

The AIR EP Board has approved the following organisation Policies:

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Policy number	AIREP01	Version	03
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2026

Introduction

The Board of AIR EP is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

Purpose

This policy has been developed to provide a framework for:

- all Board Members in declaring conflicts of interest; and
- the Board, when determining how to deal with situations of conflict.

Policy

A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Board Member to exercise objectivity.

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned. All financial conflicts of interest, as defined by statute, shall be documented in the Board's Conflicts of Interest Register.

Where a Board member has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not vote on that matter.

Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly authorised to do so by the Board.

Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that Board member shall not vote on that matter, unless expressly authorised to do so by the Board.

The Board may further supplement the definition of conflict of interest from time to time if it so wishes, and may specify the procedures to apply in such cases.

Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing to the Secretary the basis of this potential conflict.

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP02	Version	03
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Responsible person	Chair	Scheduled review date	14 June 2026

Introduction

AIR EP recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximises organisational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

Purpose

This policy is designed to ensure that AIR EP complies with all of its obligations under the relevant legislation.

Definitions

Discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.

Equal Employment Opportunity consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Victimisation means subjecting, or threatening to subject, a person to any detriment because they have:

- asserted their rights under equal opportunity law;
- made a complaint;
- helped someone else make a complaint; or
- refused to do something because it would be discrimination, sexual harassment or victimisation.

Policy

AIR EP is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with this, AIR EP does not condone any form of unlawful discrimination or vilification, including that which relates to:

- gender
- pregnancy
- potential pregnancy
- marital/domestic status
- disability

- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin
- age
- family responsibilities, family status, status as a parent or carer
- racial classification
- sexuality
- HIV/AIDS vilification
- religious belief or activity
- political belief or activity
- industrial activity
- employer association activity
- trade union activity
- physical features
- breastfeeding
- transsexuality
- transgender
- profession, trade, occupation or calling
- medical record; and
- criminal record

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP03	Version	03
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Responsible person	Chair	Scheduled review date	14 June 2026

Introduction

AIR EP will endeavour to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our clients, or the general public.

Purpose

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

Definitions

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

Policy

AIR EP has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organisation. AIR EP will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP04	Version	03
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2026

Introduction

AIR EP will defend the right of every employee and volunteer to perform their work without being subjected to sexual harassment. Every employee and volunteer is responsible for providing an environment that is supportive of this aim. Everyone must treat everyone else with respect and must aim to act as a beacon for good behaviour in the workplace.

It is the obligation and responsibility of every employee and volunteer to ensure that the workplace is free from sexual harassment. Everyone working at AIR EP is responsible for the care and protection of our people and for reporting information about suspected sexual harassment.

AIR EP is fully committed to its obligation to prevent and eliminate sexual harassment in the workplace.

Purpose

The purpose of this document is to outline AIR EP's position on sexual harassment and to document the process which is to be followed should any grievances arise.

Definitions

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

Policy

AIR EP will not tolerate sexual harassment under any circumstances. Responsibility lies with every Manager, Supervisor and employee/volunteer to ensure that sexual harassment does not occur.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all employees.

This policy applies to conduct that takes place in any work-related context either face to face or in virtual environments, including conferences, work functions, social events, and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of employment.

AIR EP strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

However, given the seriousness of sexual harassment, we recommend that this discussion happens in consultation with the relevant manager, human resource personnel or EO.

Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made, the organisation will determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential but the person the subject of the complaint must be notified under the rules of natural justice. The organisation will protect all those involved in the process from victimisation.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

Managers or Supervisors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP05	Version	03
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Responsible person	Chair	Scheduled review date	14 June 2026

Introduction

AIR EP is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations.

Purpose

AIR EP recognises that workplace health and safety is integral to achieving excellence in agricultural research, development and extension (RD&E) and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:

- prevent workplace injuries and illnesses
- promote a safe and healthy workplace culture
- provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
- consider workplace health and safety in project planning and work activities
- allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
- ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
- drive continuous improvement in workplace health and safety.

Scope

This policy applies to the following, together referred to as ‘workers’:

Employees	Board Members	Officers	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants	Members & event attendees
Y	Y	Y	Y	Y	Y	Y	Y

Definitions

In this policy, ‘workplace’ means places where people work in connection with AIR EP, whether on-site or off-site, including remote office locations, work-related conferences, functions, client events and social events.

‘Occupational violence’ refers to any incident where a person is physically or virtually attacked, abused, assaulted or threatened in the workplace.

Commitment to workplace health and safety

AIR EP aims to safeguard the rights of all people to work in an environment that is safe and does not pose risks to health.

AIR EP is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.

AIR EP is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:

- identify, assess, report(?) and control workplace hazards and incidents (including near misses)
- reduce the incidence and cost of occupational injury and illness
- provide a rehabilitation system for those affected by occupational injury or illness.

AIR EP is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

Workplace Health and Safety Committee and representatives

Where a Workplace Health and Safety Committee is required by legislation, or where the EO and Board otherwise deems it necessary, AIR EP will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.

Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the committee before the meeting. A designated note-taker will take minutes of the meeting.

Where required by law, or where deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.

Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, AIR EP may conduct regular health and safety forums.

Responsibilities

The Executive Officer will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- coordinate the identification, development, implementation and review of workplace health and safety policies and procedures
- use risk identification, assessment and control principles to reach AIR EP's health and safety objectives
- ensure that all workers receive appropriate workplace induction, training/information on the policy and related procedures, and on their obligations under occupational health and safety laws.

1.2 Supervisors/managers will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site
- consult with workers about, and participate in, AIR EP's workplace health and safety program
- use risk identification, assessment and control principles to achieve AIR EP's workplace health and safety objectives
- provide information/training to workers on relevant policies, procedures and workplace health and safety obligations.

1.3 Employees and volunteers will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- participate in workplace health and safety training, actions and activities and support AIR EP in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
- follow lawful and reasonable workplace health and safety instructions from managers or supervisors
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors, the Executive Officer, or Chair (in the event the Executive Officer is making a report or absent)
- work in a way that does not endanger the health or safety of themselves or others
- properly use and maintain safety equipment
- make sure contractors, volunteers and visitors follow safety rules in the workplace.

1.4 Contractors of, visitors to and volunteers of AIR EP will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace by undertaking a worksite induction prior to commencing work

- follow lawful and reasonable workplace health and safety instructions from AIR EP
- report any serious incidents, accidents, injuries or hazards in the workplace to AIR EP
- assess risks to their health and safety arising from the provision of their services
- have control measures in place to address those risks, including complying with any relevant policies and practices.

Breaches

AIR EP takes its health and safety obligations seriously.

Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or termination of the person's engagement with AIR EP.

First aid

A first aid kit is located in the kitchen of the head office 44 Eyre Highway, Wudinna and in all leased or reimbursed use vehicles.

The qualified first aid officer at AIR EP is Executive Officer, Naomi Scholz.

Emergency contact

It is important that AIR EP has details of the person/s whom each employee would wish to be notified in the event of any emergency at work. Details will be noted in each employee's personnel file. Employees should notify EO and Finance Officer of any changes.

Workers' compensation

Any worker who is injured at work should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

In the event the supervisor is making a report or unavailable, reports will be directed to the Executive Officer or Chair.

Rehabilitation

AIR EP is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.

Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by AIR EP's rehabilitation co-ordinator in consultation with the employee, supervisor, provider and any other relevant party.

2. Hazard and incident reporting

Reporting hazards and incidents (including near misses) helps prevent accidents from occurring. Any worker who sees a hazard in their work area must report it to their line manager or safety representative immediately in line with the Workplace Health and Safety Procedures.

3. Application to the workplace

This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 4.1.

4. Review

AIR EP's Workplace Health and Safety Policy and Procedures will be reviewed at least every two years. The review will involve assessing the effectiveness of the policy and procedures by (among other things):

- reviewing overall health and safety performance
- ensuring continued compliance with the relevant legislation

5. Related documents

- 02 AIR EP Equal Employment Opportunity Policy and procedures
- 03 AIR EP Risk Management Policy and procedures

- 04 AIR EP Sexual Harassment Policy and procedures
- 06 AIR EP Termination of Employment Policy V2
- 07 AIR EP Employee Progressive Discipline Policy V2
- 13 AIR EP Vehicle Use Policy and procedures
- Hazard / Incident Management Reporting Procedure (in development)
- Others as they are developed

6. Legislation and industrial instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- 6.1 Occupational health and safety laws that operate in each state and territory
- 6.2 Workers' compensation legislation that operates in each state and territory
- 6.3 Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace)
- 6.4 Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age)
- 6.5 Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

This policy and associated procedures are not intended to override any industrial instrument, contract, award or legislation.

Further information can be located via the Work Health and Safety Act 2021 (SA) www.legislation.sa.gov.au

7. Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP06	Version	03
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2026

Policy brief & purpose

Our Termination of Employment policy refers to the event that an employee ceases to be part of AIR EP's workforce. It is beneficial for all parties that the employment separation process is as clear as possible so misunderstandings and distrust between the employee and AIR EP can be avoided. AIR EP is bound to handle any cases of termination of employment as dictated by law with discretion, professionalism and official documentation.

Scope

This termination of employment policy applies to all prospective or current employees of AIR EP in regard to possible separation of employment.

What is termination of employment?

Termination of employment happens when the contract of an employee is discontinued due to their or AIR EP's actions.

The dismissal of an employee from their job duties may be categorized as voluntary or involuntary.

Voluntary dismissal may include the following:

- Resignation
- Retirement
- Failure to show for a specified number of days without notice
- Expiration or completion of contract

Involuntary dismissal may include the following:

- Discharge for cause
- Discharge without cause

Discharge for cause refers to immediate termination of employment due to an employee's misconduct. Any kind of disciplinary action or progressive discipline that results in termination may be considered "for cause". Other wrongful behaviours or actions that result in immediate dismissal are also considered "for cause". Examples of such termination of employees include circumstances where an employee:

- Breaches their contract of employment
- Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against AIR EP
- Is guilty of discriminatory behaviour or harassment
- Is guilty of unlawful or immoral behaviour on the job
- Is guilty of wilful neglect of job responsibilities including confidentiality and privacy breaches
- Is discovered to have caused intentional damage to AIR EP's assets and reputation
- Continuously disregards AIR EP policies and procedures

The list is not exhaustive therefore, discharge for cause remains at AIR EP's discretion. It must however always reflect an unacceptable behaviour or action that violates legal or AIR EP guidelines and may result in financial and non-financial damages for AIR EP, other employees or society.

Discharge without cause can occur when AIR EP decides that the services of an employee are no longer needed. In general, this does not refer to an employee's conduct. Reasons for discharge without cause may be layoffs, rearrangement of a department or redefining of a position.

In cases where an employee must be terminated without cause, AIR EP is obliged to give notice a specified amount of time prior to the date of termination depending on time of service, age of employee or position as per National Employment Standards <https://calculate.fairwork.gov.au/>. If the employee has to stop working before the date of termination, AIR EP will still provide compensation for the time remaining, specified as "pay in lieu of notice".

AIR EP may compensate the terminated employee for accrued vacation time when appropriate. Severance pay may apply to cases of discharge without cause, but not discharge for cause.

AIR EP is bound by the law to refrain from wrongful dismissals of employees. Wrongful dismissal may occur in cases when:

- An employee is terminated unfairly for cause
- An employee is terminated without cause and is not given prior notice
- An employee is forced into constructive dismissal

AIR EP expects all employees with the right of terminating subordinates to strictly refrain from discharging someone without adequate reason or without giving notice. Such an occurrence may be damaging for AIR EP's respectability and may result in disciplinary action.

Discharge on grounds of discrimination or filed health and safety complaints is unlawful termination prohibited by legislation.

Constructive dismissal refers to an employee that has been forced to resign due to an employer's intentional or unintentional unlawful or hostile behaviour (e.g. breach of contract). It will not be practiced by any means by AIR EP, which is committed to maintaining a relationship of honesty and fairness between itself and employees.

Related policies

- All policies and procedures

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP07	Version	03
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2026

Policy brief & purpose

The AIR EP Progressive Discipline policy outlines the steps we will take to address an employee's misconduct.

We recognize that people make mistakes and our employees may not always follow our policies closely. We want to give our employees a chance to correct their behaviour when possible and assist them in the process. We also want to ensure that serious offenses are thoroughly investigated and dealt with.

Scope

This policy applies to all employees.

Policy elements

Our disciplinary process has five steps of increasing severity. These steps are:

1. Verbal warning
2. Informal meeting with Executive Officer
3. Formal reprimand
4. Formal disciplinary meeting
5. Termination

Each of these steps are official and the Executive Officer should document them and keep records of the process from step 3 onwards.

The Executive Officer should let employees know when they launch a progressive discipline procedure. For example, pointing out a performance issue is not necessarily a verbal warning and may be part of the regular feedback an employee receives. If the Executive Officer judges that a progressive disciplinary process is appropriate, they must clarify this to the employee and document the step.

Each step may be repeated instead of moving forward to the next step at the Executive Officer's discretion. For example, the Executive Officer may choose to have more than one informal meeting with their employees (step 2) before the Executive Officer issues a formal reprimand (step 3.) The Executive Officer can make the decision to repeat a step if they:

- Feel that the step was not properly executed the first time.
- See signs of improvement in their employee and want to help them further.
- Believe conditions or parameters change enough to make repeating the step necessary.

Employee Progressive Discipline Procedure

Explaining the steps

Step 1: When the Executive Officer issues a verbal warning to an employee, they should do so privately. When appropriate, they should provide that employee with a copy of the company policy they violated, and explain our progressive discipline steps. Supervisors should provide employees with any coaching or advice they need.

Employees have two weeks to correct their behaviour before step 2 takes effect.

Step 2: The EO discusses corrective actions with an employee. Employees should receive actionable feedback on how to deal with an unintentional violation. They can review coaching or mentoring methods.

Employees have two weeks to correct their behaviour before step 3 takes effect.

Step 3: Employees receive a formal written reprimand, informing them that if they do not correct their behaviour within one week, step 4 will take effect.

Step 4: Employees will be called in for a formal disciplinary meeting with the EO. They will have the chance to explain their actions and the Executive Officer is obliged to investigate, clarifying that this is the final step before an employee is terminated.

Employees must correct their behaviour immediately, or step 5 takes effect.

Step 5: Employees who continue to violate our policies, either voluntarily or involuntarily, by this stage will be terminated. This step will follow an official investigation by an external HR provider (or legal authorities when appropriate) to ensure that terminating the employee is fair. A termination for cause will refer to employees who are guilty of severe violations or felonies.

How to invoke progressive discipline

The progressive discipline process may begin from a different step, according to the severity of an employee's misconduct:

Performance issues. Procedure starts at stage 1. Examples are:

- Absenteeism.
- Disregarding deadlines.
- Lack of knowledge of Work Health & Safety standards.

Minor offenses (one-time). Procedure starts at stage 1. Examples are:

On-the-job minor mistakes such as breach of dress code

Serious misconduct/Repeating an offense for which a progressive discipline procedure already took place. Procedure starts at stage 3. Examples are:

- On-the-job major mistakes, such as privacy or data breach.
- Rudeness to customers or partners.
- Unwillingness to follow Work Health & Safety standards

Severe violations. Procedure starts at stage 4. Examples are:

- Substance abuse.
- Offensive behaviour.
- Retaliation against an employee.

Illegal behaviour. Procedure starts at step 5. Examples are:

- Corruption/Bribery.
- Sexual Harassment.
- Workplace Violence.
- Embezzlement/Fraud.

The Executive Officer can skip any of the steps if they believe they are obsolete. For example, if an employee has received several formal reprimands for the same offense, an external HR provider may recommend AIR EP terminate them directly. Or an employee may be directly suspended for a short period as a punishment.

This policy is meant to provide general guidelines. Our company reserves the right to treat circumstances in a different way from that described in this policy. But, we are always obliged to act fairly and lawfully and document every stage of the progressive discipline process.

Right to appeal

Employees who were not terminated for cause or were not found guilty for illegal behaviour may file an appeal. An external HR provider will be engaged to evaluate the situation and may organize a hearing.

Preventing progressive discipline

Disciplining an employee is never a pleasant task. For the sake of everyone involved, we will take actions to prevent the need for disciplinary action. We will:

- Communicate our policies including Employee [Code of Conduct](#) clearly to all new employees.
- Announce any revisions or changes in our policies to all employees in a formal manner
- Use frequent employee performance review meetings to address issues before they escalate.
- Train managers to communicate, enforce and abide by policies.
- Train employees in certain policies and procedures.
- Establish an organisational culture of respect and collaboration

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

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Responsible person	Chair	Scheduled review date	14 June 2026

Policy brief & purpose

Our Employee Code of Conduct outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or position.

Policy elements

What are the components of an Employee Code of Conduct Policy?

AIR EP employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must protect AIR EP's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with AIR EP's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our Equal Employment Opportunity Policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of AIR EP Property

All employees should treat AIR EP's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse AIR EP equipment, including financial cards, or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (data, information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect AIR EP facilities and other material property (e.g. lease cars) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

- Personal appearance

All employees must follow our dress code, which is business casual/smart casual (neat, clean and suitable for conditions e.g. field work or office work).

- Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party. In the event employees receive gifts, they are to notify the EO to determine whether corrective action is required (e.g. return gift/item or share with team).

- Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout AIR EP.

- Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when arriving to and leaving work.

- Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- Communication

All employees must be open for communication with their colleagues, supervisors or team members.

- Policies

All employees should read and follow AIR EP policies. If they have any questions, they should ask their managers or the Executive Officer.

Disciplinary actions

AIR EP may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Formal reprimand
- Formal disciplinary meeting
- Termination

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP09	Version	03
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2026

Introduction

The use of financial transaction cards, including credit cards, is a major convenience for AIR EP and for employees, and can, if properly managed, contribute to easier and more secure accounting of expenses. To achieve these benefits a number of precautionary procedures should be put in place.

Purpose

The purpose of this policy is to:

- ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
- guard against any possible abuse of organisational transaction cards.

Policy

Transaction cards issued to AIR EP, including those held in the name of any staff, volunteers or officers on behalf of the organisation, will only be used for those activities that are a direct consequence of the cardholders' function within the organisation. Their use will be monitored according to the procedures listed below. Any use of the card inconsistent with this policy and these procedures will be grounds for dismissal.

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2026.

Policy number	AIREP10	Version	02
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2027

Introduction

AIR EP needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

Purpose

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- Outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
- Illustrate a typical usage of the template.

Policy

Fundamental decisions as to the aims, goals and mission of the organisation must be approved by the membership at a general meeting.

Policies, which are designed to serve the organisation's mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate to the Executive Officer (EO) responsibility for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

Authorisation

This policy was ratified by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2027.

Policy number	AIREP11	Version	02
Drafted by	Naomi Scholz	Approved by Board on	14 June 2024
Responsible person	Chair	Scheduled review date	14 June 2027

Introduction

AIR EP is a not-for-profit organisation that aims to provide the maximum benefit to members and farmers of EP, and as such prioritises appropriate and responsible expenditure of both internally and externally generated funds.

Purpose

The purpose of this policy is to:

- guide and support AIR EP staff, Board and Committee members to manage travel arrangements and expenses relating to travel and entertainment on behalf of AIR EP;
- clearly define the accountabilities associated with managing travel and entertainment on behalf of AIR EP;
- foster a travel environment that aspires to the highest standards of safety and security for travellers, ensuring AIR EP's duty of care is maintained; and
- travel and entertainment expenditure is only made when essential for business purposes, and complies with AIR EP's objective of obtaining value for money.

Scope

This policy applies to:

- anyone who undertakes approved AIR EP travel domestically (within Australia) or internationally on behalf of AIR EP or in connection with official AIR EP business, regardless of duration or source of funds (including the use of consulting or external funds).
- to anyone who uses AIR EP funds for entertainment related expenses on behalf of AIR EP.

It is the responsibility of the traveller/entertainer to comply with this policy. It is also the responsibility of the Executive Officer to ensure that employees comply with this policy.

Policy

1. AIR EP will meet reasonable, relevant expenses incurred by those travelling or entertaining on behalf of AIR EP or in connection with approved AIR EP activities.
2. All travel is to be economy class; any other class of travel may only be booked with the written approval of an authorised delegate.
3. Travel arrangements should be made at the earliest convenience to obtain the best value for money and where times are flexible, the lowest possible fare should be selected. The 'best fare of the day' must be accepted where practical, when booking travel. Travel insurance offered by airlines and platforms such as Webjet, is not required as staff are covered via corporate Credit Card Insurance.
4. Travel approvers must consider the safety and security of the traveller, particularly for travel to high-risk destinations.
5. For staff and wherever possible, AIR EP's Corporate Credit Card should be used for all travel & entertainment related expenses and transactions acquitted in accordance with the AIR EP Financial Transaction Cards Policy.
6. For Board and Committee members, records of expenditure must be retained (tax invoices, km's travelled) and provided along with the AIR EP reimbursement form to the Executive Officer for approval.

7. Meals and non-alcoholic beverages associated with travel and AIR EP activities are acceptable expenses for staff, Board and Committee members and invited guests and speakers.
8. Alcohol is not an acceptable expense.
9. Staff, excluding the Executive Officer, cannot authorise their own travel or reimbursement of expenses.

Authorisation

This policy was ratified by the AIR EP Board on 14 June 2024, and is due for review on 14 June 2027.

Policy number	AIREP13	Version	01
Drafted by	Naomi Scholz	Approved by Board on	14/02/2023
Responsible person	Chair	Scheduled review date	14/02/2025

Introduction

This policy and its associated procedures apply to all employees and volunteers when they are acting on behalf of AIR EP and using vehicles in conducting the normal business of AIR EP.

Scope

The policy and its associated procedures apply to:

- Leased vehicles.
- Hire vehicles.
- Privately owned vehicles used for official AIR EP business purposes.

Objectives

The objectives of this policy and its associated procedures are to ensure:

- the AIR EP vehicle fleet is effectively managed so that costs are minimised, while the operational needs continue to be met,
- use of privately owned vehicles for official business use is appropriately authorised and documented; is cost effective; and adheres to work health safety requirements,
- work health safety needs of employees and volunteers are addressed.

Policy

Roles and responsibilities

Executive Officer	<ul style="list-style-type: none"> • Approval of lease vehicle contracts
Finance Officer	<ul style="list-style-type: none"> • Ordering and payment of lease vehicles • Monitoring of lease vehicle budgets
Employees and volunteers	<ul style="list-style-type: none"> • Observing all laws and regulations under the Motor Vehicles Act 1959 and Road Traffic Act 1961. • Holding a valid driver's licence with the appropriate classification recognised by the SA Government. • Informing their manager of any restriction or cancellation of their driver's licence that may affect their ability to carry out their duties. • Accepting responsibility for the expiation of all penalties and fines (including parking fines) incurred while in charge of an AIR EP vehicle. • Complying with all work health safety requirements when involved in an incident or accident.

- Recognising when they are too ill or affected by medication, alcohol or drugs, and refraining from driving a vehicle in those circumstances.
- Safeguarding AIR EP vehicles in their control.
- Acknowledging that they may be held accountable for any damage to the AIR EP vehicle or optional extras and attachments caused by them while driving the vehicle in a manner that does not comply with the [Road Traffic Act 1961](#) or AIR EP policy, procedure and instruction requirements relating to the use of vehicles.
- Returning the vehicle:
 - in a clean and tidy condition
 - with at least a quarter of a tank of fuel
- Ensuring the vehicle is in a roadworthy condition.
- Ensuring the vehicle is not used for purposes or loads that are beyond the manufacturer's specifications.
- Planning an appropriate travel schedule allowing sufficient time for the travel and at appropriate times of the day.
- Arranging or having arranged any required vehicle servicing and/or repairs.

Traffic or parking infringements and fines

Drivers of vehicles are personally responsible for the payment of any traffic or parking infringement notice or expiation fines incurred whilst driving an AIR EP vehicle.

All expiation notices shall be reissued in the name of the driver responsible, ensuring accurate fines and demerit points are allocated.

Under no circumstances should the driver opt to pay an infringement notice inclusive of the corporate fee to avoid the appropriate allocation of demerit points to them.

Tracking

GPS tracking devices will not be placed in any AIR EP vehicle covertly. Drivers shall be made aware of any vehicle that has a tracking device fitted and its monitoring capabilities.

Garaging

Lease vehicles to be garaged at main place of work, which may be the home workplace in some cases.

Private use of leased vehicles

Lease vehicles are not to be used for private purposes.

Passengers

Passengers are allowed providing all safety measures are adhered to.

Associated procedures

- Motor Vehicle Acquisition, Use and Disposal Procedure
- Private Motor Vehicle Use Procedure
- Volunteer Driver Procedure
- Safe Driving Procedure

Authorisation

This policy was ratified by the AIR EP Board on 14 February 2023, and is due for review on 14 February 2025.

Policy number	AIREP14	Version	01
Drafted by	Mark Stanley	Approved by Board on	14 February 2023
Responsible person	Chair	Scheduled review date	14 February 2025

Purpose

To ensure AIR EP maintains integrity and transparency in its decision-making process when selecting appropriate contractors to deliver their portfolio of RD&E projects.

Background

The AIR EP business model is based on working with trusted delivery partners to develop and deliver its RD&E projects across the region. These trusted partners are engaged based on matching the expertise they have with the requirements for successfully delivering RD&E projects for the benefit of farming on the Eyre Peninsula. The most suitably skilled project delivery partners are contracted to AIR EP for project delivery.

AIR EP has developed effective and sustained partnerships with a range of trusted delivery partners. These partners are the go-to organisations when developing and delivering RD&E projects across the Eyre Peninsula. They have a range of skills that enable AIR EP to deliver RD&E projects effectively, on time and on budget.

In most cases it is a straightforward process when deciding on appropriate delivery partners for delivery of a specific project. However, there are scenarios where this is not always straightforward.

These scenarios are as follows:

1. The delivery partners have been involved in the scoping of the project in question and are the most appropriate given their skill set and their past performance of delivering effective project outcomes for AIR EP.
2. The delivery partners have not been involved in the scoping process, however they still may be the obvious choice given their skill set and their past performance of delivering effective project outcomes for AIR EP.
3. A project is scoped with a broad range of input from more than one delivery partner who have similar skill sets to deliver the project.

A project is scoped by AIR EP and there are no obvious delivery partners that AIR EP currently has a close working relationship with and the skill set required to deliver the project.

Decision Making Process

To ensure transparency in making decisions on preferred project deliverers the following matrix is proposed:

Scenario		Decision	
1	The delivery partners have been involved in the scoping of the project	EO	EO to make the decision.
2	The delivery partners have not been involved in the scoping process but still may be the preferred supplier	EO	EO to make the decision but may consult the Board (or subcommittee of the Board).
3	A project is scoped with a broad range of input from more than one delivery partners who have similar skill set	Board	The Board (or subcommittee of the Board) will discern the appropriate course of action with support of the EO.
4	A project is scoped by AIR EP and there are no obvious delivery partners	Board	The Board (or subcommittee of the Board) will discern the appropriate course of action with the support of the EO.

			Preference will be to advertise.
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AIR EP Board role – to appoint a Board subcommittee to make decisions on preferred project delivery partners for projects as they arise especially where a clear option is not apparent or multiple delivery partners cannot be separated. The committee to be convened by the EO as required. The decision to be recorded in minutes and provided in a report to the Board.

AIR EP Sub Committee role – Reporting back to the Board.

Items to consider when choosing a supplier for a particular contract

- Cost
- Availability
- Time to delivery
- In-kind contribution
- Past performance, track record
- Quality of delivery
- Capability and capacity for delivery

Where suppliers are integral to project development and have a clear role in delivery then this needs to be acknowledged and those organisations given preference – there would need to be a significant reason not to use their services.

What AIR EP can provide

- Provide a widely recognised and established network of farmers committed to advising on the directions and delivery of programs.
- Provide management inputs into the programs on EP.
- Provide financial support for programs on EP, directly from its own funds, and from industry sponsorship and contract arrangements where appropriate.

Provide the vehicle for attracting greater industry support, including contracting arrangements.

Policy Number	AIREP15	Version Number	01
Drafted By	Executive Officer	Approved by Board on	14 June 2024
Responsible Person	Chair	Scheduled Review Date	14 June 2026

Introduction

The AIR EP Board provides leadership and direction to deliver relevant and innovative, farmer driven RD&E to advance broad acre agriculture on Eyre Peninsula.

Purpose

The purpose of the Project and Contract Administration Policy is to provide a clear and standardised approach to administering projects and contracts. The effective administration of projects and contracts with external funding bodies and service providers is essential in responding to funding opportunities that align with the strategic priorities of AIR EP.

Scope

This policy applies to projects delivered through AIR EP.

Policy

The Executive Officer (EO) is responsible for project reporting, financial reporting and funds distribution.

All project submissions/applications are to be signed off by either the Board Chair or EO.

An appropriate administration percentage is incorporated into the budget of all project applications. The following table illustrates the standard project administration fees based on the total project value.

Basic project administration refers to the tasks associated with the following:

- Contract and sub-contract development and management
- Reporting requirements coordinated and submitted
- Financial reporting
- Listing and updated on website (content provided by project)
- Social media for related events (content provided by project)

Total funded project value	AIR EP project administration fee (%)
\$0 - \$100,000	10
\$100,000 - \$1,000,000	7
\$1,000,000 +	5

Project management fees cover a portion of the overhead costs of the organization, including contract management, oversight of reporting and finance management, maintaining formal communication infrastructure, office and information technology costs.

Due to variation in project deliverables and value, the Chair and EO may use their discretion when applying the project management fee.

Exceptions to the standard fee structure may be appropriate where input required is minimal (e.g. single report required, limited financial management) and the grant is low value.

In circumstances where specific communication and financial reporting requirements are greater than the basic project administration tasks (particularly for larger projects), additional tasks/items may be budgeted separately.

Contract management refers to the formal agreement between AIR EP and funding bodies and/or service providers. The table below outlines the formal approval process by Contract Type.

Contract Type	Total Funded Amount	Approval	Comment
AIR EP Simple Contractors agreement	<\$10,000	EO to sign	Chair email approval
AIR EP Service Agreement	>\$10,000	Chair to sign	EO to seek approval to apply Chair's electronic signature

Authorisation

This policy was reviewed by the AIR EP Board on 14 June 2024 and is due for review on 14 June 2026.