

Exhibitors, Vendors, Suppliers and Competitors Code of Conduct

CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	POLICY STATEMENT	2
3.1	Conduct and Behaviour	2
3.1.1	Overnight accommodation	2
3.1.2	Animals and Livestock	2
3.1.3	Dress Standard	3
3.2	Code of Conduct - for a Child Safe Environment	3
3.3	RASWA Child Safe Professional Behaviours	3
3.4	Breaches of Code	4
4	ROLES, RESPONSIBILITIES AND DELEGATIONS	4
5	DEFINITIONS	5
6	RELATED POLICY AND SUPPORT DOCUMENTS	5
7	APPROVALS	6

1 PURPOSE

The purpose of this Code of Conduct is to provide guidance to our Exhibitors, Vendors, Suppliers and Competitors 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 Showground 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, Competitors 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 Suppliers and Competitors:

- 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, Supplier or Competitor 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
 - Inhumane handling or treatment of animals

This list is by no means exhaustive. In addition, Overnight Accommodation, Animals and Livestock and Dress Standard are covered in more detail in the clauses below.

3.1.1 Overnight accommodation

People staying overnight at Claremont Showground 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 Showground.



3.1.3 Dress Standard

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

3.2 Code of Conduct - for a Child Safe Environment

Engaging with children and young people brings additional responsibilities including:

- taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone, including children, young people and their families, with respect, honesty and courtesy at all times
- being a positive role model to children and young people in all interactions with them
- setting clear boundaries and appropriate behaviour between yourself and the children and young people you come into contact within the course of your duties
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is present, or in sight, when conducting one-on-one business with a child or young person
- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the appropriate channel depending on your state or territory
- responding quickly, fairly, and transparently to any complaints made by a child, young person or their parent/guardian, and
- encouraging children and young people to have a say on issues important to them.

3.3 RASWA Child Safe Professional Behaviours

- Call 000 if a child is in immediate danger.
- Ensure where possible people are wearing appropriate identification (uniform and/or name badge) and be prepared to show identification to children and their parent or guardian.
- Do not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Wherever possible, ensure that another adult is present when working with or near children.
- Do not use physical or emotional punishment on children.
- Comply with all relevant legislation including WWCC and mandatory reporting requirements.
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.



- Immediately report concerns or allegations of child exploitation and abuse and failure to comply with this policy in accordance with appropriate procedures, and
- Before photographing or filming a child or using children's images for work-related purposes, obtain consent from the child and parent or guardian of the child where possible.

3.4 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 Showground
- Banned from future events

In addition, RASWA may determine that an award can be withdrawn, the Competitor 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, Supplier, Competitor	Comply with Policy Distribute to their workers, contractors and associates
RASWA Staff (and Workers)	Comply with Policy
RASWA Commercial Department RASWA Competition Department	Distribute Policy
Chief People and Strategy Officer	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) Work Health and Safety Act 2020
Policies	Alcohol and Drugs Harassment and Bullying Grievance Resolution Anti-Discrimination and Equal Opportunity Working with Children Work Health and Safety



7 APPROVALS

Document Title	Exhibitors, Vendors, Suppliers and Competitors Code of Conduct
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