

Australian Alpaca Association Limited

Members' Code of Conduct

1. General obligations

All members of the Company must:

- 1.1. Act with integrity and honesty in all business dealings related to alpacas and in all statements and actions relating to the alpaca industry;
- 1.2. Support the Company as a breed society and industry body in its promotion, marketing and regulatory endeavours for the betterment of its members and the alpaca industry as a whole;
- 1.3. Be courteous and considerate in their dealings with other members, members of staff and contractors of the AAA, any person acting in an official capacity at any AAA endorsed event and members of the public in any context related to or arising out of that member's membership of the Company; and
- 1.4. Agree to abide by this Members' Code of Conduct when renewing their membership each year.

2. Behaviour while acting as a AAA member

No member shall engage in any of the following in any context related to or arising out of that member's membership of the Company:

- 2.1. Cruelty or mistreatment of alpacas;
- 2.2. Negative, obstructive, discourteous or disruptive behaviour;
- 2.3. Abusive Behaviour (including but not limited to Harassment, Discrimination, Bullying, Victimization, Vilification the use of abusive or foul language, the use of rude gestures or offensive pictures) in written or oral communications whether in person, by telephone, social media or other form of communication whilst dealing with, or in relation to, any other member, any member of the AAA staff, any contractor to the AAA, any person acting in an official capacity at any AAA endorsed event or any member of the public;
- 2.4. Any attempt to circumvent the Constitution of the AAA and the rules and regulations made pursuant to the Constitution; or
- 2.5. Falsification of information entered by the member into eAlpaca.

For the purposes of clause 4.8 of the Constitution any and all of the behaviours described in 2.1 to 2.5 above may be behaviour which is:

- A breach of a policy, regulation, resolution or determination of the Board



- An action which is unbecoming of a member or prejudicial to the objects and interests of the Company; or
- Likely to bring or actually have brought the Company into disrepute.

3. Harassment, Discrimination & Bullying

Abusive Behaviour is a reflection of an unhealthy culture that is contrary to the fundamental commitment of the AAA to providing an environment that is safe, fair, respectful and free from discrimination, harassment and bullying for all persons. The AAA has a legal responsibility to ensure employees, members and others working in or assisting the alpaca industry are not subjected to behaviour, work practices, policies or processes that may constitute unlawful Abusive Behaviour.

Abusive Behaviour has severe effects on the individuals who experience it; Abusive Behaviour by members also has a profoundly negative impact on the Company and the alpaca industry as a whole.

The company has zero tolerance for Abusive Behaviour and will impose disciplinary sanctions on members who are found to have discriminated against, harassed or bullied any other member, member of staff or contractor to the company, official or member of the public in any context related to or arising out of that member's membership of the Company.

4. Role of the Integrity Sub-Panel

- 4.1. Any allegation of misconduct by a member whether of Abusive Behaviour or otherwise, may be made by a person affected by, a witness to or holding evidence of that misconduct.
- 4.2. An allegation of misconduct against a member should be made in writing to the President of the Region to which the member against whom the allegation is made belongs unless the allegation is made against that President in which case the allegation should be made to the Company Secretary of the Company (for the purpose of this Code all references to a Regional President to whom an allegation of misconduct is made shall be read as referring to the Company Secretary where the allegation of misconduct is made to the Company Secretary).
- 4.3. Within seven days of an allegation of misconduct being made against a member to that member's Regional President, the Regional President must consider whether the allegation can be resolved at a Regional level and if the Regional President considers that there is a reasonable prospect of doing so, the Regional President may contact the complainant and the member against whom the allegation and attempt to resolve the matter between them. If:
 - 4.3.1. the Regional President believes that there is little prospect of resolving the allegation without referring the matter to the Integrity Panel;
 - 4.3.2. either party to the allegation of misconduct will not engage in an informal attempt to resolve the matter; or
 - 4.3.3. an attempt to resolve the allegation without referring it to the Integrity Panel is not successful within seven days of the Regional President contacting both parties to attempt to resolve the allegation –

the Regional President must refer the matter to the Integrity Panel for consideration. The Regional President will advise the complainant when they have lodged the allegation with the Integrity Panel.

- 4.4. Within seven days of a Regional President referring an allegation of misconduct made against a member to the Integrity Panel, the Integrity Panel must appoint an Integrity Sub-Panel, comprised of three of its members to consider the allegation and, where necessary prepare a recommendation to the Board. The Integrity Sub-Panel shall be chosen as required under the terms of the Integrity Panel Charter.
- 4.5. The Integrity Sub-Panel appointed to consider the allegation must first provide a copy of the allegation made by the complainant to the member against whom the allegation is made (the respondent) and allow the respondent to provide a written response within 14 days or such longer time as the Integrity Sub-Panel shall reasonably allow.
- 4.6. If the respondent fails to provide a written response within the time reasonably allowed by the Integrity Sub-Panel, the Integrity Sub-Panel must prepare a recommendation to the Board based on the allegation provided to it and any evidence it has been able to obtain in relation to the allegation.
- 4.7. Once the respondent has provided a written response to the allegation, where the allegation is that the member has carried out Abusive Behaviour the Integrity Sub-Panel must attempt to resolve the matter by a process of discussion and cooperation where appropriate. In most cases this process will take the form of mediation. The aim is to reach an acceptable outcome to the complainant, the victim of the Abusive Behaviour (where the complainant is not the person subjected to the Abusive Behaviour) and the respondent.
- 4.8. Where the allegation is one of Abusive Behaviour on the part of a member, before the Integrity Sub-Panel prepares a report to the Board setting out its recommendation in relation to the matter, a Respondent who has not previously been found to have carried out Abusive Behaviour in breach of this Code, may acknowledge that his or her behaviour was Abusive Behaviour, provide a written apology to the victim of that Abusive Behaviour and accept a warning not to carry out Abusive Behaviour in the future.
- 4.9. The Integrity Sub-Panel must ensure that the complainant, the victim of the Abusive Behaviour (where the complainant is not the person subjected to the Abusive Behaviour) and the respondent all receive appropriate information, support and assistance in resolving any allegation of Abusive Behaviour, including psychological counselling as required. All parties may nominate a friend or peer to assist them with the process.
- 4.10. The Integrity Sub-Panel may seek assistance in carrying out its role from the Board through the national office and may, where it considers it appropriate, ask for professional assistance in that regard.
- 4.11. The Integrity Sub-Panel must make a written recommendation to the Board within 14 days of receipt of any written response from the respondent (except where the allegation is the subject of an attempt to resolve the matter by discussion under clause 4.7, in which case the Integrity Sub-Panel must make a written recommendation to the Board within a further 14 days of completion of the discussion process unless the allegation is resolved in accordance with clause 4.8)



based on the material submitted to it by the complainant, the respondent, any other person having a reasonable interest or involvement in the matter and any other evidence obtained by the Integrity Sub-Panel directly.

- 4.12. A written recommendation made by the Integrity Sub-Panel to the Board should state whether the Integrity Sub-panel considers that the allegation is well founded or is frivolous, vexatious and lacking in substance and whether any and if so what disciplinary action should be taken against any and what member(s).
- 4.13. A copy of the Integrity Sub-Panel's recommendation to the Board must be provided to each of the complainant and the respondent and the Regional President who referred the allegation to the Integrity Panel.

5. Referral to the Board

Either the complainant or the respondent may dispute the recommendation made by the Integrity Sub-Panel to the Board. In that case, the Board must give each of the complainant and the respondent the opportunity to make representations to the Board regarding the allegation of misconduct.

Where a recommendation by the Integrity Sub-Panel is disputed by either or both of the complainant and the respondent, the Board must re-examine the evidence received or obtained by the Integrity Sub-Panel and any additional evidence received or obtained by the Board and make its own finding on the basis of the evidence before it.

The decision of the Board will be final and must be issued in writing to the complainant, the respondent and the Regional President who referred the allegation concerned to the Integrity Committee and, where the decision involves the suspension of membership or expulsion from membership of a party, shall be published in the members' section of the Company website.

Handling of a complaint or allegation of misconduct should take no more than 90 days from receipt of the complaint.

6. Disciplinary Action

6.1. Where the misconduct is Abusive Behaviour

Where the Board, either on its own determination or on recommendation from the Integrity Sub-Panel, considers that disciplinary action should be taken in respect of Abusive Behaviour it may:

- Give the member(s) concerned a warning not to repeat the Abusive Behaviour;
- Suspend the member(s) concerned from membership for a period of three months;
- Suspend the member(s) concerned for a longer period than three months or indefinitely; or
- Expel the member(s) concerned.

Generally, unless the behaviour for which a disciplinary sanction is imposed is considered to deserve a greater punishment:

- a first occurrence of Abusive Behaviour, where the member who carried out that Abusive Behaviour acknowledges and apologises for it to the victim, will result in a warning;



- a second occurrence of Abusive Behaviour will result in a three-month suspension of membership; and
- any third or later occurrence of Abusive Behaviour may merit suspension for a longer period or expulsion from membership of the Company.

6.2. Any other kind of misconduct

Where the Board, either on its own determination or on recommendation from the Integrity Sub-Panel, considers that disciplinary action should be taken in respect of any misconduct other than Abusive Behaviour it may, depending on the degree of misconduct concerned and the harm such misconduct may do to another person or the alpaca industry generally, the Board may:

- Give the member(s) concerned a warning not to repeat the misconduct;
- Suspend the member(s) concerned for a specified or an indefinite period; or
- Expel the member(s) concerned.

7. Records of allegations of misconduct

A record shall be kept at the National Office of all allegations of misconduct referred to the Integrity Panel including the names of the complainant, the respondent, details of the misconduct alleged, the recommendations made by the Integrity Sub-Panel and the decision of the Board regarding the allegation. Where a further allegation is made by or against the same member, the record of any earlier allegation may be taken into consideration by the Integrity Sub-Panel and the Board.

8. Repeated or unsubstantiated complaints

Where a member makes an allegation that is frivolous, vexatious or lacking in substance or makes such allegations repeatedly such conduct may itself constitute misconduct for the purposes of this Code of Conduct.