

## Exhibitors, Vendors and Suppliers Code of Conduct

---

### CONTENTS

1	PURPOSE .....	1
2	SCOPE .....	1
3	POLICY STATEMENT .....	1
3.1	Conduct and Behaviour .....	2
3.1.1	Overnight accommodation .....	2
3.1.2	Animals and Livestock .....	2
3.1.3	Dress Standard .....	2
3.2	Breaches of Code .....	3
4	ROLES, RESPONSIBILITIES AND DELEGATIONS .....	3
5	DEFINITIONS .....	3
6	RELATED POLICY AND SUPPORT DOCUMENTS .....	4
7	APPROVALS .....	4

## 1 PURPOSE

The purpose of this Code of Conduct is to provide guidance to our Exhibitors, Vendors and Suppliers around expected standards of conduct and behaviour.

Our aim is to ensure that RASWA can facilitate an enjoyable and safe experience for the Western Australian community.

## 2 SCOPE

Each person while on and around the Claremont Showgrounds 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 Exhibitors, Vendors, Suppliers and their associates including their employees, contractors, family and/or volunteers and Exhibitor/Vendor visitors (not including Perth Royal Show general public patrons).

## 3 POLICY STATEMENT

RASWA's Values extend to Staff and other Stakeholders including, but not limited to, Vendors, Exhibitors and Suppliers:



- 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 Showgrounds
- 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 Exhibitor, Vendor or Supplier 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 RASWA staff
- Conduct or behaviour that appears to negatively affect the safety, wellbeing or experience of visitors or RASWA workers. 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

This list is by no means exhaustive. In addition, the following areas are covered in more detail:

#### 3.1.1 Overnight accommodation

People staying overnight at Claremont Showgrounds must seek permission from RASWA and receive written approval.

#### 3.1.2 Animals and Livestock

No animals other than Exhibits are permitted to enter or remain on the Showgrounds.

#### 3.1.3 Dress Standard

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



## 3.2 Breaches of Code

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

- Warning
- Suspension
- Fine
- Removal from Showgrounds
- Banned from future events

In addition, RASWA may determine that an award can be withdrawn, the Exhibitor then to return any physical trophy/award, prize monies within seven (7) days of receiving notification

## 4 ROLES, RESPONSIBILITIES AND DELEGATIONS

ROLE	RESPONSIBILITY
Exhibitor/Vendor	Comply with Policy Distribute to their workers, contractors and associates
RASWA Staff (and Workers)	Comply with Policy
RASWA Commercial Department RASWA Competition Events and Education Department	Distribute Policy
People and Culture 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 their 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 and others undertaking RASWA business.

## 6 RELATED POLICY AND SUPPORT DOCUMENTS

Legislation	Equal Opportunity Act (1984)
Policies	Alcohol and Drugs Harassment Bullying Grievance Resolution Policy and Procedure Anti-Discrimination and Equal Opportunity

## 7 APPROVALS

Document Title	Exhibitors, Vendors and Suppliers	Code of Conduct
Document number	1	
Category	Policy	
Publish date	5/08/2022	
Review date	August 2023	
Author/Owner	Jane Kikeros	
Approver	Chief Executive Officer	