



**Australasian
Pork Research
Institute Ltd**
APRIL

AUSTRALASIAN PORK RESEARCH INSTITUTE LTD.
Code of Conduct

November 2023

Purpose

The purpose of this Code of Conduct is to ensure that the deliberations and decisions of Directors, Committee members, employees and contractors of Australasian Pork Research Institute Ltd (APRIL) are made in the interests of the Australasian pork industry as a whole and to protect the interests of APRIL and its stakeholders.

Attendance to Duties

Directors and Committee members, as far as possible, are to attend all the meetings of APRIL to which they are invited, ensuring APRIL's efficient operation and that Board decisions are put into practice.

Directors, Committee members, employees and contractors are to act with due care, skill and diligence consistent with all applicable legislation, including the *Corporations Act 2001*, Workplace Health and Safety legislation, other relevant laws, the APRIL Constitution, and any Funding Agreements.

This means that Directors, Committee members, employees and contractors must exercise their powers and discharge their duties honestly, in good faith, for a proper purpose and to the best of their ability in the best interests of APRIL. This includes acting in a responsible and ethical manner towards stakeholders such as the Australasian pork industry, Governments, members, (other) employees, the community and the environment.

Directors are to undertake duties and responsibilities delegated by the Board, including participation at Board Committees. Each Director will ensure that they are sufficiently informed about the activities of the company, including relevant statutory and regulatory requirements, and the performance of its business activities.

Directors, Committee members, employees and contractors will be independent in their judgements and actions, and will take all decisions having regard to the best interests of APRIL.

This Code of Conduct requires Directors, Committee members, employees and contractors to:

- Behave with honesty and integrity in all matters connected to their employment;
- Treat everyone with respect and courtesy, and refrain from bullying, harassment or discrimination;
- Adhere to the principles of natural justice, procedural fairness and merit-based decision making when dealing with employment or administrative matters;
- Conduct themselves in a manner that upholds the values, integrity and good reputation of APRIL at all times;
- Conduct themselves in an ethical and professional manner;
- Take reasonable steps to avoid and disclose any conflict of interest (actual, perceived or potential) in connection with their employment;

- Adhere to APRIL's Privacy Policy when collecting or storing records of individuals;
- Be open to collaboration, open dialogue, and the sharing of ideas, theories and practices with others;
- Comply with APRIL policies, procedures and guidelines.

Confidentiality

Subject to clause 36.7 of the Constitution, Directors, Committee members, employees and contractors will maintain the confidentiality of matters discussed at Board and Committee meetings, and of information acquired by virtue of their position. Directors, Committee members, employees and contractors will refrain from any public comment regarding the considerations and determinations of the Board or Committee, unless authorised by the Board or Chair to do so.

Use of Information

Directors, Committee members, employees and contractors will not make improper use of information acquired by virtue of their position. This prohibition applies irrespective of whether or not the Directors, Committee member, employee or contractor would gain, directly or indirectly, a personal advantage or an advantage for an associated person, or which might cause detriment to APRIL.

Directors, Committee members, employees and contractors will not make any improper use of their position to gain, directly or indirectly, a personal advantage or an advantage for any associated person, or act in a way which might cause detriment to APRIL.

Media

The Chair and CEO are responsible for all media comments, and Directors, Committee members, employees and contractors` should refrain from making public comment about APRIL, without written permission from the Chair.

When using one's own personal social media account, one should be mindful that information posted on a personal social media profile may identify you as a Director, Committee member, employee or contractor of APRIL.

Where this occurs, online activity must:

- Be honest, straightforward, respectful, and uphold APRIL's values;
- Not contain or link to illegal, libelous, defamatory or harassing content, even by way of example or illustration;
- Not publish information that is confidential to APRIL;
- Not bring the company into disrepute;
- Not use or associate the APRIL name or brand to endorse or promote any product, opinion, cause or political candidate;
- Only publish content that involves information directly associated with APRIL if this

disclaimer is used - "The postings on this site are my own and may not represent the views or opinion of APRIL.";

You must advise APRIL's CEO if you become aware of any comment that may reflect in a negative manner on APRIL or its stakeholders.

Declaration of Interest

Directors, Committee members, employees and contractors will, at all times on APRIL business, give primacy to the interests of APRIL, and will not allow their personal interests, or the interests of any associated person, to conflict with those of the company.

In accordance with the *Corporations Act 2001*, Directors and Officers must disclose all direct or indirect pecuniary interests in matters being considered or about to be considered by the company. All disclosures must be recorded in the minutes of the Board meeting, and where there is potential for a strong or direct conflict of interest Directors must not be present or take part in any deliberation or decision in relation to the matter.

Committee members, employees and contractors should similarly disclose any direct or indirect pecuniary interests in matters being considered or about to be considered by the company.

Monitoring

The Chairperson will maintain oversight of Directors, the CEO and Committee members in conforming to the above code of conduct.

The CEO will maintain oversight of employees and contractors in conforming to the above code of conduct.