

auDA Code of Conduct

1. Purpose

This Code of Conduct (the Code) aims to:

- Provide guidance as to the minimum standard of personal conduct and professional behaviour expected of all auDA directors, employees, consultants and contractors
- Support auDA's business reputation and corporate image within the community, and
- Make everyone aware of potential consequences if they breach the Code.

People who agree to work for auDA, agree to abide by and honor the spirit of the Code.

The Code sits alongside and does not replace rights and obligations under contract, common and statute law.

It provides guiding principles to help everyone make decisions about what is acceptable and unacceptable behaviour, particularly where judgment is required in handling situations where the right course of action may be unclear or ambiguous.

2. Scope

All employees must comply with the Code. A reference to '**employee**' for the purpose of the Code includes all auDA directors, employees, consultants and contractors.

The Code applies to all business activities with suppliers, contractors and other stakeholders.

Responsibility lies with every person covered by the Code to conduct themselves in accordance with it.

3. Guiding principles

There are four guiding principles underpinning the Code:

1. Respect for the law and auDA's policies, guidelines and procedures
2. Fair and equitable treatment of all people
3. Maintaining the highest level of personal and professional behaviour
4. Exercising care and due diligence

3.1 Respect for the law and auDA's policies, guidelines and procedures

All employees are expected to:

- act in accordance with auDA's purpose, values, goals, policies, procedures and guidelines
- understand and comply with relevant Federal and State laws



- respond appropriately to any reasonable and lawful directions by persons who are authorised to give those directions.

3.2 Fair and equitable treatment of all people

All employees must:

- treat everyone with respect and dignity
- treat everyone with fairness, courtesy, equity, patience and tolerance
- be respectful of differences and not engage in any form of discriminatory activities
- not harass, bully, insult or intimidate anyone
- not act in a way that would unfairly damage auDA's reputation or any of its employees or anyone who has dealings with auDA.

3.3 Maintaining the highest level of personal and professional behaviour

All employees must ensure that they:

- maintain the level of trust of other employees and other stakeholders, by avoiding actual or perceived conflicts of interest and notifying their manager (or notifying the auDA Board Chair, in the case of the Chief Executive Officer and directors) if they believe an actual or perceived conflict has or will arise
- do not accept gifts, benefits, hospitality or other inducements, whether financial or otherwise, which do not meet the requirements of the Gifts, Benefits, Hospitality & Political Donations and Engagement Policy
- do not attribute opinions and comments taken to be made on behalf of auDA that has not been authorised by auDA
- do not knowingly make or support statements that are misleading, untrue or defamatory.

3.4 Exercising care and due diligence

All employees are expected to:

- carry out their duties and responsibilities in a professional, responsible and conscientious manner
- make decisions appropriate and reasonable to the circumstances
- report genuinely suspected dangerous or fraudulent actions by employees or anyone else involved with auDA
- take reasonable steps to ensure adequate protection of confidential and personal information
- act in a manner which supports and promotes auDA in the best possible manner
- use auDA property responsibly.

4. Stakeholders

auDA does not condone abusive behaviour from anyone. Stakeholders are expected to act toward auDA employees with integrity and openness and conduct themselves in a



fair, professional manner that is free of bullying, harassment, victimisation and abuse. Refer to auDA's Community Code of Conduct.

5. Consequences for a Breach of this Code of Conduct

auDA takes its commitment to the Code very seriously. Any breach of the Code may lead to employees being disciplined in accordance with the employee's terms of engagement, up to and including dismissal. In addition, any breaches which also break the law may result in personal liability for those responsible for the breach.

6. What to do if a breach occurs

If an employee has any genuine concern about any behaviour or situation which may be in breach of the Code or potentially breaches the law, they have a number of options available to resolve the breach or potential breach. They may:

1. discuss it with the person or persons responsible for the breach or potential breach
2. discuss it with their manager or auDA's Chief Executive Officer, or
3. report it to the Chief Executive Officer or auDA Board Chair, and
4. in the case of the Chief Executive Officer and directors, notification/discussion should be directed to the Board Chair.

Employees who wish make an anonymous report should refer to the Whistleblower Policy.

Appropriate action in response to the report will be taken. The Workplace Grievance Resolution Procedure includes additional guidance.

7. Process for making a complaint

Employees making complaints will be:

- provided with information about auDA's Workplace Grievance Resolution Procedure
- provided with multiple and accessible ways to make complaints
- listened to, treated with respect and actively involved in the complaints process where possible and appropriate;
- where practicable and within any legal restraints provided with reasons for the decision/outcome and any options for redress or review and
- there will be no victimisation of any employee.

8. Responsibilities

The **Board** is responsible, through the **People & Culture Committee**, for reviewing the Code and approving any changes to it.

The **People & Culture Committee** is responsible for reviewing the Code and making recommendations to the Board.

The **Chief Executive Officer** is responsible for ensuring that the Code is kept up to date and promoting and supporting compliance with it.



All **employees** are responsible for being aware of and complying with this Code of Conduct.

9. Related Documents

- Bullying & Harassment Policy
- Sexual Harassment Policy
- Workplace Grievance Resolution Procedure
- Gifts, Benefits, Hospitality & Political Donations and Engagement Policy

10. Document Control

Owner: Chief Executive Officer

Committee / Board Review Function: People & Culture Committee – Tier 1

Next Review Date: March 2023

Version	Change	Approval	Date
1	Original	Board	16 September 2019
2	Updated and Rebranded	Board	30 March 2021