

Code of conduct

Managing Director's Authorisation

Effective Date

Patrick Hone

23 November 2023

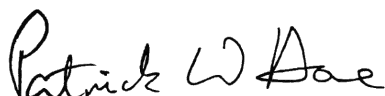


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1. PURPOSE

To describe the behaviours expected by the FRDC of its directors, employees and contracted staff.

2. RESPONSIBILITY

Responsibility for this policy resides with the FRDC Board.

3. DEFINITIONS AND ACRONYMS

Definitions link [Definitions](#)

Acronyms Link [Acronyms and Abbreviations](#)

In relation to this Code of Conduct Policy:

Code of Conduct	FRDC responsibilities and expectations in the way we do business. To understand and apply FRDC policies, in our actions, daily decisions and standards of conduct we expect of each other to deliver the best possible outcomes for FRDC.
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4. RISK CATEGORY

This policy covers the following risk categories.

Strategic	Governance	Service Delivery	Reputational	Financial	Operational	People
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. RELEVANT DOCUMENTATION

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC employees.

Relevant documentation
Internal
Board governance policy
FRDC Code of Conduct Handbook
Credit Card policy
Employees policy
Information management policy
Procurement Policy
Public Interest Disclosure Policy
Privacy Policy
Risk Policy
Security Management Policy
External
Australian Institute of Company Directors' code of conduct and Good Governance
Public Governance, Performance and Accountability Act 2013 (PGPA)
Primary Industries Research and Development Act 1989 (PIRD)
Department Finance Ethics and Probity In Procurement Principles

6. TRAINING

The training for the Policy will be undertaken through the Code of Conduct Handbook annually, July for staff and contracted staff and September for Directors. and will include a signed acknowledgement.

7. DOCUMENT MANAGEMENT

If any material resulting from this policy is to be filed to Nemo, please complete the table below (*delete this section if not applicable, see [Nemo Scenarios](#) or General Manager if unsure which metadata to use*):

Document type	Signed Code of Conduct Acknowledgement
Functional Group	Personnel
Action Date	Default
Function type	Agreement
Organisation	Individual Name
Prime activity	N/A
Secondary activity	Agreement
Document type	Agreement

8. PUBLICATION

This policy is to be made available on the FRDC website.

This policy is to be made available on the directors' site.

9. BACKGROUND

Directors and employees have developed and endorsed a code of conduct as a cornerstone of the FRDC's corporate governance.

This code has been framed in light of:

1. division 3 – Officials of the [Public Governance, Performance and Accountability Act 2013 \(PGPA Act\)](#)
2. requirements of the National Anti-Corruption Commission (NACC)
3. [Australian Institute of Company Directors' code of conduct](#)
4. other contemporary guidelines for good corporate governance.

10. FRDC VALUES:

- We value healthy aquatic environments that support fishing and aquaculture.
- We value collaboration based on trust and respect.
- We value creativity, innovation and impact.
- We value excellence and continuous improvement.
- We value accountability and transparency to our stakeholders.
- We value diversity and respect the rights, cultures and heritage of all individuals.
- We value corporate social responsibility.

11. POLICY

FRDC directors, employees and contracted staff agree to adhere to the code of conduct in order to:

1. embrace an ethical culture based on honesty, integrity, professionalism, transparency and trust
2. report any instances of corruption
3. have respect for ourselves and others, including their rights, culture and heritage

4. inspire, encourage and support creativity and innovation in all aspects of our work
5. have due regard for our environmental, social and economic responsibilities
6. have a quality ethic around continuous improvement
7. demonstrate high standards in managing probity principles and Governance

11.1 Consequences of failure to observe the code of conduct

Breach of this policy would jeopardise good corporate governance, possibly to a serious degree.

When unethical conduct is proved to have occurred, the FRDC will investigate the issue, document the incident, and, where necessary, take remedial action. In the case of an unintentional, less serious breach, remedial action may include a formal warning, counselling, re-training, or pay cut/demotion. For serious breaches, remedial action may include mediation, dismissal, or referral to the police or regulatory authorities. In its investigations of potential breaches, and any actions taken as a consequence of these investigations, the FRDC and its officers will adhere to the principles of natural justice.

Please note, any individual who, in good faith, makes a complaint or disclosure about an alleged breach of this Code of Conduct will not be disadvantaged or prejudiced in the making of such a complaint.

12. IMPLEMENTATION

12.1 Implementation and training plan

Training must be provided to staff at a monthly staff meeting within three months of approval of the policy. For new staff members, training will be provided as part of the induction process.

A copy of the policy and associated documents will be provided to:

- a) Board members & any independent committee members via the Board portal;
- b) FRDC employees and contracted staff via the policy NEMO view;

12.2 Performance Review

- a) The effectiveness of this policy can be measured by the level of compliance with the Accountable Authority Instructions (AAIs), internal controls and procedures.

Accountable Authority Instructions (AAIs) are written instruments that may be issued by the accountable authority (the governing body of the Entity) to instruct officials on matters associated with finance law, relating to the use of public resources in the delivery of policies, programs and services.

The AAIs assist the accountable authorities in meeting their general duties under the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and establishing appropriate internal controls for their entity. The FRDC has an established Policy and Procedure Framework that provides the operational guidelines for FRDC Board, employees and contractor staff for carrying out or giving effect to the Act or the rules.

13. ATTACHMENTS

#	Description
1	Nil

Code of conduct policy

Final Audit Report

2023-11-29

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