an employee's access to and use of social media outside the course of employment is a private matter for the employee, issues may arise where Namoi Cotton is mentioned or where it is possible to link employees of Namoi Cotton. Whether during work hours or in an employee's own time, an employee's online conduct may reflect on Namoi Cotton, especially where they may be identified as an employee of Namoi Cotton.

Social media includes, but is not limited to, the following social media tools:

- Social networking sites e.g. Facebook, Snap Chat, Instagram;
- Video and photo sharing websites e.g. Flickr, YouTube;
- Micro-blogging sites e.g. Twitter;

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- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications;
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups;
- Online encyclopaedias such as Wikipedia; and
- Any other web sites that allow individual users or companies to use simple publishing tools.

There is no such thing as a 'private' social media site, regardless of the privacy settings. Posting information online is no different from publishing in a newspaper. If an employee makes any comment online about Namoi Cotton (including the company, its employees, its clients or any other related entity), they are making a public comment.

It is important that employees using social media note the following:

- Everything posted or received on a social media site is public property, remains accessible forever and cannot be withdrawn.
- Anything posted on a social media site can be manipulated by others (forwarded, quoted, misquoted etc).
- Blog comments remain permanently accessible. Tracking tools can identify the contents of a website or particular date, even if the contents are later "deleted".
- A search of an employer's name will produce a full list of any blogged comments about that organisation, so that anyone with internet access can find them.
- A search using an email address or individual name will produce a full list of comments and other material made from that address or attributed to that individual.

Employees must take care when using social media that they do not:

- Make comments about the company, its workers, suppliers, clients, growers, merchants, stakeholders or any other related entity;
 - Employees should note that negative comments made about fellow workers can constitute workplace harassment and may be deemed cyber-bullying which is a criminal offence.
- Use their company email address as the contact for a personal social media account;
- Make any comments that may damage the company's reputation;
- Appear to make comment for or on behalf of the company without express permission from management;
- Disclose or use confidential or proprietary information of the company; or
- Use any logos, trademarks, or other company identifiers in their personal social media without express permission from management.

BUSINESS USE

Namoi Cotton P&C and communications team are responsible for the management and monitoring of Namoi Cotton social media accounts.

Any Namoi business, department, branch or office that wishes to engage an audience via a digital or social networking presence must liaise with the communications officer or nominated P&C team member. This team will assist in developing a relevant digital and social media strategy to meet your objectives.

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Namoi Cotton P&C department are the only team which may open new accounts on behalf of the business, aligned with Namoi strategic priorities.

Use of Namoi Logo

The Namoi Cotton logo is not to be used under any circumstances without prior written permission from the CEO. Under no circumstances is the Namoi Cotton logo to be used on personal web pages.

MONITORING

Namoi Cotton want to respect privacy as much as possible, however you need to be aware that Namoi Cotton reserves the right to monitor and access email and internet use in order to protect the company and its employees.

If you have any doubts about what constitutes sexual, discriminatory, racial material etc., please refer to the *Equal Opportunity Policy*, the *Sexual Harassment Prevention Policy* and the *Workplace Harassment and Bullying Prevention Policy*.

Should you be found in breach of these guidelines, Namoi Cotton may take disciplinary action which may include a warning, counselling, demotion or dismissal, depending on the circumstances.

SUMMARY

Namoi Cotton would like you to be able to use the internet and email available here. Namoi Cotton trust that you will apply common sense and discretion in what you send and access.

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MEDIA AND PUBLIC COMMENT GUIDELINES

INTENT

- These Media and Public Comment Guidelines:
- Accompany the Company's Delegation of Authority and have been prepared to assist staff to:
 - Be aware of their media responsibilities.
 - Respond appropriately to media enquiries.
 - Gain positive and proactive coverage of Namoi Cotton in the media.

Cover the following types of media and public comment scenarios:

- Traditional media (print and broadcast)
- New media (online and social networking)
- Conferences, events, and public speaking; and
- Passive representation

These Media and Public Comment Guidelines align with the Namoi Cotton’s strategic values.

GUIDELINES

Why does Namoi Cotton have media policy and guidelines?

Namoi Cotton is committed to being open, transparent, and honest in its public comments and engages the media accordingly, in the interests of its shareholders, clients and staff. Namoi Cotton’s reputation, credibility and value can be influenced by how it engages with media, and the representation of the Company in the public domain. For these reasons it is important that Namoi Cotton does not conduct its dealings with media on an ad-hoc basis but within the structure of these Guidelines, and other associated policies. The Media Guidelines establishes formalised processes, structure and protocols when engaging with media and where staff make comment in a public forum.

Who has the standing authority to speak or disseminate information to the media?

The following people, or their nominees, are authorised to speak to the media. In all instances, the CEO must be contacted prior to making comment.

Corporate and Financial	Operational	Local/Product Specific
Chair Chief Executive Officer Chief Financial Officer	Executive General Managers are authorised to speak on behalf of the company about issues relevant to their role.	Namoi Cotton branches and product areas are encouraged to build relationships with their local media to increase the likelihood of positive coverage. Area, Valley, and Site Managers as well as subject matter experts (e.g. ginning, seed, grain

		<p>etc.) are permitted to engage with their local media on topics relevant to their direct area of responsibility.</p> <p>Relevant Executive General Managers must be advised of any contact with media.</p>
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WHAT DO I DO IF I AM CONTACTED BY THE MEDIA?

If you are contacted by the media, please record the following details:

- Time and date.
- Name of reporter and publication.
- What they want to know; and
- Their deadline.

Following this – please contact Communications Officer and/or the P&C Manager and notify them of the inquiry.

You can respond if:

- The subject matter falls within your responsibility.
- You have the authority to speak to the media; and
- The subject does not carry any disclosure, commercial or reputation significance.

If not, please explain to the reporter that you will ask someone to contact them, then refer the query to the Communications Officer and/or the P&C Manager.

I WANT TO ISSUE A MEDIA RELEASE, WHAT DO I DO?

Namoi Cotton’s P&C department is the only department authorised to draft, approve, and distribute official company media releases? If you would like to issue a release, please contact the Communications Officer and/or the P&C Manager.

ARE ASX ANNOUNCEMENTS THE SAME AS MEDIA RELEASES?

Whilst ASX announcements can serve the same purpose as a media release, as they are often reported on by media outlets, they are different in that their primary purpose is to ensure Namoi Cotton complies with its continuous disclosure obligations and inform the market of price sensitive information. ASX announcements will be drafted by the Company Secretary and/or CEO and require approval from the CEO and/or Board.

There's an emerging media issue or potential crisis. What do I do?

If you become aware of an emerging issue or potential crisis, please inform the CEO immediately so an assessment can be made, and a media and communications response plan prepared. Examples of potential issues or crises that are likely to attract media attention include, but are not limited to, chemical spills, vehicle accidents, or a disgruntled client threatening to go to the media.

WHAT TYPE OF EVENTS AND ACTIVITIES WOULD MY LOCAL MEDIA BE INTERESTED IN?



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Regional media outlets are often grateful for submissions of editorials (and photographs), as well as alerts about upcoming events and activities. Media outlets may be interested in reporting on:

- Technical advice or production news
- New or refurbished branch openings.
- Client/producer information sessions.
- Employee appointments.
- New products and services.
- Sponsorship of and fundraising for local charities and community groups.
- Visits to offices or site's locations by Namoi Cotton Management.
- Milestones (e.g., 10-year anniversary of site, long serving employees).
- Competition winners.
- Presentation of certificates of appreciation (a nice way to thank clients).
- Open days and Namoi Cotton's presence at field days; and
- Anything "different", "big", "first " or " new".

HOW DO I GET A STORY INTO THE MEDIA?

First things first, please contact the P&C Department. They will talk through your idea and the best approach for media liaison. Media coverage will largely depend on the nature of the story, and the nature of your relationship with the media, as to who or how we approach with a story.

CAN I RELEASE PHOTOS OR VIDEOS TO THE MEDIA?

Visual imagery and videos is an effective way to convey messages about the company. However, the use of outdated, superseded or out of context visual imagery can convey misleading or inaccurate impressions about Namoi Cotton. Therefore, the P&C department must review all visual imagery that will be sent to the media, or which will be used in presentations that appear in the public domain.

WHAT DOES PASSIVE REPRESENTATION MEAN?

Passive representation occurs when a staff member or company asset is inadvertently photographed, interviewed, or filmed in circumstances where they are identified as associated with Namoi Cotton. This could include occasions such as wearing a Namoi uniform when making a non-work-related comment on television, being photographed in a Namoi uniform, walking out of an Namoi building, or driving an Namoi badged vehicle. Passive representation is not by its nature a planned event, therefore staff at all levels should ensure they are always neat in appearance and behave in a responsible manner when representing the company.

I HAVE BEEN ASKED TO SPEAK AT A CONFERENCE OR EVENT. WHAT SHOULD I DO?

Namoi Cotton employees are encouraged to speak at conferences, seminars and workshops on matters that are related to their area of expertise but should be mindful that advances in communication technologies means that information that may have once been regarded as private or "in the room" now has a way of instantly finding its way into the wider public domain.

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If you have been approached to speak at a conference or event on behalf of Namoi Cotton:

- Consult with your manager and gain approval to do so.
- If you are not the relevant subject matter expert, refer the request to someone who is, or decline the request.
- If a presentation is to be used, ensure appropriate facts, images and messaging is used; and
- Notify Management i.e., the P&C department if media is to be present or the subject matter is likely to attract public interest.

CAN I WRITE A 'LETTER TO THE EDITOR' ABOUT AN ISSUE?

Letters to the editor from Namoi Cotton employees identifying themselves as such must be pre-approved by the CEO and aligned with Namoi Cotton's public views.

Can I submit an article to a journal, magazine, periodicals, book or online publication?

Articles written for external journals, magazines, periodicals, books or online publications require a review for facts, sensitivity, policy and timing by Namoi Cotton's P&C department.

CAN I WRITE A LETTER, OR CONTACT MY LOCAL POLITICIAN OR MINISTER TO LOBBY THEM ON AN ISSUE?

Namoi Cotton may seek to engage with parliament representatives and senior department officials at all levels of government. This will help Namoi Cotton gain a 'seat at the table' on rural and regional issues and other issues relating to its business. In order to achieve this, Namoi Cotton will develop a coordinated approach to Government Relations as determined by the Board, the CEO and the Namoi P&C department. Namoi Cotton employees therefore must not lobby parliamentarians on behalf of Namoi Cotton.

CAN I SET UP A SOCIAL MEDIA ACCOUNT?

Namoi Cotton recognises that social media is part of the modern media landscape and as such participates in the space. Namoi has a separate Online and Social Media Policy and Guidelines which outlines social media use. Departments or locations wishing to set up their own accounts must refer to these policies and contact Namoi Cotton P&C department.

NON-COMPLIANCE

Non-compliance with this policy may result in disciplinary.

WHO DO I CONTACT FOR MORE INFORMATION OR ASSISTANCE?

Namoi Cotton Communications officer and P&C Department.

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DRUG AND ALCOHOL POLICY

INTENT

Namoi Cotton values the effort and dedication of all workers and is committed to providing, maintaining and improving the standards of health, safety and welfare in the workplace. This commitment includes maintaining a healthy work environment free from the effects of alcohol and prohibited drug abuse for all its workers.

EXPECTATIONS

Alcoholism and drug dependence are recognised as highly complex but treatable health issues which may interfere with an employee's health and work performance. The use of alcohol and / or prohibited drugs affects an employee's ability to perform their tasks and increases the risk of workplace injuries.

Namoi Cotton regards an individual's dependence on alcohol and/or drugs as an illness and therefore encourages any worker with this problem to seek further treatment. If you have such issues, you should immediately speak to your manager.

- Due to the serious risks that prohibited drugs and alcohol in the workplace brings, Namoi Cotton takes a proactive approach in ensuring no worker is at risk due to the effects of alcohol or a prohibited drug in the workplace.

This proactive approach means:

- Workers must not be subject to the influence or not consume any alcohol and / or prohibited drugs whilst at a Namoi Cotton site.
- Specifically, under no circumstances should any worker drive a motor vehicle or other mobile plant in the performance of their duties for Namoi Cotton whilst under the influence of any drug or alcohol
- Workers must not possess, manufacture, use, sell or transfer drugs and/or alcohol in the course of their duties.

Breaches of this policy may result in disciplinary action up to and including termination of employment.

SUMMARY

Namoi Cotton values the safety of both you and your co-workers and will take necessary actions to ensure this ongoing safety, including removing you from the environment as well as disciplinary action as required.

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SMOKING POLICY

INTENT

Smoking is a personal choice for each individual; however, smoking on sites where Cotton is present and in public places can harm the health and safety of others and create a highly hazardous situation, as such, Namoi Cotton maintains that smoking is strictly prohibited unless done so in within the designated smoking areas.

LEGISLATION

Smoking is covered under the provisions of the Queensland Tobacco and Other Smoking Products Act 1998, New South Wales Public Health (Tobacco) Act 2008 No 94 and the Western Australia Tobacco Products Control Act 2006.

Note: where smoking is referenced throughout, this is to meant to include all types of cigarettes, e-cigarettes and vaping.

EXPECTATIONS

Namoi Cotton’s site are private property and as such Namoi Cotton maintains the right to stipulate our expectations in relation to smoking on our premises.

Risk to employee health and safety and company property is heightened given the flammable nature of cotton and the products that Namoi Cotton handles.

Smoking is prohibited in the following areas of our work site(s):

- All buildings;
- Within areas that are classified as non-smoking;
- Near and around any form of cotton or cotton bi products
- All other enclosed areas;
- Motor vehicles (including company vehicles and the employee’s own vehicle if the employee is using it for work purposes and has a passenger in the vehicle at that time);
- All eating areas (inside and outside); and
- Within 5 metres of any entrance to buildings, enclosed areas, eating areas or motor vehicles.

Without exception, smoking is only allowed within the designated smoking areas.

It is also important that Namoi Cotton consider the health and safety of our clients, contractors and other general public. For this reason, if you are working away from our premises you must observe any smoking policies put in place by our clients, growers, merchants or stakeholders at their premises and it is expected that you follow the legislation in relation to smoking at all times.

Should you be found to breach these expectations, you will be asked to cease smoking in inappropriate areas. Should you continue to breach the expectations, Namoi Cotton will take disciplinary action which may include a warning, counselling, demotion or dismissal, depending on the circumstances.

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If you do need to smoke during the day, this should only be done as a part of your lunch or other break times. Namoi Cotton ask that you maintain the image of Namoi Cotton by not smoking around our premises in the sight of the general public and also dispose of the butts in an environmentally friendly manner.

Namoi Cotton does understand that smoking is addictive and quitting or curbing the habit can be difficult and Namoi Cotton would like to support their employees with this. These policy expectations will not be changed for any individual, however if you are having difficulty with a smoking habit, please talk to Namoi Cotton for support or you can contact the Quitline on 13 78 48 or the Queensland Cancer Fund's Helpline on 13 11 20.

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WORK AND TRAVEL RELATED EXPENSES POLICY

INTENT

Namoi Cotton has an expectation of its employees that they are able and willing to travel to, from and between work locations as needed. Namoi Cotton is also committed to employee’s health and safety in all work-related activities.

WORK RELATED MOTOR VEHICLE TRAVEL

This applies when people are using a general work vehicle, a privately owned, or a rental vehicle in the course of their employment for work related purposes (e.g. travelling to site, running an errand). Where an employee is provided with a motor vehicle as part of their work function, any additional terms of use will be specified in a separate Motor Vehicle Agreement and the company Motor Vehicle Policy.

In the instance, where a company vehicle is being used for work purposes it is being provided for business purposes only. Business purpose includes:

- Travel direct from the employee’s home to the first job site;
- Travel directly between job sites; and
- Travel directly from the last job site to the employee’s home.

If circumstances arise where Namoi Cotton needs to retrieve any motor vehicles, you hereby provide consent for a representative of Namoi Cotton to enter any place where the vehicle is located.

Should the situation arise where you are required to use your personal vehicle for work related travel, you will be reimbursed in accordance with the travel allowances set out in the relevant legislation.

TRAVEL RELATED EXPENSES

Reasonable travel related expenses will be reimbursed to employees within the following guidelines:

- Any flights and accommodation required for client related travel will be paid for by Namoi Cotton;
- Flights and accommodation will be booked at a ‘reasonable standard’ i.e. economy class flights and minimum 3-star accommodation (where possible);
- Car parking fees;
- Reasonable meal expenses will be paid for overnight trips including:
 - Breakfast, lunch and dinner on the first day of travel;
 - Breakfast, lunch and dinner for each subsequent day of travel, excluding the return day;
 - Breakfast, lunch and dinner on the day of return travel.
- As a benchmark, ‘reasonable’ meal expenses are up to \$20 for breakfast and lunch and \$40 for dinner. These amounts set are not an entitlement and all meal expenses being claimed must be supported by a receipt and Namoi Cotton reserves the right to decide whether or not to pay meal expenses.

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Please note that these expenses will be paid/reimbursed for any essential business travel only. For example, where it is the employee's choice to stay overnight at a client location for personal reasons, when it would have been reasonable to return home, the costs related to the overnight stay will not be paid by Namoi Cotton.

PAYMENT FOR EXPENSES

Wherever possible, work related expenses should be paid for on the Company card, via direct debit from the Company account or via invoice.

Where this is not possible and the employee needs to pay for this on a personal account/cash, the tax invoice should be made out to Namoi Cotton wherever possible.

The reimbursement of any expenses will only be on provision of appropriate tax invoices.

If an employee is unsure of whether an expense falls within the guidelines for reimbursement by Namoi Cotton, you should ask your manager prior to incurring the expense. Where an expense is not approved, Namoi Cotton reserves the right to not reimburse expenses.

SUMMARY

You are not expected to be out of pocket for any reasonable expenses incurred in working for Namoi Cotton. If you have any questions, please ensure that you ask prior to incurring the expense.

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MOTOR VEHICLE POLICY

INTENT

This policy exists to provide guidance on the use of motor vehicles within the Namoi Cotton Group. The purpose of this policy is to manage our vehicles in line with best practice and in full compliance with the regulatory framework and to ensure that all Namoi Cotton employees understand their responsibilities when operating company motor vehicles.

PRINCIPLES

- Company owned vehicles are supplied to provide a safe, efficient method of connecting our employees and our sites in a geographically diverse environment.
- Drivers of company vehicles must be authorized to do so and must hold a current open driver’s license and are fully responsible for the vehicle while it is in their charge. They must also be prepared to undertake appropriate training and monitoring in the use of motor vehicles. Employee must be fully licensed to drive the classification of the vehicle.
- All drivers of company vehicles must be responsible and accountable for their actions when operating a vehicle and display the highest level of professional conduct when operating company vehicles. All national and state road related legislation must be complied with at all times. A breach of legislation or policy principle may result in disciplinary action, up to and including termination.
- Company vehicle servicing schedule is handled by the company however, drivers are required to check for obvious defects and report these immediately and routinely check petrol, tyre pressure and windscreen washer supply.
- All Namoi Cotton vehicle will be fitted with ‘In Vehicle Monitoring Systems (IVMS), phone reception booster aerials, Bluetooth/hands free and appropriate additional safety inclusions i.e bull bars, driving lights, mud flaps.

DEFINITIONS

Immediate family member: A person of a Namoi Cotton Group employee’s immediate family, including a spouse, partner, de-facto-spouse, children.

FBT: A fringe benefit is a ‘payment’ to an employee but in a different form to salary or wages. The FBT (fringe benefits tax) is paid to employers on certain benefits they provide to their employees. It is separate to income tax and is calculated on the taxable value of the fringe benefit. It is the responsibility of the employee to manage FBT liability where applicable and not payable by the company as stipulated in this policy.

Logbook: Used to record details of vehicle related travel.

IVMS: Internal Vehicle Monitoring System is a safety tracking device fitted to the vehicle.

Novated Lease: A Novated Lease is a motor vehicle lease where the obligations in the leasing agreement (contract) have been transferred from one party to another.

Lug Nuts: A lug nut or wheel nut is a fastener, specifically a nut, used to secure a wheel on a vehicle.

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VEHICLE ALLOCATION ELIGIBILITY

To be eligible, employees need to meet the following criteria in one of these categories:

Category 1 – Tool of Trade

If an employee uses a vehicle that is specifically designed for work purpose (eg utility) and does more than 90% business km’s per year, the company will provide a fully maintained vehicle for their use.

Category 2 – Business Use

If an employee is expected to do approximately 30,000kms or more business km’s per year, the company will provide a fully maintained vehicle for their business and personal use (up to a maximum of 25% personal use per year). If the employee uses the vehicle for more than 25% personal use (based on that year’s logbook), the company will charge the employee the difference above 25%. For employees who expect to have more than 25% personal use, employees can elect to contribute a fortnightly amount to contribute to FBT and other personal expenses that will be evaluated at the end of the FBT year and refunded if applicable. This needs to be read in conjunction with applicable vehicle agreements as issued at the time of vehicle allocation.

Category 3 – Novated Lease

If an employee does 50% or more business km’s per year, they can ask the company to provide them a vehicle under a novated lease. However, the employee must fully cover the private related costs of owning, maintaining and running the vehicle. The company will cover the cost of administering the lease e.g. FBT compliance, group buying and servicing. This needs to be read in conjunction with applicable vehicle agreements as issued at the time of vehicle allocation.

Category 4 – Pool Car/Hire Car

A pool car is a company owned vehicle available to all employees for business use only. These vehicles are located at assigned company locations and subject to the applicable terms and conditions outlined in this policy. Logbooks are to be used at the commencement and end of each trip.

LOGBOOK

All employees issued with a company vehicle are required to maintain a logbook for a minimum of 3 months per FBT year or as stipulated by the company. A stat dec with odometer reading of vehicle is to be provided to the company on 1 April each year.

Additional information to be included in the logbook:

- Detail the destination and purpose of each trip (business vs personal);
- Number of Km’s for each trip;

For Tracking systems that are fitted with both personal and business tracking capability, this function is to be consistently used within the guidelines stipulated in this policy.

The Company has the legal right to charge employees any penalties and/or expenses imposed from the ATO for incorrect logbook completion



VEHICLE TRACKING

Most company vehicles will be tracked through an approved IVMS. This is a safety system used to monitor unsafe driving behaviour as well as GPS location tracking. Systems are fitted with emergency alerts in the event of vehicle incidents, including accidents and breakdowns.

Employees are not to tamper with a fitted IMVS units. If tampering occurs the employee may be subject to disciplinary action by the company.

All personal information will be stored and managed in line with the Namoi Cotton Group privacy policy.

EMPLOYEE FOR PRIVATE USE

If you intend on travelling more than 1,000kms in a round trip for personal use, employees are required to advise their manager.

The Company can withdraw private use entitlements at any time which may include but is not limited to, retirement, resignation or breaches of this policy or associated guidelines and procedures. In cases where private use is withdrawn, three months' notice will be given to the employee.

AUTHORISED DRIVERS

When a vehicle is allocated to an Assigned Employee with private use, the Assigned Employee is to be the primary driver of the vehicle. The Assigned Employee may, however, allow the allocated vehicle to be driven unsupervised by members of their immediate family. Provided all drivers meet the criteria stipulated in the principles of this policy. In the event of a non-work-related accident or incident, the driver or the Assigned Employee may be liable for any additional excess charges or repairs.

A photocopy of each driver's current license is to be provided for inclusion in the employee's employment file. Employees are to notify the company immediately of any change to the status or validity of a driver's license or a driver's ability to operate a vehicle for any reason (ie. Medical restrictions).

VEHICLE REPLACEMENT

All company allocated vehicles are to be replaced by 100,000km or such other amount as notified by the company. It is the employee's responsibility to notify the company at 90,000kms to start organising a replacement vehicle.

VEHICLE SELECTION

Choice of the appropriate vehicle for all categories, will be determined by the company. The employee can provide input, but the final decision is at the discretion of the company.

VEHICLE COLOUR & BRANDING

All company assigned vehicles (excluding Novated Lease) should be white in colour. Permanent branding will be provided.

CONDITIONS OF USE

When travelling for work related purposes (either during work hours or not), whether using a company vehicle, own vehicle or a rental vehicle, the employee must ensure that:

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- The vehicle is to be used for business purposes only. It is important to note that this is partially due to insurance implications and as such, should an incident occur when you are using company vehicles outside of these guidelines, you may be personally liable.
- If you are responsible for a company motor vehicle on any given day, you are required to ensure that it is maintained in a clean, neat and presentable condition.
- If you are responsible for a company motor vehicle after hours, you must ensure it is parked off street in a secure and safe area.
- You are responsible for reporting any incidents, safety concerns/hazards, mechanical problems, roadworthy issues or damage or maintenance issues for vehicles to your manager immediately.
- The vehicle may only be driven by you. No person other than an employee of Namoi Cotton is allowed to drive the vehicle unless expressly agreed to by your manager.
- When travelling for work related purposes (either during work hours or not), whether using a company vehicle, own vehicle or a rental vehicle you must:
 - Ensure that any work-related travel in your own motor vehicle has had prior approval by your manager;
 - Have a valid (current) driving licence, or other for the vehicle to be driven/operated and be validated by the Owner prior to operating the vehicle;
 - Where required, have training, be competent, have relevant experience/knowledge and or be assessed prior to any operation of a vehicle;
 - At all times obey the applicable road rules (including speed limits) on both public and private property;
 - Wear seatbelts and use any other required PPE/safety devices while operating the vehicle;
 - At all times remember you are a Company representative and as such should show respect and courtesy to other road users;
 - Ensure that you abide by the current rules and regulations relating to the use of mobile phones and other devices while operating a vehicle;
 - Be eligible to be covered by the Company's insurance policy;
 - Not use the vehicle in a situation where you are unable to exercise effective control of the vehicle because of the consumption of any one or combination of the following:
 - Alcohol; or
 - A non-prescription drug (over the counter medication) that may impact your ability to operate a vehicle; or
 - A prescription drug that shows a warning label that it could impair driving ability. In this instance, you must advise your manager who will assign duties to you that will not affect their safety or the safety of your co-workers; or
 - Illicit or illegal drugs.
 - Not use the vehicle in circumstances where conditions of your driver's license prohibit you from driving a vehicle;

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- Not use the vehicle in circumstances where you have an intention to injure some other person or property;
- Not smoke (including the use of e-cigarettes) in the vehicle (this also applies to passengers and employees using their own vehicle for work purposes who have a passenger in the vehicle); and
- Ensure the vehicle is locked and secured at all times when left unattended.

Where

- An incident has been deemed to be your fault; or
- An expense is incurred as a result of not adhering to any of the above guidelines or relevant legislation; or
- An incident occurs (regardless of fault) while you were using the car for personal use (even within any personal use as allowed by this policy).
- Namoi Cotton reserves the right to recover as a debt from you (by garnishing your salary, if necessary):
 - Any excess charged by our insurance company;
 - Any traffic or parking fines or towing costs incurred by you; and
 - The amount of any damages either for personal injury or property damage plus any legal costs on a full indemnity basis that Namoi Cotton may incur in relation to any Claims that may be made against Namoi Cotton by any other party whose property or person who have been injured/damaged arising out of the use of that vehicle.

TRAFFIC OFFENCES, CHARGES, AND ACCIDENTS

In addition to the above any traffic violation or offence of any nature committed by an employee will remain the sole responsibility of that employee. The company is not liable for any fines or penalties associated with the operation of a company vehicle. The driver is to inform their manager immediately if they are notified of any formal notice of an offence.

The employee responsible for any vehicle that is involved or suspected of being involved in any accident (road related or vehicle damage) is to report the incident to their manager in writing as soon as possible and into the relevant reporting system. Note: Where the employee is negligent, the employee may be responsible for payment of the insurance premium.

VEHICLE CHECKLIST/MAINTENANCE

The driver is responsible for completing the pre-start vehicle checklist on a weekly basis (please see pre-start vehicle checklist).

In addition, the driver is responsible for basic vehicle maintenance. Basic maintenance includes the following but not limited to:

- The monitoring and replenishment of vital fluids such as:
 - Fuel (employees are to ensure the correct fuel is used. If the vehicle is filled with incorrect fuel the engine is not to be started and the employee is to contact the company immediately);
 - Engine Oil;
 - Coolant;

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- Washer Fluids;
- The monitoring of tyres before each trip, including:
 - Tyre pressure
 - Tyre condition (tread)
 - Condition of lug nuts (tightness, wear and tear)

The driver is expected to keep the exterior and interior of the vehicle professional and presentable at all times. Stock in vehicles should be kept in good condition and stowed appropriately.

When towing, the employee must be aware of the applicable towing capacity and associated fittings to operate the trailer in a safe manner.

No alterations, additions or modifications are to be made to vehicles without company approval.

It is the driver's responsibility to immediately advise the company of any fault that could render the vehicle unsafe or un-roadworthy. Vehicles must not be driven when unsafe, un-roadworthy or in a condition that is likely to cause damage to the vehicle or the driver/passengers.

FUEL CHARGE CARDS AND ETAGS/TOLL CHARGES

Fuel Charge cards will be issued for the purchase of applicable fuels and oil etc. No miscellaneous purchases are permitted on these cards. Private fuel consumption for a defined trip i.e. holiday, fuel is to be paid for by the employee, therefore the fuel charge card is not to be used.

The company allocated vehicle will be covered for toll charges for work related travel, please refer to 'Employee for Private Use' for more details.

LICENCE

It is a requirement of all employees to have a current valid driver's licence. It is a requirement under this policy that you provide immediate notification to your direct manager/P&C department, at any time your licence is cancelled, suspended, expires or is renewed.

EMPLOYEE RESPONSIBILITY

All employees are to ensure they are familiar with this policy and any associated procedures and guidelines. Employees are to adhere to all directions as outlined in this policy and inform their manager of any breaches that arise throughout the lifetime of their employment with the company.

MANAGER'S RESPONSIBILITY

Managers are to ensure that their employees are aware of this policy and ongoing adherence. Managers are to inform the applicable department/s of any breaches and take steps to manage appropriate outcomes for such breaches.

SUMMARY

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

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EMPLOYEE ASSISTANCE PROGRAM

INTENT

Namoi Cotton is committed to provide mentally healthy workplaces and is proactive in supporting workers through providing access to our Employee Assistance Program (EAP).

SUPPORT

The aim of the EAP is early identification and provision of professional assistance to help resolve either work-related or personal issues. Matters that may be addressed through the EAP include, but are not limited to, dealing with work or life change; relationship issues; personal trauma; family difficulties; financial concerns; health matters; alcohol or substance abuse; gambling or other addictions; coping or dealing with grief and/or loss.

An EAP provides a short-term intervention strategy and is designed to give employees the opportunity to address issues of immediate concern to them. Namoi Cotton will provide employees with up to 4 consultations within each financial year. If an employee requires longer-term assistance, they can contact the People Safety and Culture Department to discuss the option of further consultations or may need to consider making private arrangements, which can be either with the assistance of the EAP service provider, or with some other provider (i.e. your Medical Doctor), in a private capacity at your expense. EAP consultation in addition to the initial 4 allocated will be considered on a case-by-case basis, and any information discussed will be confidential.

You may use the EAP in your own time. In this case, no one will know. Alternatively, you may request, through your manager, to attend an initial visit in work time. If approved, you should agree on a suitable time with your manager before confirming a time with the provider.

HOW TO ACCESS

To access our EAP please contact AccessEAP via the AccessMyEAP application or calling 1800 818 728.

All consultations conducted are subject to privacy and confidentiality guidelines between the employee and the EAP counsellor and Namoi Cotton accepts no responsibility for content of discussions, actions taken, diagnoses made or any other outcome of the EAP.

Namoi Cotton may obtain statistical data on the broad categories and frequency of access and use of the EAP. This will only be for payment purposes and for our internal analysis of the value of the program. Any data received will not include names of persons using the EAP services.

Where there is a health and safety implication, privacy and confidentiality may be waived. Remember, if you become aware of an issue that may impact on the health and safety of yourself or others in the workplace, you have an obligation to notify your manager. Likewise, there may be certain, limited circumstances, where the EAP counsellor has an obligation to advise Namoi Cotton of a risk to the health and safety of its employees.

SUMMARY

We aim to have a positive impact on the lives of our employees.

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SOCIAL EVENTS POLICY

INTENT

At Namoi Cotton we like to ensure employees feel included and provide and offer an opportunity for employees to develop good relationships by social interaction in an environment outside that of work. This is done through:

- Corporate events, which may include but not limited to, CEO Roadshows, annual awards night, corporate celebrations, or
- Non-corporate events, which may include but not limited to, Christmas parties, end of season events, social club, site-based gatherings and /or team building events.

EVENT COST AND APPROVAL

All non-corporate events require approval from your Operations Manager or ELT member.

When considering the cost of your non-corporate event, please ensure allocation has been in your budget. It is expected that APPROVED non-corporate events are kept to a maximum of \$75 per person. When seeking approval for your non-corporate event please provide the following:

- Reason
- Location/venue
- Time/date
- Expected type guest (employees, employee family, clients)
- Expected headcount and cost

Upon special request, application can be made to provide employees with a gift in the absence of an organised event. (For Example, providing staff with a ham instead of a site Christmas party)

GENERAL BEHAVIOUR

Everyone has a duty of care in relation to health and safety, so please look after yourself and each other during the event.

It is important that employees respect all functions held by Namoi Cotton or that they are attending on behalf of Namoi Cotton. Any inappropriate or disrespectful behaviour will not be tolerated and Namoi Cotton reserve the right to exclude any employees who behave the wrong way from these events.

It is also important that employees keep in mind that all of Namoi Cotton policies still apply to social or work-related events (including when representing the company). This means that guidelines around such things as workplace harassment, vilification, discrimination, victimisation and sexual harassment still apply; as do work, health and safety considerations.

ALCOHOL

Be a responsible consumer and behave responsibly when consuming alcohol. By responsible consumption we mean to drink in moderation, at the right time, in the right place and for the right reasons. Even a moderate amount of alcohol

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may have an impact on your behaviour, judgment and coordination. Beware of this and obey the law and use common sense and be mindful of yours and Namoi Cotton's reputation and Company Values.

It is expected that there will be non-alcoholic drinks and food available at an event.

There are situations when someone should not drink at all, for instance if a person is pregnant or under the legal drinking age or chooses not to drink for any reason.

TRANSPORT

If you are drinking alcohol, you should not drive. Please make sure you have pre-arranged a safe mode of transport home.

PHOTOGRAPHS/VIDEOS

If you take photos/videos at the event, make sure you get permission from those in the photos/videos before uploading onto social media sites. You should familiarise yourself with the Social Media Policy and Online and Social Media Policy.

CONTACTS

If you have any concerns about the above, please talk to your manager.

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PERFORMANCE MANAGEMENT AND DISCIPLINE POLICY

INTENT

There may be instances in the course of employment that we need to work together to realign performance or behaviours with what is expected. There may also be occasions where your conduct constitutes a serious breach of expectations. The aim of this policy is to ensure that the process followed is fair and reasonable for you and Namoi Cotton and that Namoi Cotton takes reasonable management action.

This policy is to provide a guideline for dealing with unsatisfactory performance and behaviour of employees within Namoi Cotton. Namoi Cotton is committed to providing a safe, positive, and supportive work environment for all employees. Where policies and procedures are not followed and when all other efforts to encourage improvement in work performance or conduct have failed to effect change, Namoi Cotton recognises that disciplinary action may be required.

RESPONSIBILITIES

EMPLOYER

Throughout the performance management and discipline process the employer will make sure the following occurs:

- Take action to address performance issues where unsatisfactory performance or behaviour has been identified.
- The action taken to address the unsatisfactory work performance or behaviour is consistent with the principles of procedural fairness.
- Ensure that disciplinary procedures are consistent, fair equitable and that the principles of natural justice are observed.

EMPLOYEE

It is the responsibility of the employee too:

- Commit to participating in the process.
- Be willing to make an effort to work on the issues and improve their performance or behaviour.

THE PROCESS

Where there is a need to take corrective action in relation to performance or conduct, there are a number of measures that Namoi Cotton may take. It is up to management to decide the most appropriate course of action based on the seriousness of the poor performance or misconduct. Examples of actions that may be taken include:

- Mediation
- Training and/or mentoring
- Performance Management Plan
- Investigation
- Show Cause



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DOCUMENTATION

It is important to note that:

- Any notes on performance management and disciplinary conversations will remain true and valid regardless of whether an employee signs them; and
- If an employee is advised that they are being issued with a formal, written warning, this warning will take effect even where the written letter is delayed.

SUMMARY

Namoi Cotton aim to have a long and mutually beneficial work relationship with their team and the purpose of this policy is to facilitate this in instances where there are any concerns. Should this not be possible Namoi Cotton will deal with employment and termination in a fair and reasonable manner.

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GRIEVANCE, CONFLICT AND DISPUTE HANDLING POLICY

INTENT

At Namoi Cotton our employees are our most important resource. Management sets direction and guidelines, yet the running of the company greatly depends on the contribution from and by the people.

In a positive and open environment, employees feel they can contribute and grow, and this is the climate we strive to create at Namoi Cotton. Sometimes there are hurdles to overcome - but everything can be resolved as long as an intention exists to solve the matter in a positive fashion.

Namoi Cotton is committed to ensuring that everyone is treated fairly and with respect. Namoi Cotton has developed policies on Equal Opportunity, Sexual Harassment, Discrimination, Vilification, Workplace Harassment and Victimization and should a complaint be made in relation to any of these, the following procedures are in place to deal with the matter fairly.

DEFINITIONS

A workplace grievance may involve any act, omission, situation or decision, related to the work environment, that an individual believes is unfair, unlawful, unjust or discriminatory. It may also include acts of workplace/sexual harassment, bullying, victimisation, vilification, discrimination, and occupational violence.

Conflict occurs as a result of disagreement between individuals or groups and may often be more of a 'social' nature rather than an 'operational' nature.

Disputes occur more due to a difference in interpretation of matters such as Awards or Employment Contracts.

ROLES AND RESPONSIBILITIES

If you are making a complaint, or have had a complaint made against you, it is your responsibility to communicate openly and honestly with those involved in the process and to participate in all reasonable activities to resolve the issue.

It is recommended that before making a complaint you consider what the concerns are, whether you are comfortable with an informal or formal process, what support mechanisms are available to you (request counselling if needed), what outcome(s) you would like, and Namoi Cotton trust that you acknowledge the consequences of making malicious or frivolous complaints.

It is the responsibility of management to ensure that complaints are taken seriously and dealt with fairly, promptly and confidentially and also to take all reasonable steps to protect both the person making the complaint and the person against whom the complaint is made, from victimisation or being disadvantaged in their employment conditions or opportunities in any way.

Management reserves the right to engage the services of an external provider in assisting the company to handle any grievances, conflicts or disputes and all parties have an obligation to participate in all reasonable activities and respond to any reasonable requests made by the external provider in dealing with the issues.

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It is the responsibility of all others that if you are involved in the investigation in any way, that you maintain confidentiality for all parties involved and that you have awareness around not victimising those involved in the matter.

If you have any grievances, conflicts or complaints, it is important that it is handled in the right way, by and for all parties involved. We know that the below process is the best way to handle issues in a way that is fair, reasonable and has the intent of respecting and protecting workplace relationships. For that reason, it is important that you follow the process. It is not appropriate for employees to discuss these matters with anyone else and it is certainly not appropriate to air workplace issues on social media. A key to effective resolution is respecting each other's confidentiality and reputation. It is also important that all relevant persons are given a fair opportunity to put forward their position and have their input heard and considered when differences arise.

Each individual is responsible for their own actions and reactions. Even if you feel you have been 'wronged' in a situation, you are responsible for the way that you handle this. We will support you in addressing it in the right way (as per the below procedure), and if needed, will take appropriate management action where the behaviours of any party are inappropriate, retaliatory, or unfair to others involved.

THE GRIEVANCE/CONFLICT/DISPUTE HANDLING PROCEDURE

If you feel that you have a grievance, conflict or dispute, Namoi Cotton encourages you to take action. Inappropriate behaviours or actions will not be tolerated at Namoi Cotton and generally, they will not go away unless something is done.

Complaints can be handled either formally or informally. The time frame for resolution will depend on the seriousness of the complaint and the necessary steps. The process followed by Namoi Cotton may include informal discussions, mediation or formal investigation. In any of these processes, you are entitled to have the presence of a support person.

WHO DO I TALK TO?

If you have any concerns at Namoi Cotton we ask that you speak with your direct manager.

Serious complaints may need to be dealt with by someone capable of and with the authority to conduct an investigation which is why Namoi Cotton asks that you talk to your manager in the first instance, or where your concern relates to your manager, then a member of the People and Culture Department.

INFORMAL DISCUSSIONS

In the interest of maintaining working relationships, wherever possible, Namoi Cotton will work with you to deal with the complaint informally. Experience shows that the informal method can generally be quicker and less adversarial, requires less 'proof' and 'evidence gathering', results in better communication and maintains confidentiality and working relationships better than if a formal procedure is used. Having said this, if you choose to deal with the complaint formally and management agrees that a formal process is warranted, Namoi Cotton will respect and support you in this choice.

The following resolution framework is suggested for those employees with a desire to resolve matters in a positive manner:

- All employees are invited to discuss matters openly and positively;
- If matters cannot be resolved efficiently and professionally, the employee demonstrating positive intentions to solve the matter may contact their manager for assistance;

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- The manager may see the parties individually, or as a group, to resolve any outstanding and festering matters;
- Where the manager is unsuccessful, the matter may be further mediated by a member of the People and Culture Department or a management representative until a resolution is agreed;
- Where a resolution fails to evolve, the manager and a member from the People and Culture Department or management representative may enforce a solution to be implemented by all parties;
- The agreed or enforced solution will be recorded in writing with all parties to sign.

MEDIATION

Mediation between you and the other person(s) is designed to discuss the issues which have been raised and work towards finding a suitable outcome for all parties. During this process the 'mediator', (normally a manager, a member of the People and Culture Department or external facilitator), will play an impartial role aimed at guiding discussions between the parties, encouraging each of the employees to identify the crucial issues and explore options for an outcome, help you to negotiate and implement options for an agreement and importantly, take into account any real or perceived power differences between the parties.

Should you not be satisfied with the outcome of this mediation, you may request a formal investigation into the allegation and this request will be considered by management.

FORMAL INVESTIGATION

In the case of serious allegations or where you feel uncomfortable about being a part of a mediation or informal discussion, Namoi Cotton may decide to carry out a formal investigation.

You need to be aware that these matters are taken seriously and whilst confidentiality will be maintained as much as possible, Namoi Cotton may need to discuss the complaint with the other party and any other witnesses or relevant team members. The objective of a formal investigation is to resolve the conflict which prompted the complaint and to effectively control risk.

Any investigation will be aimed at establishing the facts and circumstances of the situation. The procedure will vary depending on the circumstances but may include:

- Receiving the complaint in writing from the complainant (this should detail the person(s) involved including any witnesses, dates and times of events, copies of any relevant documents, and the impact the complainant feels has been had on him/her);
- Reviewing any background information or documentation;
- Informing all parties of time frames and processes;
- Meeting with the person making the complaint and deciding on the seriousness of the complaint (i.e. whether it may constitute inappropriate behaviour/actions);
- Meeting with any other people involved in the complaint including the person against whom the complaint is made;
- Seeking and assessing any relevant evidence;
- Preparing an investigation report and informing the parties of the outcome; and/or
- Implementing any decided course of action.

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FURTHER AVENUES

If after the above processes to settle the dispute have been genuinely attempted by all parties involved, the dispute remains unresolved, the following avenues may be taken:

- Namoi Cotton may engage the services of an external party to review the situation objectively;
- Notification of the existence of the dispute may be given to the Fair Work Commission or other appropriate party. Where this occurs, all parties to the dispute shall give due consideration to matters raised or any suggestion or recommendation made by Fair Work Australia, with a view to the prompt settlement of the dispute.
- The Fair Work Commission may make an order or decision it considers appropriate, including a 'stop order'. Any order or decision made by the Fair Work Commission, will be final and binding on all parties to the dispute.

While an order, such as a stop order, can be effective at the early stages, these types of orders are only effective where it may be unsafe or inappropriate for an employee to remain in the workplace with the alleged perpetrator. Fair Work will typically also consider whether there are internal avenues for dealing with concerns and check that the employee has exhausted those options before taking the matter to Fair Work. As such, employees are encouraged to utilise preventative measures as outlined under 'Who Do I Talk To' of this policy.

NATURAL JUSTICE AND STATUS QUO

It is important to note that throughout the process, the principles of natural justice will apply including:

- Where appropriate, the person who is the subject of concern should be informed of all the relevant allegations in relation to his/her behaviour;
- That the person accused will be presumed innocent until allegations are proven true;
- He/she must have a full opportunity to put his/her case;
- All parties to the complaint must have the right to be heard;
- All relevant submissions and evidence must be considered;
- Irrelevant matters must not be taken into account; and
- The decision-maker must be impartial, fair and just.

Namoi Cotton will keep you informed as appropriate as to the progress of the complaint and will also keep the other party(s) informed of the progress.

Throughout the process the status quo existing prior to the complaint being made, will continue throughout the settlement/investigation process and normal work shall continue except in the case of a genuine safety issue. Where there is a genuine safety issue, any employee involved must comply with a reasonable direction given by Namoi Cotton to perform other available work.

EMPLOYEE STAND-DOWN

Where there is a genuine health and safety concern or management deems the complaint sufficiently serious, an employee may be suspended during the course of the grievance, conflict and dispute handling process.

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If an employee is stood down during an investigation process they remain an employee of the company and must, during their ordinary working hours be available for work at all times; attend any work, meetings or interviews notified to them; and comply with any other lawful and reasonable direction from the Company.

OUTCOMES

If any of the Namoi Cotton team is found to have subjected others to sexual harassment, discrimination, vilification, victimisation, workplace harassment or any other inappropriate behaviours or conduct, Namoi Cotton may take disciplinary action against them and/or require that parties undertake certain courses of action. Depending upon the circumstances and seriousness of the incident(s), this may include:

- Gaining a commitment from one or more persons to cease, and not to repeat, the behaviour;
- Making an apology to the affected person or persons;
- Providing training regarding prevention of unacceptable workplace behaviours;
- Offering support to the person making the complaint;
- Offering support to the person against whom the complaint is made;
- Disciplinary action, which may be a warning, counselling, demotion or dismissal, against the person found responsible for the inappropriate behaviour or conduct;
- Disciplinary action, which may be a warning, counselling, demotion or dismissal against the person making a complaint if, after investigation, the complaint is found to have been malicious or vexatious; and/or
- Any other action deemed appropriate by management in the circumstance.

SUMMARY

Namoi Cotton aim to have a long and mutually beneficial work relationship with their team and the purpose of this policy is to facilitate this in instances where there are any concerns. Should this not be possible, Namoi Cotton will deal with employment and termination in a fair and reasonable manner.

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CESSATION OF EMPLOYMENT

INTENT

The employment relationship does not last forever – there will come a time that employees cease employment with Namoi Cotton. It is important that when this occurs, both parties act in a way that is respectful and fair to all parties.

CESSATION BY EMPLOYEE NOTICE

An employee should put in writing their intention to resign or retire, indicating the proposed date of termination; however, a verbal resignation is sufficient for the employer to accept. An employee is not entitled to withdraw their resignation without written agreement from management.

The notice period is as outlined in the Contract of Employment. In the absence of a Contract of Employment, or where it is silent in relation to notice periods, the periods as defined by the Fair Work Act 2009 will be applied with reciprocal notice requirements. If the employee fails to give notice, Namoi Cotton may withhold pay to the value of notice not provided. Namoi Cotton reserves the right to pay in lieu of notice.

SUMMARY/INSTANT DISMISSAL

Namoi Cotton is entitled to terminate employment at any time without notice or payment in lieu of notice if you are fired because of serious misconduct, for example (this is not an exhaustive list):

- Causing serious and imminent risk to the health and safety of another person or to the reputation or profits of your employer’s business;
- Are guilty of theft, fraud, assault or refusing to carry out a lawful and reasonable instruction that is part of your job;
- Are guilty of any criminal or indictable offence or of any dishonesty in relation to the affairs of Namoi Cotton and/or its related entities;
- Are guilty of any serious breach of trust, or serious neglect or default or wilful disregard or disobeying of directions/instruction or serious professional misconduct or gross misconduct; and
- Commit a serious or continual breach of any of the terms of the Contract of Employment or Namoi Cotton policies and procedures.

Namoi Cotton will also consider summary/instant dismissal in circumstances where the employee has committed an act of serious misconduct (examples of this are provided throughout this policy manual).

If an employee is alleged to have been involved in serious misconduct, Namoi Cotton may conduct an investigation into the alleged conduct. For further detail on this refer to Grievance, Conflict and Dispute Handling Policy.

An employee dismissed for serious misconduct is not entitled to payment in lieu of notice and other benefits may be in jeopardy.

DISMISSAL FOR CAUSE

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Dismissal for cause is generally used in circumstances of either underperformance or inappropriate behaviour which is not considered serious enough to justify instant dismissal. Generally, the procedure outlined in the Performance Management and Discipline Policy (and associated procedures) will be followed prior to the termination of your employment. Where an employee is dismissed for cause, they will be provided the appropriate period of notice in accordance with the relevant legislation or Contract of Employment or paid in lieu thereof.

REDUNDANCY

Where Namoi Cotton have identified that there is a genuine case for redundancy which requires that a job or jobs are no longer operationally required by the business, this may result in the employee being made redundant.

Abandonment of Employment

When an employee, without any warning, fails to report for work and nothing further is heard from them for a period of 3 days, it is reasonable to assume that the employee has 'walked out' of their job and has no intention of returning – this is known as 'abandonment of employment'.

Where an employee has been absent without warning or notification for a period of three (3) days, Namoi Cotton will take formal measures to contact the employee for an explanation.

If the employee responds to the communication, the reason for the absence can be evaluated by Namoi Cotton to ascertain the employee's future employment prospects. The employee may be subject to disciplinary action up to and including termination depending on the circumstance.

If, on the other hand, no response is received by the period stated, Namoi Cotton can reasonably assume that the employment has been terminated by the employee with, if appropriate, forfeiture of wages in lieu of notice.

Where abandonment has occurred, the employer may assume the employee's employment ended on the date the employee last attended work.

TERMINATION BY FRUSTRATION

If some event not contemplated by both parties at the time of entering into the employment contract renders the continuation of the employment relationship untenable, this might constitute frustration of the Contract of Employment. The effect of frustration allows the parties to treat the contract as coming to an immediate end. Examples include but are not limited to: death of a party, permanent incapacity, incarceration, or loss of a license/ticket/qualification/certification essential to your role.

SUMMARY

We value the contribution of every team member; however, we acknowledge that there will be a stage when your employment will come to an end with us. We endeavour to make this process fair and reasonable for all parties involved.

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