



INDEPENDENT BREWERS ASSOCIATION VOLUNTEER CODE OF CONDUCT

1. Overview

Independent Brewers Association believes it has an important role to play as a non for profit member of the Australian business community, and should conduct all of its commercial and social activities in a manner consistent with its mission and in such a way that our stakeholders and business associates will be proud to be connected to Good Beer Week, Indie Beer Showcase, Independent Beer Awards and BrewCon.

Accordingly, there are a range of ethical principles and guidelines which are to be followed so that Independent Brewers Association and its representatives can fulfil its responsibilities.

These responsibilities apply to all staff and volunteers, as they are representatives of Independent Brewers Association and their actions reflect upon themselves, Good Beer Week and its other representatives.

2. Observance of the Code of Conduct

Independent Brewers Association undertakes to make the Code of Conduct known and accessible to all employees and volunteers. Independent Brewers Association will take care that its application is enacted in word and spirit.

3. Breach of Code of Conduct

All those working on behalf of the organisation are required to report breaches of conduct. The full protection of the Board in relation to the reporting will be granted to anyone who reports misconduct.

Any judge, volunteer, committee member or board member who breaches their obligations under the Code of Conduct may be:

- asked to stand down while an investigation takes place;
- asked to resign their position; and/or
- subject to legal action including criminal charges.

The consequences of breaching this policy will depend on the circumstances of the policy breach and the results of the investigation.

4. Expectations for Personal Conduct

It is the responsibility of each person who is representing the Independent Brewers Association in a paid or voluntary capacity to honestly and diligently perform their duties in accordance with reasonable directions the Independent Brewers Association and act in a reasonable manner towards others.

This includes being conscientious in carrying out work, acting in a lawful manner, being honest, fair and courteous in dealing with the public, the Independent Brewers Association representatives and fellow volunteers, and carrying out lawful instructions promptly, consistently and effectively.

Persons representing the Independent Brewers Association must not interfere with another person representing the organisation in the performance of their work, intimidate, threaten or injure another person or use authority in an improper way.



5. Equal Employment Opportunity

The Independent Brewers Association is an equal opportunity employer, and is committed to safeguarding the right of every employee and person representing the organisation to ensure they work in a safe and productive environment free from any form of inappropriate workplace behaviour, including harassment, unlawful discrimination or bullying. Inappropriate workplace behaviour is often unlawful and will not be tolerated by the Independent Brewers Association.

Discrimination is unlawful if it is based on one or a combination of the following attributes:

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|---------------------------|-----------------------|-----------------------------------|
| Sex (gender & harassment) | Race/or colour | Physical features |
| Disability | Age | Sexual preference/orientation |
| Lawful sexual activity | Religion | Pregnancy & breast feeding |
| Carer status | Gender identity | Political opinion |
| Marital status | Family responsibility | National extraction/social origin |
| Trade union activity | Defence force service | Relevant medical/criminal record |

The Independent Brewers Association believes that individuals are equally worthy regardless of any of the above attributes. Therefore, decisions such as hiring/or appointment to panels or positions, disciplinary action, promotion, work assignments, etc, will be made with adherence to these ethical principles.

6. Workplace Safety & Environment

The Independent Brewers Association will at all times provide employees and representatives of the organisation safe and healthy working conditions.

The Independent Brewers Association and its representatives will value and respect the environment. Company and individual activities and instructions will show due and proper regard to environmental considerations.

7. Alcohol & Drug Consumption

Individuals are to be respectful of their positions and ensure that the consumption of alcohol does not impair their ability to perform their duties safely, competently and professionally.

The Independent Brewers Association recognises that the misuse of drugs and alcohol can have adverse effects on:

- your health, safety and productivity;
- your ability to perform your job safely, effectively and without harm to others;
- the health and safety of members of the public;
- the reputation of the Independent Brewers Association business; and
- the protection of the environment.

8. Dress Standards

As representatives of Good Beer Week employees and others who are working on behalf of the organisation are required to maintain a reasonable and common sense approach to dress, appearance, grooming and personal hygiene. These standards must be met, even if the individual does not deal with external customers or business partners.



9. Use of Systems and Facilities

All individuals who are working on behalf of the organisation must use equipment and facilities appropriately, as unauthorised use and abuse of the Independent Brewers Association resources and equipment will be treated seriously. Examples of unauthorised use include the disclosure of private passwords to computer files, use of facilities for personal reasons without written consent, and unauthorised access to confidential information is prohibited.

10. Internet and Other Media

If the Independent Brewers Association provides you with a computer, internet access and/or e-mail for your business use you should not regard these services as a private form of communication. Internet access is provided for the Independent Brewers Association's business use only. You must take care when accessing the internet not to visit offensive, inappropriate or defamatory sites. E-mails, internet access and social media usage must be professional and must not include any offensive language, inappropriate sexual references or sexually explicit or otherwise inappropriate images or text. You acknowledge that the Independent Brewers Association may monitor your internet usage, emails and social media sites at any time, and such monitoring may be either intermittent or ongoing. Should monitoring reveal evidence of unlawful activity this may be reported to law enforcement officials and other appropriate authorities.

the Independent Brewers Association may take disciplinary action against you if you breach its IT Policy. This action may include being asked to stand down or suspension from your position.

11. Business Integrity and Conflicts of Interest

The Independent Brewers Association complies with all accounting standards and disclosures required by law.

Employees and representatives of the organisation must not engage in any conduct which conflicts (or appears to conflict) with the business or business interests of the Independent Brewers Association and/or their duties and responsibilities as an employee or volunteer/representative of the Independent Brewers Association, including, but not limited to accepting payment of any benefit, in money or otherwise, as an inducement or reward for any act or forbearance in connection with any matter or business in relation to the Independent Brewers Association or the person's duties and responsibilities. All conflicts of interest should be declared to the appropriate person within the Independent Brewers Association.