

# CODE OF CONDUCT HANDBOOK

Fisheries Research and Development Corporation





# CONTENT

Welcome	3
Being a part of our team	4
Respectful workplace	9
How we act	13
How we do business	15
Questions and help	21



# WELCOME TO FRDC

*To be part of FRDC is to be part of an amazing team, guided by a shared purpose to invest in activities that create economic, social and environmental benefits for Australian fishing and aquaculture and the wider community.*

*To make FRDC the best place to work, we've set out our expectations for us all to follow. Whether you've been with FRDC for years, or you're just beginning your journey, it's important that you understand and follow these expectations.*

*We all have a role to play if we want to be better together, participation that will make FRDC the best it can be. Thank you for joining us.*

*With respect*

**- Dr Patrick Hone, Managing Director**







# BEING A PART OF OUR TEAM

Code of Conduct



# BEING PART OF OUR TEAM



This code of conduct outlines what is expected from each of us as team members. This includes employees, contractors, Board members and everyone working within FRDC.

We ask that you read this document carefully and reach out if you have any trouble understanding it. This Code of Conduct sets out our expectations for working at FRDC. Every team member has a responsibility to follow this Code of Conduct, to do the right thing and to encourage others to do the same.

We have a responsibility to not just protect FRDC, but grow its reputation. By following this code, we can work together to encourage an inclusive, productive and enjoyable workplace for the whole team.

We expect our team to always behave in a manner that is in accordance with our policies, our principles and the law.

We take our Code of Conduct very seriously, as it firmly reflects our purpose and values. Not following this Code may result in disciplinary action, including counselling, warnings or termination of employment/engagement.





No matter who we are, what our role is, or what business unit we work in, we're all connected by our FRDC purpose

WE INVEST IN RESEARCH,  
DEVELOPMENT AND  
EXTENSION ACTIVITIES TO  
INCREASE ECONOMIC,  
SOCIAL AND  
ENVIRONMENTAL BENEFITS  
FOR AUSTRALIAN FISHING  
AND AQUACULTURE AND  
THE WIDER COMMUNITY.

# FRDC VALUES

Our values are what we stand for as individuals and as an FRDC team. They guide the way we interact with each other, our stakeholders and our communities.



## SUSTAINABILITY

Demonstrating a commitment towards healthy aquatic environments that is cared for, understood and used wisely for the benefit of all, now and in the future.



## KNOWLEDGE

Dedication to growing knowledge through providing high-quality, objective scientific research, innovation, and data.



## PEOPLE



Recognising our network of people as our greatest asset. Empowering them to be their best, be brave, and contribute their unique strengths.



## TRUST



Operating with a high degree of integrity & accountability, ensuring responsible stewardship of resources and maintaining the trust placed on us.







# UPHOLDING DIVERSITY AND INCLUSION

At FRDC, our goal is to be a truly inclusive workplace, where every team member feels valued.

We acknowledge our differences and believe in the possibilities these differences create for our workplace culture and business outcomes.

Whatever our gender, age, ethnicity, religion, race, colour, marital status, family or carer's responsibility, disability or sexual orientation, we value and celebrate the diversity of our teams at all levels to help every team member feel safe and welcome.

We know that people are happier and more fulfilled if they can be themselves and bring their whole selves to work.

That's why we strive to create an inclusive environment that celebrates the diversity of our team, giving all team members the opportunity to feel valued, respected and empowered.

Diversity and Inclusion Policy ([link](#))  
to be added when Diversity and Inclusion Policy is  
finalised



# CREATING A RESPECTFUL WORKPLACE

We strive to provide a positive workplace where everyone is treated with respect.

That means we must all ensure we:

- Treat team members, our stakeholders and others with dignity, courtesy and respect
- Do the right thing, be fair and be honest
- Connect with others and understand their everyday challenges
- Care genuinely and passionately about creating an environment where everyone belongs
- Listen, consider and respond appropriately to the views and concerns of others
- Consider how everything we say and do might impact others.

## Identify inappropriate behaviour

Creating an inclusive workplace and looking after our team members and stakeholders is of utmost importance. This means it is not acceptable for any of us to engage in the following types of behaviours at work:

### Bullying

Bullying is repeated, unreasonable behaviour towards another person (or group) that creates a risk to their physical and mental health and safety:

- Abusive, insulting or offensive language or comments
- Deliberately and unreasonably excluding someone
- Spreading misinformation or rumours
- Aggressive and intimidating conduct
- Practical jokes or initiations

## Harassment

Harassment of team members, stakeholders, suppliers or others is not acceptable. Harassment is any unwanted behaviour that might humiliate, offend, embarrass or intimidate another person. This could be a single incident, or happen repeatedly over time and may be intentional or unintentional. Harassment includes (but is not limited to):

- Offensive or demeaning comments, jokes or banter
- Mimicking someone's accent or habits
- Sharing inappropriate images, videos, memes
- Spreading misinformation or rumours, isolating a team member or being persistently unpleasant or rude.



# IDENTIFYING INAPPROPRIATE BEHAVIOUR

**Sexual Harassment** Sexual harassment of team members, stakeholders, suppliers or others is not acceptable either during or outside of work hours.

Sexual harassment is any uninvited, unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct, or unreciprocated behaviour of a sexual nature that a reasonable person would anticipate may humiliate, offend, embarrass or intimidate another person.

This includes (but is not limited to) the following conduct:

- Conduct or harassment of a demeaning and unwelcome nature based on or associated with sex or gender
- Requesting, sending or showing sexual or offensive pictures or messages (including by phone or on social media)
- Unwelcome comments or questions about a person's appearance, sexual activities or private life (in person or online)
- Unwelcome physical contact, such as shoulder massages or invading someone's personal space
- Persistently asking someone on a date or to socialise after previous refusals
- Offensive or demeaning comments or jokes of a sexual nature
- Staring or leering at another person.

Some types of sexual harassment may also be offences under criminal law, for example sexual assault or indecent exposure. Such behaviour, if suspected, may be reported to the police.



# IDENTIFYING INAPPROPRIATE BEHAVIOUR

## Racism

FRDC is committed to a workplace that is free from racism. Any form of racism towards team members, stakeholders or others will not be tolerated or accepted.

Racism takes many forms and can happen anywhere. It includes prejudice, discrimination, hatred, or antagonism directed towards someone due to the colour of their skin, their ethnicity or national origin, as well as the belief that one's own race is superior.

Not all racism is obvious. When held as part of someone's internal belief system, racism may not be revealed until it becomes apparent through an individual's actions or attitude.

No team member or stakeholder should ever experience racism at FRDC. We have zero tolerance and reject all forms of racism.



# IDENTIFYING INAPPROPRIATE BEHAVIOUR

## Victimisation

Victimisation means treating someone negatively because they have made, or have been involved in, a complaint. At FRDC, we encourage our team members to speak up when a situation isn't right, and victimisation is never acceptable.

It is also unacceptable to disadvantage someone because they have raised concerns or asked questions in relation to their employment.

## Violence

Violence towards team members, stakeholders and others is not acceptable. Violence and aggression is any incident where a person is threatened, attacked or physically assaulted in circumstances within or outside the workplace. Work-related violence and aggression covers many actions and behaviours that create a risk to physical and mental health and safety.

## Unlawful discrimination

Discrimination of team members, stakeholders, suppliers or others is not acceptable. Discrimination means treating someone less favourably because of a protected attribute. This includes (but is not limited to) limiting access to training or other benefits, not promoting someone, or ending someone's employment unfairly.

Examples of protected attributes, which cannot be a reason for treating someone less favourably include (but are not limited to):

- Marital or relationship status, pregnancy, breastfeeding, parental status or carer or family responsibilities
- Sexual orientation, gender, gender identify, intersex status or gender expression
- Race, colour, descent, nationality, national origin, ethnicity or religious belief
- Disability
- Age

For more information on difficult working relationships, as well as the unwelcome behaviour discussed above, please refer to our Employee Policy





# HOW WE ACT

Code of Conduct

# OUR SAFETY, HEALTH AND WELLBEING

We care deeply about the safety, health and wellbeing of our team. We are all responsible for working together to make sure that anyone who works with us goes home safely.

To achieve this, you must:

- Immediately stop any job or task that you believe is unsafe, including when out in the field
- Always address hazards as you become aware of them
- Only use equipment you are trained and authorised to use
- Wear personal protective equipment (PPE) including life jackets when required
- Follow any safety rules, policies or procedures
- Don't undertake duties when you have consumed or are under the influence of illicit drugs or alcohol in the workplace

Mental health and safety is as important to us as physical health and safety. We care deeply about this and want people to know it's okay not to feel okay and it's absolutely okay to ask for help.

If you're not okay, please see the Questions and Help section at the end of this document to find out more about the support available to you.

Remember – no task is so urgent – and no service is so important that you can't take the time to do it safely.



[Work Health and Safety Policy \(link\)](#)

[Mental Health and Wellbeing Policy \(link\)](#)





## PROBITY

Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process

When FRDC are assessing investments, all assessors are bound by the following probity principals:

- Fairness and impartiality
- Consistency, accountability and transparency of process
- Security and confidentiality of information
- Identification and resolution of conflicts of interest
- Legislative obligations and government policy



# HOW WE DO BUSINESS

Code of Conduct





# WORKING AT FRDC

## Company Property

FRDC aims to ensure you have the necessary equipment to do your job. Protecting and caring for these assets, such as laptops and phones is your responsibility.

Theft or willfully damaging company property is a criminal offence. To avoid any misunderstanding in relation to company property you must:

- Use FRDC property for its intended purpose
- Never deface or alter the FRDC logo
- Ensure all investments and monies are processed the correct way
- Ensure FRDC property can be inspected at anytime by FRDC management
- Never assume FRDC property that is damaged is not wanted or valuable to FRDC
- When leaving FRDC employment, all company property must be returned including documents.

## What we Wear

We are expected to dress appropriately during work hours and when representing FRDC. This means presenting yourself in a professional, business appropriate style at all times including being clean and tidy and maintaining personal hygiene and grooming.

## Media and External Stakeholders

The way we do things can have a direct impact on FRDC's reputation. From time to time, team members may receive permission from the Managing Director to communicate with the media, but otherwise it is not appropriate for you to:

- Make statements or provide information to the media about FRDC
- Provide information to politicians or government officials
- Post inappropriate, false or malicious comments or materials online regarding FRDC our colleagues or stakeholders
- Reference FRDC negatively in any online or public forum

# WORKING AT FRDC

## Conflicts of Interest

All FRDC team members are expected to declare any interest they may have that could adversely affect FRDC. In some cases our individual interests may put us in direct conflict with those of FRDC.

Examples of conflicts of interest can be varied, if in doubt you should disclose it. For example:

- Do business with or are employed by another entity
- Do business with someone, because they have given you a gift or benefit
- Seek to run, or hold a public office that may impact FRDC
- Personal relationships at FRDC

Failure to disclose or resolve a conflict of interest is a serious issue. If your circumstances change, it is your responsibility to advise your Manager.

## Surveillance

FRDC can at times carry out continuous and ongoing surveillance in the form of monitoring which could include:

- Camera monitoring – security cameras. These will never be covered or hidden and never in a toilet or change room.
- Telephone monitoring – the input and output of FRDC phones
- Computer monitoring – material stored, received, communicated or sent including emails, internet and online storage files
- Tracking monitoring – FRDC does not track the location of individuals, but can track the geographic location of equipment and devices such as phones and computer equipment.

Using recording devices to capture images, audio or video of the FRDC workplace, including offices, documentation and people is not permitted without management permission.



# FRAUD AND CORRUPTION

At FRDC we take fraud and corruption very seriously, it can be perpetrated by persons outside as well as inside of FRDC. The criminal act is the attempt to deceive, and attempted fraud is therefore treated as seriously as accomplished fraud.

FRDC does not tolerate any form of fraud or corruption, or even the appearance of it. It is consequently unacceptable to offer, pay, give, make, seek, solicit or accept a personal payment, gift, favour, or anything of value, in return for favourable treatment or to gain any business advantage.

Some gifts are acceptable, such as if they are culturally sensitive. All gifts must be added to the gift register. If you purchase an asset between \$50-\$5,000 it must be added to the asset register.

If you suspect fraud or corruption is occurring, please speak to your Manager immediately. In most cases, it shall be referred to the Police. If proven, the perpetrator may have their employment terminated and civil action will be considered.

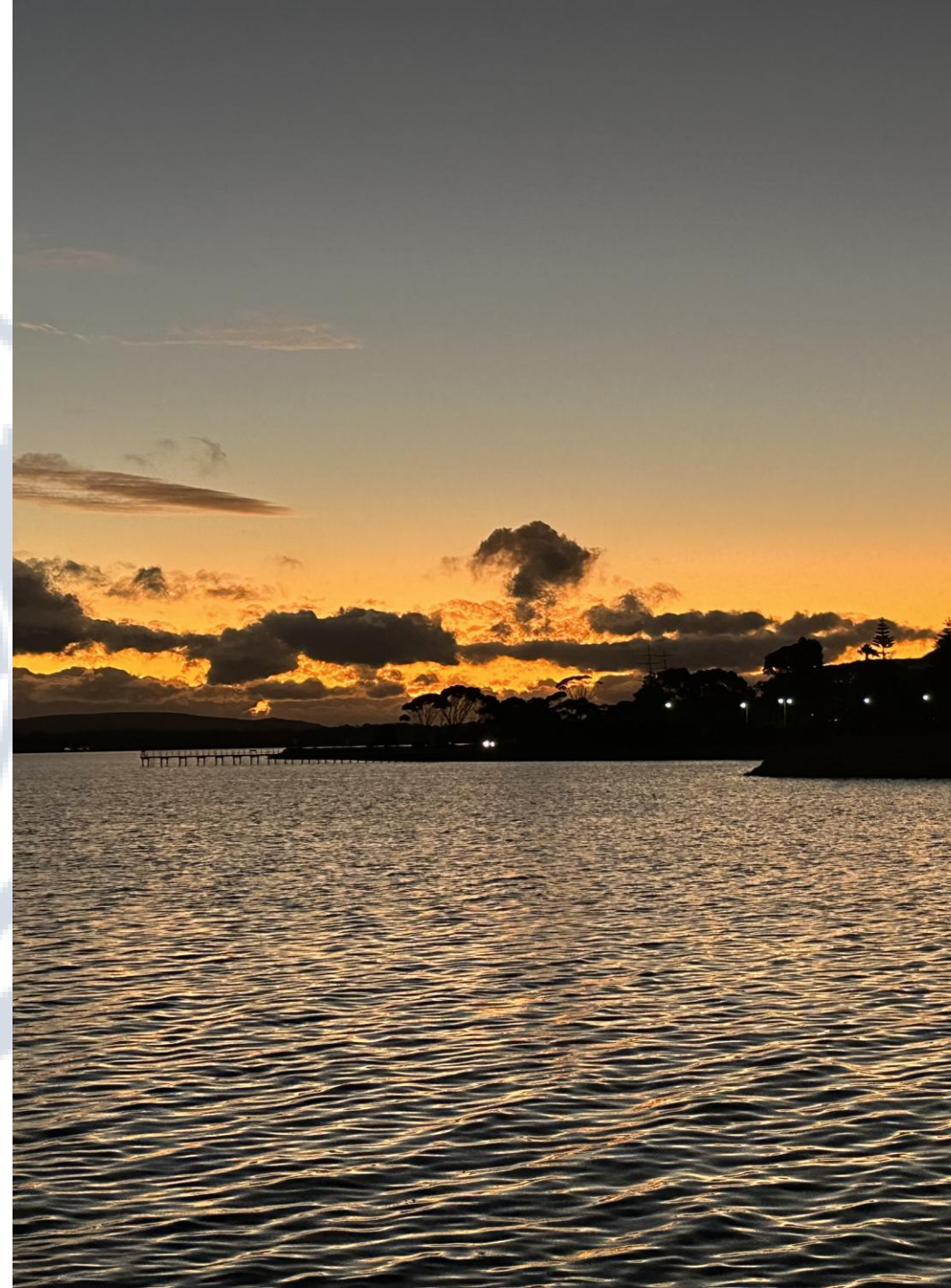


# TRAVEL

When travelling for FRDC, please consider how to minimise travel time such as taking the most direct route, cheapest 'flexible' airfare/ hire car and administration costs or whether online options are available. Book airfares, hotels (excluding those we have contracted rates with – see Travel Policy) and hire cars via [CTM Travel](#) in the first instance and if there are any queries regarding travel refer to your Manager.

Remember you are representing FRDC when travelling you must comply with this Code of Conduct Handbook and our Travel Policies and Procedures. Please consider the following:

- If you cannot book economy flights, it must be approved by the Managing Director.
- Prior to driving a vehicle for work, ensure that you have already signed and are aware of the 'Driving a Motor Vehicle Safe Work Method Statement'
- Take a break when driving every 2 hours for 15 minutes and do not drive (including work time) for more than 12 hours in any one day.
- Comply with the road rules within the jurisdiction you are driving in.







# USING INFORMATION TECHNOLOGY

All team members have a role to play in protecting FRDC's information, including stakeholder information. We must also act to protect all technology and information systems within FRDC.

To keep our systems safe:

- Team members are provided with unique accounts and passwords, which should not be shared with others
- Information sent, received or stored on FRDC systems (including email, chat, internet, intranet) may be monitored
- If you receive a suspicious email, do not respond or click on any links, instead contact IT for instructions
- Always use IT systems in a manner consistent with this Code of Conduct. Communications on these systems are monitored and recorded and any breaches may be investigated.

# HOW TO TREAT PERSONAL AND CONFIDENTIAL INFORMATION

To keep the information people trust us with safe, team members should not share FRDC information with any person who is not authorised to see that information.

As part of your role you may be trusted with documents and information that belong to FRDC and stakeholders. Under privacy laws, there are strict rules about how we can collect personal information from persons and how we can use that information. Remember, someone's personal information generally can't be shared without that person's consent. We all play a vital part in complying with these rules.





# QUESTIONS, SPEAK UP AND FURTHER HELP

At FRDC, we encourage our team members to speak up when something isn't right.

Unwelcome behaviours and breaches to our Policies and this Code of Conduct are not only unacceptable in our workplace, they may also be against the law. If you believe this is happening to you, or another team member - there are formal and informal ways to address this.

## Your Manager

Your first point of call for any queries, advice or support

## Human Resources

For more sensitive or complex people queries or support

## External

Confidential Employee Assistance Program for free counselling

[Rehab Management](#)

WHS/ HR Consultant engaged by FRDC

