

Code of Conduct for RASWA Workers

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1 PURPOSE

The purpose of this Code of Conduct is to provide guidance around expected standards of conduct and behaviour.

2 SCOPE

Each person while on and around the Claremont Showground site is responsible for their own actions and comply by this Code and other requirements as identified by the Royal Agricultural Society of Western Australia.

This Policy extends to all RASWA staff, contractors, consultants and volunteers (hereafter RASWA Workers).

3 POLICY STATEMENT

RASWA's Values extend to Staff and other Stakeholders including all RASWA Workers:

- Teamwork – We will work together and support each other to achieve our goals and embody our values
- Respect – We will work with consideration and understanding towards ourselves, our co-workers, our community and our Showground



- Amusement – We will work together to find joy in every day and to share that passion with our community
- Community – We bring the country to the city, connecting consumers with producers, and the entire Western Australian community in an inclusive, collaborative and vibrant setting
- Trust – We will be ethical and transparent in all that we do
- Outstanding – We strive for excellence and innovation to deliver the best results for our people, partners, other stakeholders and the wider community
- Responsibility – We hold ourselves accountable to deliver sustainability, education, competition and to showcase the best of Western Australia.

3.1 Conduct and Behaviour

Any RASWA Worker seen to be engaged in inappropriate conduct or failing to comply with this Code of Conduct may be subject to disciplinary action. Examples of inappropriate conduct or behaviour includes (but is not limited to):

- Non-compliance of RASWA policies, signage or reasonable direction from other RASWA Workers
- Conduct or behaviour that appears to negatively affect the safety, wellbeing or experience of visitors, RASWA workers or animals. Some examples of such behaviour/conduct include:
 - Drunk and disorderly conduct
 - Intimidating, aggressive behaviour
 - Unwelcome or uninvited physical contact
 - Tampering with RASWA property
 - Offensive behaviour
 - Unlawful conduct (sexual harassment, racial harassment, any other)
 - Unsafe practices
 - Inhumane handling or treatment of animals

This list is by no means exhaustive. In addition, Accommodation, Dress and Child Safety are covered in more detail in the clauses below.

3.1.1 Overnight accommodation

People staying overnight at Claremont Showground must seek permission from RASWA's CEO.

3.1.2 Dress Standard

Clothing must be of an appropriate standard and adhere to safety requirements.

3.2 Code of Conduct - for a Child Safe Environment

Engaging with children and young people brings additional responsibilities for employees of the RASWA. All staff and volunteers are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- always adhering to the RASWA's *Working with Children Policy* and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone, including children, young people and their families, with respect, honesty and courtesy at all times



- being a positive role model to children and young people in all interactions with them
- setting clear boundaries and appropriate behaviour between yourself and the children and young people you come into contact within the course of your duties
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is present, or in sight, when conducting one-on-one business with a child or young person
- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the appropriate channel
- responding quickly, fairly, and transparently to any complaints made by a child, young person or their parent/guardian, and
- encouraging children/young people to have a say on issues important to them.

Staff engaging with children or young people in the course of their duties must **not**:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism, such as the offering or receiving of gifts or special treatment
- do things of a personal nature that a child or young people can do for themselves, such as toileting or changing clothes, or
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

3.3 RASWA Child Safe Professional Behaviours

Call 000 if a child is in immediate danger.

People working with children in RASWA are to ensure they adhere to the following behaviours when performing work that involves children:

- Ensure where possible people are wearing appropriate identification (uniform and/or name badge) and be prepared to show identification to children and their parent or guardian,
- Do not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate,
- Wherever possible, ensure that another adult is present when working with or near children,
- Where required to have contact with children in the course of your duties, do not have contact with these children outside of the work environment,
- Do not use physical or emotional punishment on children,
- Comply with all relevant legislation including WWCC and mandatory reporting requirements,
- Never access or use child-related data maintained by the RASWA to exploit or harass children,
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium,
- Immediately disclose to the RASWA all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those that occurred before or during association with the RASWA,



- Immediately report to your manager/Section Head/RASWA CEO concerns or allegations of child exploitation and abuse and
- Before photographing or filming a child or using children's images for work-related purposes, obtain consent from the child and parent or guardian of the child where possible.

3.4 Breaches of Code

RASWA will investigate any alleged breaches of the Code of Conduct and take appropriate action up to and including:

- Warning
- Suspension
- Removal from Showground

4 ROLES, RESPONSIBILITIES AND DELEGATIONS

ROLE	RESPONSIBILITY
RASWA Staff (and Workers)	Comply with Policy
Strategy and Organisational Development Manager	Update Policy Receive notification of reportable breaches/non-compliance Deal with potential breaches
CEO/Leadership Team	Evaluate recommendations for dealing with breaches

5 DEFINITIONS

For the purposes of this policy and related policy documents, the following definitions apply:

Harassment includes any unwelcome behaviour that offends, humiliates or intimidates a person.

Sexual Harassment is a legal recognised form of sex discrimination and includes any form of sexually related behaviour that is unwelcome and that offends, humiliates or intimidates a person in circumstances where a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

Unlawful sexual harassment can be a once-off incident or repeated/continuous.

Racial Harassment may include racial-based threats, taunts or abuse or insults that disadvantage another person in the workplace or other area covered by anti-discrimination laws.

Bullying is where an individual or group of individuals repeatedly behave unreasonably to another person or group of persons at a workplace, which creates a risk to health and safety. Bullying can be physical, spoken, written, overt or covert.

RASWA Workers All RASWA staff, contractors, consultants, volunteers and others undertaking RASWA business.



6 RELATED POLICY AND SUPPORT DOCUMENTS

Legislation	Equal Opportunity Act (1984)
Policies	Alcohol and Drugs Fatigue Management Workplace Discrimination and Harassment Grievance Resolution Working with Children

7 APPROVALS

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