



Code of Conduct

This Code of Conduct has been approved by the Board and applies to all Members of the Australian Alpaca Association Limited (**AAA**).

All members, by joining AAA (if this Code of Conduct was in place at the time they joined) and by renewing their annual membership, agree to abide by the terms of this Code of Conduct to the extent that such terms are applicable to them and their role(s) within the AAA.

A breach of this Code of Conduct may be dealt with under any applicable AAA Complaint Handling Procedure or directly by the Board (where the breach amounts to a breach of clause 4.8 of the Constitution of the AAA) and, where authorised by the Constitution to do so, the Board may suspend or terminate membership of the AAA.

Part A – Obligations applicable to all Members

All members must:

1. Abide by the provisions of the Constitution of the AAA and any Rules, Policies, Procedures, Protocols and Regulations made under that Constitution;
2. Implement and exercise acceptable animal handling and husbandry practices in relation to all alpacas in a member's ownership, or control, to prevent any cruelty or mistreatment of alpacas;
3. Act honestly in all dealings relating to alpacas;
4. Pay all accounts owing to the AAA as and when they fall due;
5. Maintain the integrity of the International Alpaca Register (**IAR**) (any breach of IAR rules or failure to comply with IAR database (**eAlpaca**) rules and procedures relating to the registration of alpacas will constitute a breach of this rule);
6. Preserve and enhance the good reputation of the AAA and avoid any behaviour which might damage the AAA brand and reputation;
7. Refrain from public behaviour and statements which are harassing, discriminatory, bullying fraudulent or dis-respectful of other members, other alpaca owners, the staff or office holders of the AAA, or the AAA itself (this includes statements made orally, in writing or in pictorial form and behaviour or statements made on social media);

8. Refrain from making allegations against other members, staff or office holders of the AAA that are frivolous, vexatious or lacking in substance;
9. Maintain the confidentiality and privacy of information held by the AAA, including but not limited to information contained on eAlpaca and intellectual property of the AAA which is not in the public domain; and
10. Members must not share or use information held by the AAA for any purpose other than the one it was provided for.

Part B – Additional obligations applicable to Members at Shows and other events

All members who elect to participate in alpaca shows (whether AAA endorsed, agricultural, trade or other form of alpaca show) or other AAA events must:

11. Be familiar with, and abide by, the rules and protocols of that show (including the Showing Rules Manual of the AAA, if applicable) or event;
12. Provide correct information required by the show to enter an exhibit;
13. Be courteous to judges, officials, fellow exhibitors other AAA Members and members of the public at all times; and
14. Follow all directions given by a show official, a judge, or an event organizer promptly and politely.

Part C – Additional obligations applicable to Judges

All members who are appointed as Judges under the Showing Rules Manual of the AAA (**Showing Rules Manual**), or as Apprentice Judges or Parader Judges, in addition to complying with the rules set out in Parts A & B of this Code of Conduct, must:

15. Always behave in a manner that will not bring the AAA into disrespect;
16. Without limiting the scope of rule 15, Judges must refrain from:
 - a. commenting disparagingly about the capabilities or performance of their fellow judges, AAA members or office holders or staff of the AAA or the AAA itself: and
 - b. commenting inappropriately regarding any alpacas that they have judged or expect to judge in the future –

this includes comments made orally, in writing or in pictorial form and behaviour or comments made on social media;

17. In the case of:

- c. Parader judges and apprentice Parader judges - Abide by the rules set out in the AAA Young Paraders Manual, the AAA young Paraders Competition Guide for Convenors and Judges and other rules outlined in the Parader Judge Process and Resources for Parader convenors and judges; and
- d. All other judges and apprentice judges - Abide by the rules set out in the Showing Rules Manual (except to the extent that they are showing or judging at a show which is not endorsed by the AAA where the rules and protocols applicable to that show will prevail to the extent to which they conflict with the rules set out in the Showing Rules Manual);

18. Accept AAA invitations to judge which accord with the relevant judge allocation rules at the time of the invitation and unless exceptional circumstances would prevent a judge from attending the show in question;

19. Avoid any conflict of interest in carrying out their role as judge and refrain from using their position as a judge to benefit either themselves or any business or person associated with them, or to disadvantage any competitor;

20. Act impartially and professionally when carrying out their roles as Judges; and

21. Treat exhibitors, show officials and other persons present at the show with courtesy and respect.

Part D – Additional obligations applicable to Committee Members

In addition to complying with the rules set out in Parts A & B of this Code of Conduct, each member of a Committee of the AAA must:

22. Act within the terms and the spirit of the relevant committee charter;

23. Work together with other members of the committee as a team showing due respect to fellow committee members, AAA members, AAA office holders and AAA staff;

24. Avoid any conflict of interest in carrying out their role as a committee member and refrain from using their position as a committee member to benefit either themselves or any business or person associated with them, or to disadvantage any competitor;

25. Declare any business interest or other matters which may lead to potential, perceived or actual conflicts of interest with the interests of the AAA;

26. Maintain the confidentiality of all information provided to the committee for the purpose, or in the context, of carrying out its role while a member of the committee and afterwards.

Part E – Additional obligations applicable to AAA Board and AAA employees

In addition to complying with the rules set out in Parts A & B of this Code of Conduct and with the rules set out in Part D of this Code of Conduct as though a committee referred to in Part D were the AAA Board and as though Rule 22 referred to the Constitution of the AAA and all other legal obligations of a company director, rather than a committee’s charter, each member of the AAA Board and each AAA employee must:

27. Maintain Board confidentiality and publicly support all Board decisions;
28. Act as a role model and set the highest standards of professional and ethical conduct in governing the AAA;
29. Work to create a positive culture and harmonious membership for the AAA;
30. Recognise that their primary responsibility is to the AAA, as a whole, but that the Board may, where appropriate, have regard to the interests of members and other industry stakeholders; and
31. Continue to abide by the terms of this Code of Conduct after leaving the Board or the employ of the AAA.

All Judges, Committee members, the AAA Board and employees of the AAA are required to sign an acknowledgement that the rules set out in Parts A & B and Parts C, D or E, as applicable, are binding on them.

Agreement by signatory to be bound by the following applicable parts of this Code of Conduct –

Applicable Parts of this Code of Conduct	A, B & ...
Name	
Signature	
Date	

Approved by AAA Board #####