

The AIR EP Board has approved the following organisation Policies:

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*NOTE: Document is a summary only. Formal approvals and procedures are documented on Final Versions maintained internally.*

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|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP01      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

The Board of AIR EP is committed to high standards of ethical conduct, transparency and accountability. AIR EP recognises that conflicts of interest can occur in any organisation and do not necessarily indicate wrongdoing. They must, however, be identified, disclosed, recorded and managed so that AIR EP decisions are made in the best interests of the organisation.

## Purpose

This policy provides a framework for identifying, disclosing, recording and managing actual, potential and perceived conflicts of interest. It is intended to help AIR EP comply with corporate governance and legislative requirements.

## Scope

This policy applies to:

- Board members, directors, committee members, and any ex-officio Board members;
- Members of Board committees, advisory groups and working groups;
- The Executive Officer (EO), senior employees, volunteers, contractors or advisors who influence, recommend or approve AIR EP decisions; and
- Any other person the Board determines should comply with this policy because of their role in AIR EP decision making.

## Definitions

### Conflict of interest

A conflict of interest occurs when a person's personal interests, duties or relationships conflict, may conflict, or could reasonably be perceived to conflict with their responsibility to act in the best interests of AIR EP. Conflicts may be actual, potential or perceived, and may be financial or non-financial.

### Actual conflict

A direct conflict exists between a person's duties to AIR EP and their personal interests, duties or relationships.

### Potential conflict

A conflict could arise in the future because of a person's personal interests, duties or relationships.

### Perceived conflict

A reasonable person could consider that a person's personal interests, duties or relationships may improperly influence their AIR EP duties, even if there is no actual conflict.

### Material personal interest

A personal interest that could have a significant influence on a matter being considered by AIR EP. This includes interests that must be disclosed under applicable legislation, such as the Corporations Act 2001 (Commonwealth) or relevant incorporated associations legislation.

## **Personal interests**

Personal interests include direct and indirect interests, including those of close family members, close friends, business associates, employers, employees, organisations in which the person has a role or financial interest, and any person or organisation with whom the person has a close relationship.

## **Conflict of duty**

A conflict between a person's duty to AIR EP and another duty owed to another organisation or person, including as a director, committee member, employee, adviser, trustee, office holder or volunteer.

## **Related party transaction**

A transfer of resources, services, obligations or benefits between AIR EP and a related party. It may include payments for goods or services, loans, leases, salary or wages paid to a relative of a Board Member, use of AIR EP assets by a related party, or other arrangements involving a person or entity connected with AIR EP.

## **Close relationship**

Any family, personal, professional, commercial or organisational relationship that might reasonably give rise to a concern that the person could place another interest above AIR EP's interests.

# **Policy**

## **Principles**

- Conflicts of interest are to be avoided where reasonably possible.
- Where conflicts cannot be avoided, they must be disclosed as soon as the person becomes aware of them.
- Disclosures must be recorded in the AIR EP Conflict of Interest Register and, where relevant, in meeting minutes.
- The Board must decide and document how each conflict will be managed.
- A person with a conflict must not use their position or information obtained through AIR EP to gain an advantage for themselves or another person, or to cause detriment to AIR EP.
- AIR EP decisions must be made transparently, based on real information, and in AIR EP's best interests.
- Disclosure alone is not always enough. The Board must actively manage the conflict.

## **Disclosure obligations**

Each Board Member must disclose all actual, potential and perceived conflicts of interest:

- Before appointment or commencement of service (time of nomination);
- At the beginning of each Board or committee meeting, as a standing Agenda item;
- As soon as they become aware of a conflict or potential conflict; and
- Before AIR EP enters into a transaction, arrangement, procurement process, employment decision, funding decision, partnership or other matter involving the interest.

A disclosure should be made in writing to the Executive Officer (EO), unless disclosure during a meeting is the first practical opportunity. The disclosure must describe the nature and extent of the interest, the relationship of the interest to the matter being considered, and any proposed steps to manage the conflict.

## **Register of Interests**

AIR EP will maintain a Conflict of Interest Register. The register will record all standing interests and all conflicts disclosed in relation to specific matters, including how each conflict was managed. The EO, or a responsible person appointed by the Board in the EO's absence, is responsible for maintaining

the register. The register should be reviewed at each Board meeting and updated as circumstances change.

The register may contain confidential personal information and must be administered in alignment with AIR EP privacy and record-keeping processes. Confidentiality does not prevent AIR EP from making disclosures required by law, regulators, auditors, funders or AIR EP's constitution.

### Managing Conflicts

The Board, excluding any conflicted person where appropriate, must decide how a conflict will be managed. Depending on the nature and seriousness of the conflict, management actions may include:

- recording the disclosure and taking no further action if the conflict is remote or immaterial;
- requiring the person to provide information but not participate in discussion, debate or decision-making;
- requiring the person to leave the meeting while the matter is discussed and decided;
- excluding the person from papers, briefings, procurement evaluation or negotiations about the matter;
- obtaining independent advice, quotes, benchmarking or market testing;
- appointing an independent decision-maker or subcommittee;
- requiring the person to divest, resign from an external role, or stand aside from the AIR EP role where the conflict is serious or ongoing; or
- not proceeding with the proposed transaction or arrangement.

### Participation, presence and voting

Unless the Board determines otherwise, in accordance with applicable law and this policy, a person with an actual, potential or perceived conflict must not be present for Board discussion or decision-making on the matter and must not vote on the matter.

As AIR EP is an incorporated association, committee members must comply with the applicable state or territory incorporated associations legislation and AIR EP's rules.

If the Chair has a conflict, the Deputy Chair or another non-conflicted Board Member appointed by the Board must manage the agenda item. If all or most Board Members have the same or related conflict, the Board must consider whether it can still make the decision consistently. Options may include obtaining independent advice, referring the matter to members, appointing independent decision-makers, or not proceeding.

### Related party transactions and business dealings

AIR EP must ensure any such dealing is transparent, properly approved, in AIR EP's best interests, and on terms that are no more favourable to the related party than would apply in an arm's length transaction, unless the Board has documented a clear and lawful charitable or operational reason for different terms.

Before entering into a related party transaction or business dealing involving a conflict, AIR EP should:

- identify and record the related party and the conflict;
- exclude the conflicted person from procurement, negotiation, recommendation, approval and review steps unless the Board records a lawful reason for limited involvement;

- obtain comparative quotes, market evidence, benchmarking or independent advice where practicable;
- record the value, terms, approval and why the transaction is necessary or appropriate for AIR EP's purposes;
- ensure the transaction is reported in the AIR EP Conflict of Interest Register, financial statements or other reports where required.

### Alleged undeclared conflicts and breaches

Individuals should notify the EO if they believe another person has an undeclared conflict, setting out the basis for their concern in writing. If the allegation concerns the Chair, the notice should be given to the Deputy Chair or another non-conflicted Board Member.

The Board may ask the person concerned to respond, seek further information, refer the matter to an independent reviewer, and determine what action is required. Possible consequences for failing to disclose or manage a conflict include counselling, training, a formal warning, removal from a decision process, referral under AIR EP's governing rules, reporting to a regulator or funder where required, or requesting resignation from the relevant role.

### Minutes and records

Meeting minutes must record:

- the conflict disclosed;
- the nature and extent of the interest, unless confidentiality requires a limited description;
- whether the person left the meeting and when they returned;
- whether the person abstained from voting;
- the Board's decision about how the conflict was managed;
- any resolution allowing participation and the legal basis for doing so; and
- the outcome of the matter.

AIR EP should retain conflict records, registers and related party transaction records for at least seven years, or longer if required by law, funding agreements, insurance requirements, litigation holds or AIR EP's record retention policy.

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|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP02      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

Equal Employment Opportunity (EEO) in Australia is enforced through a combination of national, state, and territory laws. These legal frameworks make discrimination, sexual harassment, and victimization unlawful, and require employers to treat applicants and employees fairly based on merit.

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 promote a workplace culture that maximises organisational performance through employment decisions.

## Purpose

This policy is administered to ensure that AIR EP complies with all obligations under the federal Fair Work Act 2009 and state legislated Equal Opportunity Act 1984.

## 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 and gender identity;
- . Pregnancy including 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 and sexual identity;
- . HIV/AIDS vilification;
- . Religious belief or activity;
- . Political belief or activity;
- . Industrial activity;
- . Employer association activity;
- . Trade union activity;
- . Physical features;
- . Breastfeeding;
- . 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 prospective employment, performance assessment, training and development opportunities and promotions.

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|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP03      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

AIR EP will endeavour to minimise the risk any particular operation poses to our organisation, our employees, sub contractors, volunteers, 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 employees, sub contractors, volunteers, and members of 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 all employees, sub contractors and volunteers, a safe environment for the general public, and a reliable development path for the organisation.

AIR EP will implement and maintain procedures that will, as far as possible, ensure that risks are minimised and their consequences averted.

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|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP04      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

AIR EP will defend the right of every employee, Board member, sub contractor and volunteer to perform their work without being subjected to sexual harassment. Every employee, Board member, sub contractor and volunteer is responsible for providing an environment that is supportive of this aim. AIR EP expects all individuals to be treated with respect and must model positive behaviour in the workplace.

It is the obligation and responsibility of every employee, Board member, sub contractor and volunteer to ensure that the workplace is free from sexual harassment. 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 via emails, text messages or electronic messaging applications (e.g. Messenger, WhatsApp)
- . inappropriate advances on social networking platforms (e.g. Facebook, X, Instagram)
- . 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
- . altering images of individuals using AI to create non-consensual sexual content

- sharing non-consensual images of individuals electronically for sexual purposes

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

## Policy

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

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

Under the Sex Discrimination Act 1984 (Cth), all Australian workplaces are legally required to prevent sexual harassment, which includes creating a "hostile workplace environment".

This policy applies to any non-consensual, sexual conduct that takes place in any work-related context or environment, including (but not limited to):

- face to face interactions
- virtual environments (meetings, messaging services, social platforms),
- conferences,
- work functions,
- social events, and
- business trips

No employee, Board member, sub contractor or volunteer, at any level, should subject any other employee, Board member, sub contractor, volunteer, or any individual in a work environment or context, 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, Board member, sub contractor or volunteer who feels they have been sexually harassed to take immediate action.

If an employee, Board member, sub contractor or volunteer feels comfortable in doing so, they can raise the issue with the person direct, with a view to resolving the issue by discussion.

The employee, Board member, sub contractor or volunteer should identify the harassing behaviour, explain that the behaviour is non-consensual, unwelcome and offensive and ask that the behaviour stops immediately.

However, given the seriousness of sexual harassment, AIR EP recommends that any discussion happens in consultation with the relevant manager or Executive Officer (EO).

Alternatively, or in addition to, an individual may report the behaviour in accordance with the relevant procedure. Once a report is made, AIR EP will determine how the report should be dealt with in accordance with its legal and legislative 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. The individual identified as the subject of the complaint, must be notified under in accordance with this policy.

AIR EP will protect all individuals involved in the process from victimisation, stemming from false or misleading statements and accusations.

Complainants have the right to determine how the complaint is 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, Board member, sub contractor 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 an individual who has complained of sexual harassment, or against any employee, Board member, sub contractor or volunteer who has been alleged to be a harasser.

All employees, Board members, sub contractors and volunteers have the right to seek 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 any individual, will be subject to disciplinary action.

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|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP05      | Version               | 04            |
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| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

AIR EP is committed to safeguarding the health, safety and welfare of all individuals who interact with the organisation and comply 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
- comply with applicable WHS duties, including duties managed by AIR EP as a person conducting a business or undertaking (PCBU)
- eliminate risks to health and safety so far as is reasonably practicable, and where elimination is not reasonably practicable, minimise those risks
- identify and manage psychosocial hazards, remote or isolated work, fieldwork, vehicle use, event risks, fatigue, heat, plant, chemical, biosecurity and electrical hazards relevant to AIR EP work
- consult, cooperate and coordinate with workers, health and safety representatives and other duty holders, including host landholders, research partners, contractors, suppliers and event venue operators

## Scope

This policy applies to the following, together referred to as ‘workers’. This policy also applies to other persons who may be affected by AIR EP work, including visitors, members, event attendees, landholders, host organisations and members of the public, to the extent of AIR EP’s WHS duties and control.

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

## Definitions

*'Health'* refers to the physical and psychological health of individuals.

*'WHS'* means work, health and safety.

*'Workplace'* means any place where work is carried out for AIR EP, or where a worker goes or is likely to be while at work. This includes AIR EP offices, home and hybrid work locations, vehicles, field tours, trial sites, farms, partner or client sites, work-related conferences, functions, events and social activities connected with work.

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

*'PCBU'* refers to a person conducting a business or undertaking. For this policy, AIR EP is treated as a PCBU for WHS purposes.

*'Officer'* refers to a person who makes, or participates in making, decisions that affect the whole or a substantial part of AIR EP. This may include Board Members and senior decision-makers depending on their role and influence.

*'Worker'* refers to the meaning given in WHS legislation and includes employees, contractors and subcontractors, employees of contractors or subcontractors, labour hire workers, volunteers, trainees and other persons carrying out work for AIR EP.

*'Reasonably practicable'* means what is reasonably able to be actioned to ensure health and safety, taking into account relevant matters including the likelihood of the hazard or risk, the degree of harm, what is known about the risk and controls, availability and suitability of controls, and cost after assessing those matters.

*'Notifiable incident'* refers to the death of a person, a serious injury or illness, or a dangerous incident arising out of the conduct of the business or undertaking that must be notified to SafeWork SA under WHS laws.

*'Psychosocial hazard'* refers to a hazard that arises from or relates to the design or management of work, the work environment, plant, or workplace interactions or behaviours and may cause psychological harm, whether or not it may also cause physical harm.

## Commitment to workplace health and safety

AIR EP aims to safeguard the right of workers and other persons to a work environment that is safe and without risks to physical and psychological health, so far as is reasonably practicable.

AIR EP will consult with workers and, where relevant, their health and safety representatives when identifying hazards, assessing risks, making decisions about controls, proposing changes that may affect health and safety, and developing or reviewing WHS procedures.

Where AIR EP shares WHS duties with other PCBUs, including landholders, host farms, contractors, suppliers, research partners and event venues, AIR EP will consult, cooperate and coordinate with those duty holders so far as reasonably practicable.

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, notify, investigate and control workplace hazards, incidents and near misses
- reduce the incidence and cost of occupational injury and illness
- provide a rehabilitation system for those affected by occupational injury or illness
- maintain effective first aid, emergency management, incident notification, consultation, training, record-keeping and return to work arrangements

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

AIR EP will manage psychosocial risks, including risks arising from bullying, harassment, occupational violence, high job demands, remote or isolated work, poor support, fatigue, exposure to traumatic events and other work-related interactions or behaviours.

AIR EP will comply with the Work Health and Safety Act 2012 (SA), the Work Health and Safety Regulations 2012 (SA), approved codes of practice and, where relevant, work health and safety laws in other Australian jurisdictions.

## Workplace Health and Safety Committee and representatives

Where a Workplace Health and Safety Committee is required by legislation, requested by a health and safety representative, requested by five or more workers, or otherwise deemed necessary by the EO and Board, AIR EP will establish a Workplace Health and Safety Committee in accordance with applicable WHS 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, requested by a worker, or deemed necessary, AIR EP will facilitate the determination of work groups and the election of health and safety representatives in accordance with WHS laws. Representatives are encouraged to work with management to discuss WHS issues and 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 will report WHS issues at each Board Meeting, with declarations and actions recorded in the meeting Minutes. In addition, AIR EP may conduct regular health and safety forums as required.

## Responsibilities

Board Members and Officers will:

- exercise due diligence to ensure AIR EP complies with its WHS duties
- keep up to date with WHS matters relevant to AIR EP's work, including fieldwork, events, remote and hybrid work, psychosocial risks and vehicle use
- understand the hazards and risks associated with AIR EP operations and ensure appropriate resources and processes are available to eliminate or minimise those risks
- ensure AIR EP has processes for receiving, considering and responding to information about incidents, hazards and risks
- verify that WHS resources, reporting systems, training, consultation and controls are being used and reviewed.

The Executive Officer (EO) 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.
- support the wellbeing of employees whilst working in remote/hybrid working locations
- ensure WHS risks are identified, assessed, controlled and reviewed, including psychosocial risks and risks associated with remote or isolated work, fieldwork, events, vehicles, plant, chemicals, heat, electrical hazards and emergency arrangements
- ensure AIR EP maintains adequate first aid equipment, trained first aid coverage and emergency plans for workplaces, vehicles, field activities and events
- ensure notifiable incidents are reported to SafeWork SA immediately, incident sites are preserved where required, and incident records are kept for at least five years
- ensure consultation occurs with workers, health and safety representatives and other duty holders before decisions or changes that may affect health and safety
- ensure contractors, volunteers, visitors and event attendees receive appropriate WHS information, induction or instructions for the work or activity.

All 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.
- ensure risk assessments and safe work arrangements are in place before fieldwork, events, contractor work, site visits, remote or isolated work and use of vehicles or equipment
- consult, cooperate and coordinate with other duty holders at shared workplaces, including host farms, landholders, research partners, contractors, suppliers and venues
- escalate serious incidents, dangerous incidents and possible notifiable incidents to the EO or Chair immediately.

All workers, including 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 hazards, near misses, incidents, injuries, occupational violence, bullying, psychosocial hazards and any serious or dangerous incident as soon as possible to their supervisor, the EO, or the Chair if the EO is unavailable or is making the report
- work in a way that does not endanger the health or safety of themselves or others
- properly use and maintain safety equipment
- cooperate with reasonable WHS policies, procedures, consultation processes, incident investigations, emergency arrangements and return to work processes.
- stop or avoid work where there is a serious and immediate risk to health or safety and notify their supervisor, the EO or Chair as soon as practicable
- not intentionally or recklessly interfere with or misuse anything provided for health and safety.

Any 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.
- consult, cooperate and coordinate with AIR EP and other relevant duty holders where work is carried out at shared workplaces or events
- provide evidence of licences, insurances, training, safe work procedures, risk assessments or other WHS controls when reasonably requested by AIR EP.

## 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.

AIR EP encourages all staff to undertake formal first aid training, with costs to be covered or reimbursed by AIR EP.

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

## Emergency contact

It is important that AIR EP maintains the details of the individual/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 as part of position onboarding. Employees should notify the EO and Finance Officer of any changes in emergency contact details.

## 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 (EO) 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, return to work and rehabilitation arrangements will be individually developed in consultation with the employee, AIR EP, the claims agent or insurer, treating practitioner, rehabilitation or return to work coordinator and any other relevant party.

## 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.

The EO or Chair must be notified immediately of any death, serious injury or illness, dangerous incident, electric shock, uncontrolled release or exposure, or any other incident that may be notifiable under WHS laws.

If an incident is notifiable, AIR EP must notify SafeWork SA immediately by the fastest possible means, preserve the incident site so far as required by law, and keep a record of the notification for at least five years.

## Application to the workplace

This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier under the heading 'Definitions'.

## Review

AIR EP's Workplace Health and Safety Policy and Procedures will be formally reviewed at least every four years.

The policy and procedures will also be reviewed earlier where there is a notifiable incident, a significant change to AIR EP operations, a material WHS risk, a request from workers or a health and safety representative, or a change to relevant legislation, codes of practice or regulator guidance.

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

## 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)
- . Workplace Health and Safety Manual (in development)
- . Others as they are developed

## 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:

- 1.2 Work Health and Safety Act 2012 (SA)
- 1.3 Work Health and Safety Regulations 2012 (SA)
- 1.4 Approved South Australian codes of practice made under the Work Health and Safety Act 2012 (SA), including codes relevant to first aid, managing work health and safety risks, work environment and facilities, hazardous manual tasks and psychosocial hazards
- 1.5 Work Health and Safety Act 2011 (Commonwealth) and corresponding WHS laws in other Australian jurisdictions, where relevant to AIR EP activities
- 1.6 Return to Work Act 2014 (SA) and Return to Work Regulations 2015 (SA)
- 1.7 Occupational health and safety laws that operate in each state and territory
- 1.8 Workers' compensation legislation that operates in each state and territory
- 1.9 Criminal laws and industrial manslaughter offences, including South Australia's industrial manslaughter offence under the Work Health and Safety Act 2012 (SA) and equivalent offences in other Australian jurisdictions where relevant.
- 1.10 Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age)
- 1.11 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 2012 (SA), Work Health and Safety Regulations 2012 (SA), SafeWork SA, Safe Work Australia and [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

<END>

|                    |              |                       |               |
|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP06      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

The AIR EP Board is committed to maintaining a high standard of employment for the organisation, which may include employee termination. AIR EP maintains this policy to ensure all individuals understand their employee rights in accordance with National Employment Standards.

## Purpose

The AIR EP Termination of Employment policy refers to the event by which an employee ceases to be employed by AIR EP. 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.

## Policy

### 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 categorised 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 behaviors 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 found guilty of fraud, embezzlement or other kinds of illegal actions by law or admission, 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 policies and procedures, 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 redundancy, funding changes 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.

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.

<END>

|                    |              |                       |               |
|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP07      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

The AIR EP Board recognise that people make mistakes and employees may not always follow policies closely. AIR EP gives all employees a chance to correct their behavior when possible and assist them in the process, ensuring that serious offenses are thoroughly investigated and dealt with.

## Purpose

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

## Scope

This policy applies to all employees and individual sub-contractors. The term '*individuals*' will be used throughout this policy and relevant procedure where we are referring to both.

## Policy

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

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

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

The EO will advise employees and individual sub-contractors when they launch a progressive discipline procedure. For example, addressing or highlighting a performance issue is not necessarily a verbal warning and may be part of the regular feedback an employee individual/s receives.

If the EO determines a progressive disciplinary process is appropriate, they must clarify this with the individual/s and document the step.

Each step may be repeated instead of moving forward to the next step, at the EO's discretion.

For example, the EO may choose to have more than one informal meeting with the employee individual/s (step 2) before the EO issues a formal reprimand (step 3.) The EO 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 the employee individual/s and want to help them further.
- . Believe conditions or parameters change enough to make repeating the step necessary.

<END>

|                    |              |                       |               |
|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP08      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

## Introduction

The AIR EP Board is committed to maintaining a high standard of employment, including the implementation of an employee code of conduct. AIR EP maintains this code of conduct to ensure all employees understand internal expectations when representing the organisation.

## Purpose

The AIR EP 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-organised, respectful and collaborative environment.

## Scope

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

## Policy

### 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. AIR EP does not tolerate/accept any kind of discriminatory behaviour, harassment or victimisation. 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:

- . Should not misuse AIR EP equipment, including computers, financial cards, or use it frivolously.
- . Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (data, software, 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 bribes for the benefit of any external or internal party. In the event employees receive gifts, they are to notify the Executive Officer (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 must not 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 efficiently manage their calendars. Exceptions will be made for occasions that prevent employees from following standard working hours or days when discussed prior with the EO. In general, AIR EP expects employees to be punctual when arriving to and leaving work, participating in virtual meetings, and attending events.

## 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.

#### . Mobile Phone Use

AIR EP permits the use of mobile phones during events and workshops when relevant to capturing content for reporting, social media and communication purposes.

Employee use of mobile phones for personal purposes during events and workshops should be limited to essential or emergency use only.

### Policies

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

### 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.

<END>

|                    |              |                       |               |
|--------------------|--------------|-----------------------|---------------|
| Policy number      | AIREP09      | Version               | 04            |
| Drafted by         | Naomi Scholz | Approved by Board on  | 6 August 2026 |
| Responsible person | Chair        | Scheduled review date | 14 June 2030  |

### 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 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.

<END>

|                    |              |                       |              |
|--------------------|--------------|-----------------------|--------------|
| 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.

<END>

|                    |              |                       |              |
|--------------------|--------------|-----------------------|--------------|
| 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.

<END>

|                    |              |                       |            |
|--------------------|--------------|-----------------------|------------|
| Policy number      | AIREP13      | Version               | 02         |
| Drafted by         | Naomi Scholz | Approved by Board on  | 14/02/2023 |
| Responsible person | Chair        | Scheduled review date | 14/02/2025 |
|                    |              | Revised Review date   | 14/06/2030 |

## 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 (long term lease e.g. annual lease plan)
- . Hire vehicles (short term lease e.g. day hire)
- . Privately owned vehicles used for official AIR EP business purposes

## Purpose

The purpose of this policy and its associated procedures is 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"><li>Approval of lease vehicle contracts</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Finance Officer          | <ul style="list-style-type: none"><li>Ordering and payment of lease vehicles</li><li>Monitoring of lease vehicle budgets</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Employees and volunteers | <ul style="list-style-type: none"><li>Observing all laws and regulations under the <a href="#"><i>Motor Vehicles Act 1959</i></a> and <a href="#"><i>Road Traffic Act 1961</i></a>.</li><li>Holding a valid driver's licence with the appropriate classification recognised by the SA Government.</li><li>Informing their manager of any restriction or cancellation of their driver's licence that may affect their ability to carry out their duties.</li><li>Accepting responsibility for the expiation of all penalties and fines (including parking fines) incurred while in charge of an AIR EP vehicle.</li><li>Complying with all work health safety requirements when involved in an incident or accident.</li><li>Recognising when they are too ill or affected by medication, alcohol or drugs, and refraining from driving a vehicle in those circumstances.</li><li>Safeguarding AIR EP vehicles in their control.</li><li>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 <a href="#"><i>Road Traffic Act 1961</i></a> or AIR EP policy, procedure and instruction requirements relating to the use of vehicles.</li><li>Returning the vehicle:<ul style="list-style-type: none"><li>in a clean and tidy condition</li><li>with at least a quarter of a tank of fuel (or the amount stipulated in lease agreement or conditions of hire contract)</li></ul></li><li>Ensuring the vehicle is in a roadworthy condition.</li><li>Ensuring the vehicle is not used for purposes or loads that are beyond the manufacturer's specifications.</li><li>Planning an appropriate travel schedule allowing sufficient time for the travel and at appropriate times of the day.</li><li>Arranging or having arranged any required vehicle servicing and/or repairs.</li></ul> |

### 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

<END>

|                    |                    |                       |                  |
|--------------------|--------------------|-----------------------|------------------|
| Policy number      | AIREP14            | Version               | 02               |
| Drafted by         | Operations Manager | Approved by Board on  | 14 February 2023 |
| Responsible person | Chair              | Scheduled review date | 14 February 2025 |
|                    |                    | Revised Review date   | 14 June 2030     |

## Introduction

This RD&E Delivery Partner Policy establishes the principles and requirements for engaging, managing, and working with delivery partners involved in the planning and delivery of Research, Development and Extension (RD&E) activities.

The policy is designed to ensure that partnerships are formed and maintained in a manner that is transparent, accountable, and aligned with strategic priorities, funding obligations, and best-practice governance.

By setting clear expectations for roles, responsibilities, performance, and compliance, this policy supports effective collaboration, value for money, and the delivery of high-quality RD&E outcomes. It applies to all internal staff and external organisations involved in RD&E delivery and underpins a consistent, risk-based approach to partner engagement across the RD&E lifecycle.

## Purpose

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

## Background

The AIREP 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 AIREP for project delivery.

AIREP 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 AIREP 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 AIREP.

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

## Policy

### 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 AIREP 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. |

AIREP 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.

AIREP 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 farmer, advisor and industry audience on Eyre Peninsula via various communications and extension activities.
- . Provide a widely recognised and established network of farmers and advisors 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.

<END>

|                    |                    |                       |               |
|--------------------|--------------------|-----------------------|---------------|
| Policy Number      | AIREP17            | Version Number        | 01            |
| Drafted By         | Operations Manager | Approved by Board on  | 10 April 2026 |
| Responsible Person | Chair              | Scheduled Review Date | 14 June 2028  |

## Introduction

Managing cybersecurity is essential for protecting AIR EP and stakeholder data. In the absence of proper measures and security of devices, services and networks, data can be easily compromised and cause serious damage to the organisation and its reputation.

AIR EP stakeholders trust us to keep their data safe, and this policy has been implemented to help employees, volunteers, contractors and third-party service providers understand their responsibilities, and what is expected of them to keep our promise to our members and partners.

## Purpose

The purpose of this policy is to clearly outline what is expected from employees, volunteers, contractors and third-party service providers in helping secure the organisations data, devices and network. By agreeing to and following this policy, you are helping ensure that the organisation is doing everything it can to keep sensitive and personal data protected and maintain our reputation as a secure operator.

## Scope

This policy applies to all employees, volunteers, contractors and third-party service providers acting on behalf of AIR EP, that use, or have access to the organisation's devices, network, or any AIR EP data in digital form.

## Protection of data

### a. Confidential information

All employees, volunteers, contractors and third-party service providers must take reasonable precautions to protect confidential information they gather, store, manage or otherwise come into contact with, as part of their roles and responsibilities, or otherwise, in the organisation.

Employees, volunteers, contractors and third-party service providers shall not share any confidential information, with any party outside of the organisation, or any person within the organisation, who does not have access to the confidential information, without explicit written permission from the Executive Officer (EO) or line manager.

Confidential information includes, but is not limited to:

- Contact Lists including, but not limited to, event registrations, membership, sponsorship (existing and prospective), funding agreements and contracts
- Project and trial partner data (including identifiable data such as names, address, email address, phone number, GPS co-ordinates) for past, present and future projects
- Unpublished financial information
- Any other unpublished organisational or stakeholder data

## b. Personally identifiable information

All employees, volunteers and contractors must take all reasonable precautions to ensure that personally identifiable information is collected, stored, used, and shared in accordance with all applicable data protection regulations and requirements and rules set out by the organisation.

Personally identifiable information of employees, partners, customers or any other person must not be shared with any third parties without consent from the person who the data relates to, or a necessary reason to do so.

Personally identifiable information includes, but is not limited to:

- Full names of individuals
- Phone numbers of individuals
- Email addresses of individuals
- Postal addresses of individuals
- Date of birth of individuals
- Payment card details of individuals
- Bank Account details of individuals
- GPS co-ordinates (projects / trials)
- Private social media account of individuals

## c. Protection of devices

All employees, volunteers and contractors must take all reasonable steps to protect the physical and digital security of AIR EP's devices, and any device that they access the organisation's data or the network from.

All employees, volunteers and contractors must:

- Ensure that all devices under their control are protected with a secure password or other form of multi factor authentication, such as fingerprint or facial recognition
- Update passwords every six months, using a Password Manager (e.g. Last Pass) to ensure maximum protection of devices and online accounts.
- Set all devices under their control to automatically lock themselves after no more than five minutes without activity have elapsed
- Shut down devices at the end of each day or when not in use
- Never leave devices under their control unattended in public places
- Report any security issue relating to a device in their control to the organisation without undue delay
- Install all operating system, antivirus, and anti-malware updates and patches as soon as reasonably possible
- Never allow any person not associated with the organisation to use or access a device under their control
- Never download any illegal or potentially malicious software
- Hand back any devices to the organisation once they are no longer needed
- Complete internal cyber training modules as required

#### d. Protection of networks

All employees, volunteers and contractors must take all reasonable steps to maintain the integrity of the organisation's network or networks and ensure that no unauthorised party is able to gain access to the network or networks.

All employees, volunteers and contractors must:

- Ensure that all devices that access the organisation's databases maintain updated operating system and antivirus software updates
- Never use publicly available, unprotected Wi-Fi services when using AIR EP devices or accessing organisation data
- Complete internal cyber training modules as required

#### e. Email security

Email must be used responsibly to ensure that the organisation's network, services or data do not become compromised due to insecure use. All employees, volunteers, contractors and third-party service providers must take all reasonable steps to ensure that they reduce the risk of downloading malicious software or releasing personal or confidential information or access to organisation's systems due to insecure use of email.

All employees, volunteers, contractors and third parties must:

- Only send and receive organisation-related information and correspondence from their official organisation-provided email address
- Protect their organisation email address with a secure password and multi-factor authentication if available
- Never send or forward any confidential or personal information to any third-party email address without the explicit permission from the EO or line manager.
- Exercise caution and take reasonable precautions when receiving emails to reduce the risk of downloading a malicious attachment or clicking a link to a malicious website
- Never open attachments in email from unknown sources
- Never send passwords or other credentials over email
- Complete internal cyber training modules as required

#### f. Internet security

The internet must be used in a responsible manner and only as and when required for organisational purposes. Employees, volunteers, contractors and third parties are responsible for ensuring that their use of the internet does not expose AIR EPs devices, networks, or data to unauthorised access or damage from malicious software.

All employees must:

- Use an up-to-date, secure web browser when accessing the internet
- Run an up-to-date antivirus software on their devices and ensure that they have installed the latest operating system updates and patches
- Limit personal use of the internet on AIR EPs devices
- Never access illegal or potentially malicious websites or content
- Never access pornographic, offensive or violent content

- Complete internal cyber training modules as required

## Reporting

Employees, volunteers, contractors and third parties must immediately report any cybersecurity incident to the Executive Officer and IT Service Provider (e.g. Jam Cyber) as outlined in the AIR EP Data Breach Policy & Procedure, and the AIR EP Incident Response Plan Policy.

## Compliance

### a. Exceptions

Any exceptions to this policy must be approved by the Executive Officer in advance and have a written record.

### b. Non-compliance

Any employee, volunteer, contractor or third party found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## Related Documents

18 AIR EP Employee Acceptable Use Policy

19 AIR EP Incident Response Plan Policy

20 AIR EP Data Breach Policy & Procedure

21 AIR EP Corporate AI Use Policy

<END>

|                    |                    |                       |            |
|--------------------|--------------------|-----------------------|------------|
| Policy Number      | AIREP18            | Version Number        | 01         |
| Drafted By         | Operations Manager | Approved by Board on  | 30/01/2026 |
| Responsible Person | Chair              | Scheduled Review Date | 14/06/2028 |

## Introduction

AIR EP has formally engaged an external IT and Cyber Security Service Provider to tailor a suite of cyber security policies, procedures and staff training modules that meet current and future corporate and structural requirements. This policy has been modified by AIR EP to meet the specific needs of the organisation.

## Purpose

The primary purpose of the Employee Acceptable Use Policy is to ensure a responsible, ethical, and legal use of the company assets, networks, and online tools.

Further, proper implementation of the policy will enhance employee productivity and ensure the company values are adhered to. It will reduce the risk of cyber attacks, data breaches and safeguard our employee's and customer's confidentiality.

All aspects of the policy include any usage of company equipment, company networks and company emails at all times, not just during business hours. Company devices include computers, tablets and smartphones unless specified otherwise by senior management.

## Key Objectives

1. To give all employees and managers clear guidance on acceptable and unacceptable use of company assets, networks, and online tools.
2. To ensure all employees feel safe and respected whilst in the work environment (including remote working).
3. To minimise the risk of cyber-attacks on the company.

## Authority & Responsibility

This document has been approved by the Executive Officer for use across all areas of the company.

It is the responsibility of all employees, as well as any Board members, volunteers or contractors who access the company computer networks, to read and understand the following policy. Any clarification on aspects of this policy should be discussed directly with the Executive Officer.

## Monitoring & Privacy

AIR EP has engaged an external IT Service Provider to provide IT services including monitoring, analytics, filtering and blocking of any system user or computer. The IT Service Provider will be reviewing this information, as well as accessing any system user logs for the purpose of security audits or investigations.

AIR EP will manage personal information and may engage the IT Service Provider to undertake surveillance in accordance with existing policies regarding employee privacy, employee code of conduct and information systems.

## Policy inclusions

### Internet Access

AIR EP understands the internet is a necessary tool required for employees to perform their job. Due to the organisation's hybrid working model, AIR EP employees require secure, reliable, and high-quality internet access when undertaking job-related duties from remote office locations.

AIR EP will provide internet access when meeting at central locations such as the Wudinna Telecentre and during events.

### Acceptable use

Due to the risk of cyber attacks and the wellbeing of all employees, the internet is to be accessed in accordance with the safety measures outlined in all cyber training modules undertaken. When completing AIR EP job-related duties, the internet is to be used in a way that is lawful, productive, and reasonable.

Job-related activities include research/sourcing information, utilising online company tools and software (including Xero, word press, social media platforms), training or education and other workplace activities as requested by management.

### Prohibited activities

AIR EP expects all employees will reasonably minimise any risk to the business when accessing the internet. Therefore, the following activities are deemed unacceptable behaviour:

- Downloading and/or installing new software or hardware without prior approval from the Executive Officer or Operations Manager
- Purchasing of items that are not job or workplace related
- Engaging in chat rooms or online communication channels for personal use.
- Downloading or streaming movies, music or entertainment for personal use
- Gambling and internet gaming; including downloading gaming software
- Any activity which violates an employee's workplace agreement and/or the AIR EP Code of Conduct.

AIR EP, through the IT Service Provider, has further proactively blocked a range of unacceptable websites and activities to uphold the organisation's values and ensure respect to all employees. For a complete list of all blocked categories, contact the IT Service Provider.

In addition, the following activities are considered illegal and thus explicitly prohibited:

- Accessing sites which contain hateful, discriminatory, pornographic or illegal materials
- Hacking into internal or external sites
- Pursuing fraudulent activities including downloading pirated software, music or film
- Publishing confidential organisation information or defamatory information about colleagues
- Purposefully releasing malware internally or via external sites

Employees who act illegally will face immediate disciplinary action and be referred to local authorities.

## Social Media Use

Social media use is to be separated between AIR EP related activities, and personal use.

AIR EP permits the use of social media when administering content for the organisation's approved platforms including X, Instagram, Facebook, You Tube and LinkedIn.

Personal use of social media is deemed unnecessary whilst undertaking job-related duties and should be limited to formal breaks throughout business days. Should the use be deemed excessive, distracting, or disrespectful to co-workers, or breach any other aspect of any policy, AIR EP reserves the right to limit or ban any employee from social networks.

## Exemption to access blocked content

Should you require access to either incorrectly blocked content or downloads, please contact the Executive Officer or IT Service Provider.

## Password Management and Multi Factor Authentication

### Organisation system log on

All employees will be required to use multi-factor authentication to access the organisation's system. All employees will be responsible for setting their own unique password as part of this process.

Passwords must adhere to the following standards:

- be unique and not used on any other third-party application or in any personal accounts
- be a minimum of 10 characters long
- include symbols and numbers
- ensure no password is generic (e.g. 'password' '123456' etc.)

Passwords are expected to be updated at least once every 6 months, or as stipulated by the Executive Officer. AIR EP provides all employees with access to a password management system, including Last Pass, to safeguard passwords and support general password management and Multi Factor Authentication when accessing corporate emails using personal devices.

### Third-Party application log ins

AIR EP understands employees will be required to log into various applications with their corporate email as part of job-related duties. To protect AIR EP data and minimise the risk of a password breach, all employees are required to use a unique password for every application.

In addition, all employees must utilise the organisation's password management system and are prohibited from storing/saving passwords in web browsers.

Further, passwords are required to:

- be a minimum of 10 characters long
- include symbols and numbers
- ensure no password is generic (e.g. 'password' '123456' etc.)

Acceptable third-party applications to use a corporate email include:

- Workplace approved cloud-based sites (such as Canva, Xero, Wordpress, MS Office suite)
- Downloading job related education and training materials
- Registering for events and courses
- Additional research as deemed necessary by management

All employees are strictly prohibited from using their corporate email to log into any non-work-related application. This includes:

- Personal social media (e.g. Facebook, LinkedIn etc.)
- E-commerce sites and membership programs
- Registering for non-work related events and activities
- Accessing personal and confidential information such as MyGov, banking sites, childcare/school based apps etc
- Any site as mentioned in the prohibited activities

## Device Responsibility

AIR EP trusts employees to treat organisation devices with respect and use in a reasonable and appropriate manner at all times. Please see the AIR EP Employee Code of Conduct Policy for full details.

### Family and child access

This policy strictly prohibits family and children from accessing any AIR EP device for any purpose. This includes outside of work hours and during holiday periods. Should a family member accidentally or innocently access the computer, AIR EP expects the employee to notify them to ensure the family member has not accidentally compromised organisation security.

## User access and data security

### Device log off

All employees are expected to log off/out of computers/relevant devices at the end of the business day. AIR EP further expects all computers to be shut down at the end of the business day. This ensures that if any devices are stolen, hacked or compromised, the attacker will not be able to gain access to the network via the device.

All AIR EP computers will enact an auto lock after 15 minutes to increase the organisation's cyber security. It is, however, recommended all employees still lock computers when they are away from their desks to increase cyber security.

### Transferring data on external drives

AIR EP strictly prohibits any employee removing confidential organisation data via a USB or external drive. This includes 'taking work home' on a USB drive to undertake further work on a personal device.

Should an employee require to transfer data via a USB/external drive, AIR EP will provide this drive to ensure it is clean. Please contact the Executive Officer or Operations Manager to arrange a device for you.

### Consequences of Policy Breach

Any breach of this policy will be treated as a serious matter and be subject to appropriate investigation and may result in disciplinary action. In serious cases, the penalty for a breach, or repetition of a breach, may include summary dismissal or for contractors the termination of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing individuals to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of the AIR EP computer network. You need to be aware that some conduct may also lead to criminal prosecution.

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|                    |                    |                       |                 |
|--------------------|--------------------|-----------------------|-----------------|
| Policy Number      | AIREP19            | Version Number        | 01              |
| Drafted By         | Operations Manager | Approved by Board on  | 30 January 2026 |
| Responsible Person | Chair              | Scheduled Review Date | 14 June 2028    |

## Introduction

AIR EP has formally engaged an external IT and Cyber Security Service Provider to tailor a suite of cyber security policies, procedures and staff training modules that meet current and future corporate and structural requirements. This policy has been modified by AIR EP to meet the specific needs of the organisation.

## Purpose

The primary purpose of this Incident Response Plan Policy and Procedure is to provide all AIR EP employees, volunteers and sub-contractors with a clear action plan to address any cyber security incidents or data breaches.

## Key Objectives

The Incident Response Policy and Procedure has three key objectives:

1. To assist in ensuring a rapid business response to a cyber incident to mitigate damage caused
2. To ensure the organisation meets legal and ethical reporting and communication requirements regarding a data breach
3. To learn and continuously build a strong cyber security framework, to minimise the risk of future cyber attacks

## Related documents

- 17 AIR EP Cybersecurity Policy
- 18 AIR EP Employee Acceptable Use Policy
- 20 AIR EP Data Breach Policy & Procedure
- 21 AIR EP Corporate AI Use Policy

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|                    |                    |                       |                 |
|--------------------|--------------------|-----------------------|-----------------|
| Policy Number      | AIREP20            | Version Number        | 01              |
| Drafted By         | Operations Manager | Approved by Board on  | 30 January 2026 |
| Responsible Person | Chair              | Scheduled Review Date | 14 June 2028    |

## Introduction

A data breach occurs where there is an unauthorised access to, or disclosure of personal information held by AIR EP, or information is lost in circumstances where unauthorised access or disclosure is likely.

The consequences of a data breach can result in serious harm to any of the individuals to whom the information relates, may damage the reputation of AIR EP and leave the organisation in breach of its obligations under the [Privacy Act 1988](#).

AIR EP is responsible for ensuring that all reasonable steps are taken to handle personal information in accordance with the [Australian Privacy Protection Principles](#). This includes protecting personal information from misuse, interference and loss, and from unauthorised access, modification and disclosure.

In addition, to ensure that individuals are notified if their personal information is involved in a data breach that is likely to result in serious harm, the Notifiable Data Breaches (NDB) scheme in Part IIIC of the Privacy Act requires entities, including AIR EP, to notify affected individuals and the Board of eligible data breaches.

An eligible data breach occurs when a data breach is likely to result in serious harm to any of the individuals to whom the information relates and the entity has been unable to prevent the likely risk of serious harm with remedial action.

## Purpose

This policy outlines how AIR EP will respond to actual or suspected data breaches involving personal information. The goal is to protect affected individuals and comply with the Privacy Act 1988 (Commonwealth), including the Notifiable Data Breaches (NDB) scheme.

## Scope

This policy applies to all employees, volunteers, contractors, board members, and third-party service providers who handle personal information on behalf of the organisation.

## Definitions

**Data Breach:** Unauthorised access to, disclosure of, or loss of personal information.

**Personal Information:** Information or opinion that can identify an individual (e.g. names, addresses, health info, donor records).

**Notifiable Data Breach (NDB):** A breach likely to result in serious harm to individuals, requiring notification under law.

**Office of the Australian Information Commissioner (OAIC):** independent national regulator for privacy and freedom of information

## Roles & Responsibilities

**Executive Officer:** Oversee internal and external breach response (including communication to staff and board), ensuring organisational compliance with direction and support from IT Service Provider

**IT Service Provider:** Investigates reported breaches, co-ordinates notifications and response advice to Executive Officer

**Board Representative:** Oversight and strategic decisions

**Staff, Contractors, & Volunteers:** Report suspected and actual data breaches immediately

## Definition of a Data Breach

A data breach occurs when personal information is:

- Lost or stolen devices containing personal information
- Hacked email accounts
- Sending personal information to the wrong recipient
- Ransomware attacks locking access to donor/member data

Examples may include (but not limited to):

- Lost USB or laptop containing stakeholder records
- Email sent to the wrong recipient with personal information/details
- Database hacked or encrypted by ransomware
- Records containing personal information stolen from unlocked office

All staff must **report any suspected breach immediately** to the Executive Officer. In the event the Executive Officer is unavailable, any suspected breach must be immediately reported to the Operations Manager or the organisations IT Service Provider, with the Executive Officer included in all communications.

## Related documents

17 AIR EP Cybersecurity Policy

18 AIR EP Employee Acceptable Use Policy

19 AIR EP Incident Response Plan Policy

20 AIR EP Data Breach Policy & Procedure

21 AIR EP Corporate AI Use Policy

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|                    |                    |                       |                 |
|--------------------|--------------------|-----------------------|-----------------|
| Policy Number      | AIREP21            | Version Number        | 01              |
| Drafted By         | Operations Manager | Approved by Board on  | 30 January 2026 |
| Responsible Person | Chair              | Scheduled Review Date | 14 June 2028    |

## Introduction

AIR EP has formally engaged an external IT and Cyber Security Service Provider to tailor a suite of cyber security policies, procedures and staff training modules that meet current and future corporate and structural requirements. This policy has been modified by AIR EP to meet the specific needs of the organisation.

## Purpose

The purpose of this policy is to outline the appropriate and responsible use of Artificial Intelligence (AI) technologies within the organisation.

It aims to safeguard AIR EP and its stakeholders from cyber threats, fraud, misuse of AI, and to ensure compliance with ethical standards. This policy applies to all employees, contractors, and directors who interact with or manage AI technologies within AIR EP.

## AI Technologies Definition

This policy refers to AI technologies as any suite of intelligent systems and software applications designed to automate, optimise, and augment various business functions. This includes technologies that leverage machine learning, undertake natural language processing, run data analytics, and carry out other advanced computational methods to facilitate decision-making and streamline operations.

## Key Objectives

4. To ensure all employees understand the risks and responsible use of AI technologies.
5. To align AI use with AIR EP's code of conduct and ethical guidelines.
6. To minimise the risk of cyber threats and unethical use of AI.

## Authority & Responsibility

This document has been approved by the Executive Officer for use across all areas of the organisation.

It is the responsibility of all employees, as well as any Board or Committee members who use AI technologies as part of their position to read and understand the following policy. Any clarification on aspects of this policy should be discussed directly with the Executive Officer or Operations Manager.

## Monitoring & Privacy

On behalf of AIR EP, the contracted IT Service Provider will undertake surveillance, analytics, filtering, and regulation of AI usage. Routine reviews of AI activity will be conducted for the purpose of security audits or investigations.

AI technologies are intended for business-related tasks only. Management retains the right to oversee AI usage to ensure compliance and appropriateness with this policy.

Personal information and surveillance activities will be managed in line with AIR EP's existing privacy and data governance policies.

## Policy inclusions

### AI Use

AIR EP welcomes the use of AI technologies, designed to automate and enhance various business functions. AI tools are to be used for work-related tasks. Any engagement with AI represents the organisation and must adhere to our professional and ethical standards.

AIR EP will commit to training all employees on best practices for secure and responsible AI usage, yet the organisation expects a level of common sense to be applied when interacting with AI platforms.

### Acceptable use

Acceptable use of AI technologies involves utilising them to streamline existing work processes. Staff may employ AI solutions for tasks that directly align with their job responsibilities. Staff must always ensure they are logged into approved AI software accounts, as listed in the AIR EP Asset Register, when utilising AI tools for work purposes.

All AI use must be in line with AIR EP's mission and values, whilst adhering to ethical and professional standards. It's essential that AI interactions comply with Australian legal regulations and uphold privacy and security guidelines.

### *Personal use*

AIR EP approved AI technologies are to be used solely for work-related tasks. Using these resources for personal purposes is a breach of this policy and could increase the likelihood of cybersecurity risks. Unauthorised use may compromise the system's integrity and is subject to professional review.

### Prohibited use of AI

In line with AIR EP's ongoing commitment to cybersecurity and upholding the integrity of operations, it's essential to explicitly define the prohibited uses of AI technologies.

These prohibitions are set not only to mitigate cybersecurity risks, but also to ensure data privacy and regulatory compliance. The aim is to safeguard both the organisation and staff from any unintended repercussions that could compromise the organisations standing and security.

Therefore, the following activities are prohibited when using AI technologies:

- Uploading proprietary business plans or financial records to AI platforms without explicit authorisation from the Executive Officer.
- Uploading confidential client or customer data, such as personal details or account information, to unsecured or third-party AI platforms.
- Uploading sensitive internal communication, such as board meeting minutes or executive emails, to unsecured or third-party AI analysis tools or platforms that have not been approved by the Executive Officer.
- Uploading datasets containing personally identifiable information (PII) of employees, clients, or stakeholders to unsecured or third-party AI platforms not vetted for data security compliance.

Further, the following activities are considered illegal and thus explicitly prohibited:

- Utilising AI for unauthorised data mining or scraping.
- Employing AI tools to attempt cracking or deciphering encryption protocols.
- Making use of AI to deploy or disseminate malware, viruses, or phishing attacks.
- Engaging AI to sniff network traffic without explicit authorisation.
- Utilising AI to manipulate, alter, or delete other users' data.
- Automated engagement with non-public systems or databases without prior consent.
- Using AI to impersonate staff, clients, or other stakeholders.
- Deploying AI technologies to undermine or disable existing security measures.
- Using AI to gain unauthorised entry into restricted network zones.
- Employing AI tools to generate or spread false or misleading information, either internally or externally.

## Account responsibility

At all times, employees are responsible for any activity performed through AIR EP's assigned AI system access credentials. This policy strictly prohibits any other individual – be they family members, colleagues or external parties – from using, accessing, or manipulating AI tools and data under someone else's credentials. The individual to whom the AI access credentials have been assigned will be held accountable for any actions or tasks conducted through those credentials.

If an employee suspects that their AI access credentials have been used without their knowledge or authorisation, they must follow the procedure outlined in the [19 AIREP Incident Response Plan Policy](#) and promptly inform the Executive Officer, Operations Manager and contracted IT Service provider as a matter of urgency.

## Data Protection with AI Use

This section outlines the measures employees should take to ensure that confidential data is not compromised. All employees are expected to adhere to best practices for data protection to ensure the confidentiality, integrity, and availability of data processed by AI systems.

All employees should clearly understand and abide by the following data protection guidelines:

- **Confidential Data:** Under no circumstances should sensitive or confidential data be uploaded to unsecured or third-party AI systems unless expressly approved by management.
- **Data Classification:** Ensure that you are aware of the classification of data you are handling. Only data that has been approved for AI processing should be used.
- **Data Management:** Ensure the ability for AI to learn from the data you are uploading is always switched off if using unsecured or third-party AI tools or systems
- **User Access:** Access to AI systems that are capable of processing sensitive or confidential data must be strictly limited to authorised personnel.
- **Compliance:** Always abide by existing legal and regulatory requirements regarding data protection. This includes both local Australian legislation and international laws, where applicable.
- **Data Minimisation:** Limit the data processed by AI to only what is strictly necessary for the task at hand. Avoid using excessive or irrelevant data sets.
- **Incident Response:** If there is suspicion or evidence of a breach involving the misuse of confidential data within an AI system, follow AIR EP's Incident Response Plan and notify management as a matter of urgency.
- **Regular Updates:** Keep all AI applications up to date to ensure they meet the latest security standards.

By strictly adhering to this policy, AIR EP aims to mitigate the risk of data breaches and ensure the secure and appropriate use of AI technologies.

### Consequences of Policy Breach

Any breach of this policy will be treated as a serious matter and be subject to appropriate investigation and may result in disciplinary action. In serious cases, the penalty for a breach, or repetition of a breach, may include summary dismissal or for contractors the termination of contractual arrangements. Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of the organisation's computer network. You need to be aware that some conduct may also lead to criminal prosecution.

### Related documents

17 AIR EP Cybersecurity Policy

18 AIR EP Employee Acceptable Use Policy

19 AIR EP Incident Response Plan Policy

20 AIR EP Data Breach Policy

<END>