



Queensland Ag Shows

Staff, Contractors and Volunteers Handbook (The Handbook)

Welcome to the Queensland Chamber of Agricultural Societies Inc. (Queensland Ag Shows).

Queensland Ag Shows is the peak body for Agricultural Show Societies in Queensland. We promote and protect the general interests of Show Societies so they can continue to put on safe events and increase community wellbeing.

Our employees, contractors and volunteers are an essential part of ensuring our ongoing success. This Handbook has been designed to give you direction, objectives and a complete understanding of our code of conduct, applicable policies and procedures.

I hope that your time with us is rewarding and enjoyable.
Signed:

A handwritten signature in black ink, appearing to read "Trevor Beckingham", followed by a period.

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INTRODUCTION

This Handbook has been established to provide employees, contractors and volunteers with all relevant information regarding Queensland Ag Shows code of conduct and key workplace policies & procedures.

This Handbook will be reviewed annually and re-distributed to employees', contractors and volunteers. Should the need arise, the code of conduct and workplace policies and procedures will be translated into appropriate languages.

The code of conduct and policies contained within this Handbook apply to:

- All employees - full time, part time, casual, permanent or temporary;
- Independent Contractors; and
- Volunteers, vocational, trainees and work experience placements.

It applies to the above persons in all their interactions with each other, and with customers, contacts or clients.

It applies to employees, contractors and volunteers while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences or whilst representing Queensland Ag Shows.

This Handbook will be reviewed annually and may be amended from time to time at the discretion of Queensland Ag Shows Board.



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CODE OF CONDUCT

Purpose

Queensland Ag Shows recognises the importance of a harmonious environment which actively promotes best practice. The purpose of this Code of Conduct is to describe the standards of behaviour, and conduct expected from employees, contractors and volunteers in their dealings with customers, suppliers, clients, co-employees, contractors, volunteers, management, the general public and any other stakeholders.

Queensland Ag Shows expects all employees, contractors and volunteers will observe the standards set out in this Code of Conduct. Compliance with this Code is expected, and non-compliance may result in disciplinary action for employees, contractors and volunteers (including temporary contractors) may have their contracts with Queensland Ag Shows terminated or not renewed.

Commencement

This Code of Conduct will commence from 19th November 2020. It replaces all other codes of conduct (whether written or not).

The Code

All employees, contractors and volunteers of Queensland Ag Shows are expected to observe the highest standards of ethics, integrity and behaviour during the course of their engagement with Queensland Ag Shows. This Code provides an overview of Queensland Ag Shows fundamental business values. It is by no means exhaustive, but summarises some of our most important workplace expectations, which are based on standards that underlie our business ethics and professional integrity standards that apply to all employees, contractors and volunteers.

As representatives of Queensland Ag Shows all employees, contractors and volunteers are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where they can be perceived as representing Queensland Ag Shows:

- Comply with all Commonwealth, State, Territory and Local laws, policies, procedures, rules, regulations and contracts.
- Comply with all lawful and reasonable directions from Queensland Ag Shows.
- Be honest and fair in dealings with customers, clients, suppliers, co-employees, contractors, volunteers, management and the general public.
- Display the appropriate image of professionalism at your workplace. Wear the required attire/uniform, safety equipment or work clothes, where appropriate, and at all times ensure your appearance is neat and tidy.
- Treat customers, clients, suppliers, co-employees, other contractors, other volunteers, Queensland Ag Shows management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, citizenship, age, sex, sexual orientation, marital status, union

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membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.

- Promptly report any violations of law, ethical principles, policies and this code.
- Maintain punctuality. If an employee, contractor or volunteer is late or cannot report for duty, they must contact and let their immediate supervisor/manager know as soon as possible.
- Do not use work time for private gain. If an employee, contractor or volunteer is required to leave work for personal reasons they should advise their immediate supervisor/manager well in advance.
- Maintain and develop the knowledge and skills necessary to carry out your duties and responsibilities.
- Observe workplace health and safety policies and obligations and co-operate with all procedures and initiatives taken by Queensland Ag Shows in the interests of workplace health and safety.
- Be truthful in all dealings with persons encountered at the workplace.
- Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- Not act for an improper or ulterior purpose or on irrelevant grounds.
- Never demand or request any gift or benefit in connection with your employment or engagement.
- Respect at all times Queensland Ag Shows and client's property.
- Maintain during engagement with Queensland Ag Shows as well as after the termination/conclusion of engagement, the confidentiality of any confidential information, records or other materials acquired during the engagement/contract with Queensland Ag Shows.
- While engaged do not accept any employment/contract with another organisation that is a supplier or competitor of Queensland Ag Shows, or any other employment/contract that is in conflict with your position with Queensland Ag Shows.
- Not make any unauthorised statements to the media about Queensland Ag Shows business (requests for media statements should be referred to the General Manager or President).
- Do not fight in the workplace or when representing Queensland Ag Shows.
- Swearing in the workplace must not be used in an aggressive manner and must not be directed at another employee, contractor or volunteer and under no circumstances a client.
- Never report for duty and/or provide services under the influence of illicit drugs or alcohol.
- If an employee/contractor/volunteer is taking prescription medication that may affect their capacity to undertake work safely, they must inform Queensland Ag Shows immediately.
- Employees, contractors or volunteers may be required to produce medical evidence to prove their medication does not affect their capacity to undertake work and to work safely.

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- Do not smoke during working hours or whilst representing Queensland Ag Shows. Smoking is permitted during prescribed breaks and within designated areas.

Managers and Supervisors

Managers and supervisors should also:

- Promote a team spirit.
- Maintain confidentiality when conducting investigations into grievances and disputes.
- Avoid bias in decision making.
- Ensure procedural fairness and natural justice is applied when carrying out counselling and discipline of employees.
- Exercise objectivity when administering rewards or discipline.
- Not condone, permit, or fail to report any breaches of the above code and/or policies and procedures by employees under their supervision.

Consequences of Breach of the Code

Employees who breach this Code of Conduct will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this Code of Conduct will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.



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WORKPLACE HEALTH AND SAFETY POLICY

Introduction

Queensland Ag Shows is dedicated to providing its employees, contractors and volunteers with a workplace that is, as far as is reasonable, safe and without risks to health and safety.

Employees, contractors and volunteers also have a duty to cooperate with the measures to eliminate or reduce risks.

Queensland Ag Shows recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors and employees of contractors, volunteers, clients and visitors to its sites, whilst travelling and when on a customer's site.

This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

Our Workplace Health and Safety (WHS) objective is to actively work towards elimination of injuries and incidents. Our target is to have minimal injuries and incidents.

We are committed to comply with all WHS legislation, codes of practices and other safety guidance material.

Responsibilities

The Board are committed to:

- Ensure the health & safety of workers and other people in conducting the business;
- Integrating WHS into all aspects of Queensland Ag Shows operations;
- Compliance with legislative requirements, current industry standards and co-operation with regulatory bodies, as far as is reasonable;
- Exceeding legislative requirements and aiming for best practice systems of work;
- Provision of an environment that is safe and without risks to health.
- Review and assessment of WHS policies.

Management are committed to:

- Integrating WHS into all aspects of Queensland Ag Shows operations;
- Compliance with legislative requirements, current industry standards and co-operation with regulatory bodies, as far as is reasonable;
- Exceeding legislative requirements and aiming for best practice systems of work;
- Provision and maintenance of an environment that is safe and without risks to health;
- Consultation with employees and other parties to improve decision-making on WHS and environmental matters;
- Development, implementation and review of written safe work procedures;
- Distribution and communication of safety information and safe work procedures;
- Information, training and supervision to employees' contractors, clients and visitors to ensure safety;
- Support and assist employees in effective injury management and rehabilitation;
- Maintain sufficient insurance and WorkCover insurances for the organisation
- Review and assessment of WHS policies.

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Employees, Contractors and volunteers are expected to:

- Take reasonable care for the health and safety of themselves and others during their engagement;
- Co-operate with Queensland Ag Shows to enable compliance with WHS legal obligations;
- Participate in consultative arrangements;
- Assist management to meet WHS targets/key performance indicators;
- Participate in return to work programs.

All contractors, and employees of contractors and volunteers engaged to perform work for Queensland Ag Shows, are required to comply with relevant Legislation, Standards, Codes of Practice, the above health & safety policy, procedures and programs and to maintain current and sufficient public liability and workers compensation insurance.

All employees, contractors and employees or contractors and volunteers primarily have a duty to identify hazards, manage risks, implement control measures using the hierarchy of control, be involved in reviewing the control measures and providing information, training and instruction where necessary.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.



INCIDENT REPORTING POLICY

Introduction

This policy has been developed to ensure that all employees, contractors and volunteers understand the processes to be taken in the event of a dangerous occurrence, accident or near miss.

The Queensland Ag Shows recognises that the health and safety of its people is a priority and that if accidents or incidents do occur, they must be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

This policy applies to all employees, contractors, volunteers and visitors under the control of Queensland Ag Shows.

Definitions

Incident refers to **any event** (including accidents and near misses) which **causes or could have caused**:

- Injury
- Illness
- Damage to Queensland Ag Shows assets, equipment, vehicles, property, material
- Environmental harm, or
- Public alarm.

It includes fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and incidents that occur as a result of performing Queensland Ag Shows duties.

Responsibilities

Assessment for Fitness for Work

It is the responsibility of the **Board** to ensure that:

- Managers notify the Board of all dangerous occurrences;
- Managers are aware and understand the principles of incident reporting and investigation;
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken;
- Material Safety Datasheets (MSDS) are available to all employees, contractors and volunteers;
- All matters relating to employee, contractor or volunteer welfare are dealt with in the most appropriate and timely manner.

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It is the responsibility of **managers** to:

- Report all incidents, accidents and near misses that result in or have the potential to result in injury or damage;
- Investigate all incidents promptly and complete Incident Report Form;
- Ensure workplace safety is regularly discussed at staff meetings.

It is the responsibility of **all employees, contractors and volunteers**, to ensure that:

- Accidents and hazards are reported to management at the earliest opportunity;
- All requirements and obligations under the relevant legislation are complied with;
- Help identify the causes of dangerous occurrences and accidents and develop corrective action.

Procedures

All incidents and near misses must be reported to a manager within 24 hours of the incident occurring. All incidents and near misses must have an incident report submitted to the manager within 48 hours. The manager will determine whether further reports need to be actioned (i.e. WorkCover).

Any incident which has the potential to result in injury or damage to property must be reported in the same manner as an incident or accident that results in injury or damage.

Immediate Action

All injuries and illnesses must be assessed by a qualified First Aid Officer to determine whether medical treatment is required.

If medical treatment is required, the injured person's manager must ensure that suitable arrangements are made for transport to a doctor or hospital.

All injuries resulting in lost work time must be reported to the General Manager within 24 hours. Any incident that is possibly notifiable (refer notifiable injury section) must be communicated to the General Manager immediately.

The following documents must be completed for all incidents and injuries involving employees, contractors, volunteers, agency staff, visitors or the general public:

- The Injury/Incident Report Form
- The Injury Register (secure file maintained by the General Manager);
- Incident notification as appropriate to the relevant WorkCover authority.

A copy of the completed incident report form must be retained and filed by the General Manager.

If the incident/injury results in a Worker's Compensation claim, the following forms need to be completed:

- Worker's Compensation form from the employee;
- Worker's Compensation form from the employer;

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All claims for compensation must be accompanied with an appropriate medical certificate for time lost. All forms to be completed by the General Manager or their representative.

Ensure copies of all documents are kept on the employee's personnel file.

The General Manager will ensure that an appropriate incident investigation for all lost time injuries and major incidents is conducted and reported to the Board. Each accident or incident must be investigated in consultation with the General Manager to ensure that corrective or preventative action is taken as appropriate.

The General Manager is required to liaise with the Board to implement corrective or preventative actions arising from any investigation.

Notifiable Incidents/Injuries

Some incidents and near misses result in an obligation under law to notify the relevant health and safety regulator. Failure to comply with an incident notification obligation is, in itself, an offence under the Workplace Health and Safety Act 2011 (WHS Act).

Queensland Ag Shows is obligated under this act to notify the relevant regulator (Workplace Health and Safety Queensland) immediately after becoming aware that a "notifiable" incident has arisen out of the conduct of business. Notifiable incidents are defined under legislation as:

- a) The death of a person, or
- b) A serious injury or illness of a person, or
- c) A dangerous incident.

Notifiable Incidents/Injuries Procedure

Following an incident, it will be necessary for an assessment to be made as to whether the incident falls within the definition of a "notifiable incident". In some circumstances this will be clear. However, in others, careful consideration of the statutory definition is required. Therefore, employees must report lost time, serious and severe incidents to the General Manager immediately

The General Manager will determine whether an incident or injury is notifiable on the basis of information reported and:

- Immediately notify police and emergency services (ambulance, fire etc);
- Take immediate steps to ensure the site is not disturbed – work will be discontinued immediately, and all people removed from the site pending official investigation;
- Immediately call Workplace Health and Safety Queensland;
- Notify the President of the Board.

Notifiable incident reports and associated information will be retained for 7 years.

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Vehicle Incidents / Accidents

It is the responsibility of every employee, contractor and volunteer who drives a vehicle while undertaking Queensland Ag Shows operational activities to report any vehicle accidents to your manager as soon as practical after the incident.

The following accidents must be reported:

- Impact damage due to your vehicle colliding with another vehicle or object/item;
- Any damage sustained via an act of vandalism;
- Any damage sustained as a result of criminal activity (e.g. vandalism, malicious damage, storm damage); and
- Personal injury sustained by yourself, occupants of the vehicle or another individual.

Employees, contractors and volunteers involved in any of the above must complete an incident report form, ensuring they obtain as much information as possible whilst at the scene of the incident. It is vital that adequate details are recorded, particularly in relation to other vehicles or property involved.

The completed incident report must be forwarded to the General Manager and can include mobile phone video and photos.

Consequences of the Breach of Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.



FITNESS FOR WORK POLICY

Introduction

Queensland Ag Shows and its employees, contractors and volunteers have a responsibility for the provision of a safe, healthy, cost-effective and productive workplace. This means that each individual has a responsibility to maintain personal 'fitness for work'.

Employees, contractors and volunteers are required to attend work in a good physical and mental condition, so duties are performed in a safe, efficient and productive manner. Employees, contractors and volunteers should be aware that many factors may affect fitness for work, and these can often interact with each other.

These may include:

- General health and fitness
- Secondary employment or volunteer activities
- Recreational activities and sport
- Medications
- Insufficient sleep /fatigue
- Injury or illness (work or non-work related)
- Consumption of alcohol or other drugs
- Personal factors (e.g. psychological, psychiatric issues, family issues or illnesses)

Responsibilities

Assessment for Fitness for Work

Immediate supervisors are responsible for initial assessment of an employee, contractor's or volunteer's fitness for work. If a supervisor becomes concerned about an employee, contractor's or volunteers ability to safely perform their work, either through direct supervision or report, they must take prompt action.

If an employee, contractor or volunteer presents to work and the manager deems that they are not fit to be at work, then the manager should deal with this immediately after they become aware of the issue. The matter should be dealt with sensitively and as a matter of safety rather than discipline.

The employee, contractor or volunteer may be suspended from duties and a private discussion should take place to determine the cause of the problem. The formality of this meeting will be dependent on the individual circumstances i.e. if the illness or injury is obvious then a simple direction to take a break or go home on sick leave will suffice but if the manager has reason to believe that the employee, contractor or volunteer is unfit due to reasons which breach policy (e.g. intoxication) then the matter will be handled in accordance with the relevant policy and/or an investigation may be initiated.

Queensland Ag Shows reserves the right to direct an employee, contractor or volunteer who it believes is unable to safely perform their duties due to some form

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of impairment attend a medical practitioner of Queensland Ag Shows choice prior to continuation of duties.

There may be some warning signs including:

- Lethargy
- Obvious struggle to complete tasks
- Out of character behaviour e.g. irritability / aggression, vagueness
- Apparent lack of attention or concentration
- Smell of alcohol / drugs on an employee
- Obvious illness or injury (e.g. flu symptoms, limping)

If an employee, contractor or volunteer attends work when they are unwell or fatigued, generally they do so because they are conscientious not because they are trying to put anyone else at risk. The manager/supervisor needs to make a judgement call as to the correct response in the individual circumstances.

Appropriate actions may include:

- Having the employee take a short break
- Sending (or driving) the employee home on approved sick leave
- Driving the employee to a doctor or to the hospital (if they are not fit to drive themselves)
- Calling an ambulance if the severity of their condition warrants

Incident Response

The investigation of workplace incidents or accidents will include consideration of fitness for work issues.

Drugs and Alcohol

Queensland Ag Shows Drug and Alcohol Policy should be referred to for any fitness for work matters involving or suspected of involving the influence of alcohol or drugs.

Work Related Injury or Illness

All work-related injury or illness is to be dealt with in accordance with the applicable Workers Compensation legislation.

Non-Work-Related Illness or Injury

A non-work-related injury or illness refers to an injury or illness (includes physical, mental or psychological conditions) which does not arise out of the course of employment or that has been deemed not to be compensable under Workers Compensation Legislation.

Medical Clearance to Return to Work

If an employee experiences a serious non-work-related injury or illness which may affect their ability to undertake the full duties of their position, then a medical clearance from a doctor will be required before that employee will be permitted to return to work.

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If an employee presents to work unable to carry out the duties of their position or where the manager believes that there is a risk to them or another employee, they may be suspended until a medical assessment can be carried out – at the employees cost.

Provision of Alternative Duties

Queensland Ag Shows is under no legal obligation to provide alternative duties to an employee returning to work following a non-work-related injury or illness. In general, if an employee is not fit to return to the full duties of their position then they must remain on appropriate leave until such time as they are fit to return to their full duties.

Chronic / Long Term Fitness for Work Concerns

Where it is identified and or suspected that an employee is unable to perform the inherent requirements of their position a full functional capacity assessment may be carried out in order to ascertain if the employee can continue to be employed in the position.

Consequences of the Breach of Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.

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BULLYING, HARASSMENT AND DISCRIMINATION POLICY

Introduction

Queensland Ag Shows commitment to excellence is underpinned by values including integrity in all activities and respect in all relationships. Queensland Ag Shows is committed to creating a work environment which is free from bullying, harassment and discrimination and where all employees, contractors and volunteers are treated with dignity, courtesy and respect.

Any bullying, harassment or discriminatory behaviour by employees, contractors or volunteers will not be tolerated by Queensland Ag Shows.

When Bullying, Harassment and Discrimination May Occur

An employee, contractor or volunteer can experience unlawful bullying or harassment or discrimination by another employee or group of employees, a supervisor/manager, a contractor, volunteer or other service provider.

This behaviour is unlawful in any work-related context, not just on or in Queensland Ag Shows premises. It can include behaviour at conferences, work functions and at employee/contractor social events. It can also include interactions between employees/contractors/volunteers off-site.

What is Sexual Harassment?

Sexual harassment is any form of unwelcome sexual attention that might offend, humiliate or intimidate the other person and may be experienced by women or men. It includes uninvited touching or physical contact; leering at a person or at parts of their body; talking about your sex life or asking about another person's sex life; sexual jokes or propositions; sexually offensive communications (phone, email, SMS or other social media).

Sexual harassment is against the law wherever and whenever it occurs. Queensland Ag Shows will not tolerate sexual harassment in the workplace or in any work-related context such as conferences, work functions and business trips. Sexual harassment has nothing to do with mutual attraction. Such friendships are a private matter.

Sexual harassment does not have to be repeated or continuous to be against the law. Some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated. Other single incidents, such as an unwanted invitation or compliment, may not be sexual harassment. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

The person being harassed does not need to say that the behaviour is unwelcome. Many people find it difficult to speak up. All employees, contractors and volunteers are responsible for their own behaviour. If you think the behaviour may offend, **then don't do it.**

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Criminal Offences

Forms of bullying, harassment and discrimination can also constitute criminal offences, including:

- Physically assaulting a person, including sexual assault;
- Stalking; and
- Obscene communications including through emails, phone calls, SMS and Social Media etc.

Queensland Ag Shows will act immediately on reports of possible criminal offences.

Discrimination and Equal Opportunity

Queensland Ag Shows is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) employees/volunteers/contractors will be treated on their merits and valued according to how well they perform their duties or services provided.

Queensland Ag Shows believes that all employees, contractors and volunteers should be able to work in an environment free from bullying, harassment, discrimination, victimisation, sexual harassment, vilification and the seeking of unnecessary information on which discrimination might be based. We consider these behaviours unacceptable and they will not be tolerated.

Responsibilities

All employees must contribute to the creation of a workplace that is free from bullying, harassment and discrimination and the promotion of a healthy workplace culture.

All contractors must contribute to the creation of a workplace that is free from bullying, harassment and discrimination and the promotion of a healthy workplace culture.

All volunteers must contribute to the creation of a workplace that is free from bullying, harassment and discrimination and the promotion of a healthy workplace culture.

Managers/Supervisors have a particular obligation to model appropriate behaviour; promote this policy, treat all complaints seriously and attend to them promptly, monitor the work environment and seek expert help for complex or serious matters.

All employees/volunteers/contractors have the responsibility to comply with this policy, report incidents to their manager/supervisor and not to participate in bullying and/or harassing and/or discriminating behaviour.

Self Help

If you feel confident and want to deal with the situation yourself, you can use self-help techniques. *However, it is not necessary that you try to resolve the complaint this way.*

This option involves approaching the person responsible for the bullying and/or harassing and/or discriminating behaviour yourself. You should tell the person what you are unhappy

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about, why you are unhappy about it, and what you would like to happen. Taking a person with you for support may be helpful.

Make an Internal Complaint

Queensland Ag Shows has an obligation to treat all complaints of bullying & harassment and discrimination seriously. All formal complaints will be investigated promptly and handled in a confidential and impartial manner.

1. The starting point to resolving a complaint is to talk with someone. If the complaint involves staff or is by a staff member then the first person to contact is the General Manager, unless the complaint involves the General Manager. If the complaint involves the General Manager, then it needs to be discussed with the President. All other complaints must first be referred to the General Manager. Tell them what your concerns are, explain what has happened and how it has affected you.
2. The General Manager may take immediate action.
3. The General Manager may provide a range of options. One approach is to centre on the resolution of the issue, without deciding fault. The General Manager may speak to the person you are making a complaint about, to see if the situation can be resolved simply.
4. Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. The General Manager or the President may handle your complaint or refer it to an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations.

Queensland Ag Shows is committed to providing an environment which is safe for all employees, contractors and volunteers. You will not be disadvantaged in your employment conditions or contract for services as a result of lodging a complaint.

Please note however that allegations that are found to be frivolous and/or vexatious may in itself constitute but not be restricted to bullying and/or harassment and/or discrimination in the workplace and may expose the complainant themselves to potential adverse action.

Anti-Discrimination Legislation

There exists both Commonwealth and various State and Territory Anti-Discrimination laws that will have application. In general discrimination on the following grounds is against the law:

- Race, (including colour, descent or ancestry, nationality, national or ethnic origin);
- Age (whether younger or older);
- Impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- Religious belief or activity;
- Sex or gender identity;

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- Relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- Sexuality;
- Pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent);
- Family responsibilities (including the responsibility to care for and support a dependent child or immediate family member);
- Lawful sexual activity;
- Trade union activity;
- Political belief or activity;
- Association with someone else who is identified because of one of the above attributes.

Other behaviour that is against the law includes:

- Seeking unnecessary information on which discrimination might be based;
- Victimisation because a person has made a complaint, agreed to be a witness or has had a complaint made against them;
- Sexual harassment is prohibited under both state legislation and the federal Sex Discrimination Act 1984 (*Cth*);
- Vilification on the basis of a person's race, religion, gender identity or sexuality; and
- Federal anti-discrimination legislation also prohibits discrimination on the basis of criminal record, medical record or social origin.

What is Discrimination?

Direct discrimination occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the attributes listed above. Direct discrimination may involve:

- Making offensive 'jokes' about another person's racial or ethnic background, sex, sexuality, age or impairment;
- Expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work (e.g. 'Women with young children shouldn't work.' or 'Older employees can't learn new skills.').
- Using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

Indirect discrimination occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute listed above. The fact that the disadvantage was not intended is not an excuse. For example:

- Requiring everyone to be available for all shifts might be unfair to a person with responsibilities to care for children or an elderly parent.
- Only hiring people who have never had a back injury or an employee's compensation claim might rule out an employee whose health has returned and can do the job well.
- Not considering the provision of some reasonable adjustments would disadvantage a person with impairment, who may be able to perform the essential parts of the job in a different way.

Definitions

The following definitions are general in nature and do not constitute an exhaustive list of what does or does not constitute bullying, harassment and discrimination in the workplace;

Bullying: Repeated unreasonable and inappropriate behaviour in the operational environment which comprises behaviour that intimidates, offends, degrades, insults or humiliates an employee, contractor or volunteer. This can be physical or psychological behaviour.

Harassment: Unlawful harassment can occur when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex including sexual harassment; disability; sexuality; or any characteristic specified under human rights legislation. It can also happen if someone is working in a 'hostile' - or intimidating - environment. The behaviours can be overt or subtle, verbal, non-verbal or physical.

Discrimination: is the treatment or consideration of, or making a distinction in favour of or against, a person based on the group, class, or category to which that person belongs to rather than on individual merit.

Sexual Harassment: is an unwelcome sexual advance towards a fellow employee, contractor or volunteer.

Victimisation: is the treatment of a person unfairly, including threats or intimidation, and causing detriment when a person has acted within Queensland Ag Shows dispute resolution procedure or because they have supported someone else who acted within the dispute resolution procedure. This may include such things as adverse changes to a work environment, denial of access to resources, work opportunities or training, or ostracism.

Vilification: is the public act of a person that incites hatred toward, serious contempt for, or severe ridicule of a person or group of persons on the grounds of race, transsexuality, sexuality and HIV/AIDS. Vilification is considered within the harassment requirements of this policy. Vilification does not include, for example, legitimate debate about issues that might include discussions of race, transsexuality, sexuality and HIV/AIDS.

What is Bullying

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social media posts, social isolation or ignoring people or unfair work practices.

Behaviours that may constitute bullying include:

- Sarcasm and other forms of demeaning language
- Threats, abuse or shouting
- Coercion
- Isolation
- Inappropriate blaming
- Ganging up
- Constant unconstructive criticism

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- Deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- Unreasonable refusal of requests for leave, training or other workplace benefits.

What Bullying and Harassment is Not

Bullying and harassment in any environment that involves Queensland Ag Shows must not be confused with legitimate comment, criticism and advice, including relevant negative comment or feedback, from management on the work or behaviour of an individual or group and reasonable management action taken in a reasonable way.

Employees, contractors and volunteers who make a complaint of bullying and/or harassment and/or discrimination will not suffer any victimisation by Queensland Ag Shows for making the complaint. This also applies to employees, contractors and volunteers who agree to be a witness in a complaint or have a complaint made against them.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.



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DRUG AND ALCOHOL POLICY

Introduction

Queensland Ag Shows is committed to providing an environment for its employees, contractors, volunteers, customers/clients and visitors that is safe and without risks to health and safety.

The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the engagement environment and represents a significant problem in terms of workplace incidents/near misses, absenteeism and other individual costs.

This policy outlines Queensland Ag Shows commitment to a safe environment and is aimed at preventing, or minimising, any risk of injury or harm to the health and safety of its employees, contractors and volunteers or others at the engagement environment, from the use of alcohol or drugs. It describes the standards of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of Queensland Ag Shows, employees, contractors, volunteers and others at the workplace, and the consequences of breaching the policy.

The objective of this policy is to create an environment in which the safety and performance of employees, contractors and volunteers are not adversely affected by the use of alcohol or other drugs.

Responsibilities

Employees, contractors and volunteers must not perform their duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition. Where an employee, contractor or volunteer is taking a drug, which has been prescribed by a registered medical practitioner that may affect their capacity to work and to work safely, the employee, contractor or volunteer is required to advise management of:

- The name of the drug prescribed;
- The known effects of the drug (if any) on the employees, contractors or volunteers' capacity to safely and lawfully perform their duties and any other tasks; and
- The expected duration the employee, contractor or volunteer will be taking the prescribed drug.

Work duties include:

- Presenting at the workplace or off-site jobs;
- Use of Queensland Ag Shows vehicles.

On occasion, Queensland Ag Shows will host social functions, where the Committee may permit limited alcohol consumption. If an employee, contractor or volunteer attends such a function, the employee, contractor or volunteer is responsible for ensuring they do not

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consume so much alcohol that their capacity to ensure their safety, and that of their work colleagues, may be affected.

Managers and employees, contractors or volunteers are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk. Confidentiality is to be strictly observed in these matters.

Where an employee, contractor or volunteer presents for duty and appears not to be in a fit state to carry out their normal duties, Queensland Ag Shows reserves the right to remove the employee, contractor or volunteer from the work site and seek advice from a medical practitioner on their fitness for duty.

Queensland Ag Shows has a legal obligation to provide a safe and healthy working environment for its workers and others in the workplace.

To ensure a safe environment, there will be a 0% alcohol limit when operating machinery or vehicles, working with livestock or working with children under the age of 18 years.

To ensure a safe environment, no person who has used or consumed illegal drugs are able to operate machinery or vehicles, work with livestock or work with children under the age of 18 years.

All other activities not listed above, the legal limit for alcohol will be adhered to.

Queensland Ag Shows will not accept liability for any damage to a Queensland Ag Shows vehicle, an injury to another person, or damage to other property caused by an employee, contractor or volunteer while intoxicated from alcohol or illegal drugs. The employee, contractor or volunteer will be personally liable in such circumstances.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors or volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.

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SMOKE FREE WORKPLACE POLICY

Introduction

Under Work Health and Safety legislation Queensland Ag Shows must ensure that the environment is safe and without risks to health. Smoking and passive smoking pose serious health risks, therefore Queensland Ag Shows is committed to providing a smoke-free work environment.

Responsibilities

Smoking is prohibited in the presence of, or in sight of:

- Clients;
- Customers;
- Potential clients;
- Potential customers.

Smoking is prohibited on the premises except in a designated smoking area.

Queensland Ag Shows may designate a smoking area.

Persons who wish to smoke during work hours must only do so:

- Away from view of a client, customer, potential client or potential customer; and
- In a designated smoking area or outside the premises; and
- In their scheduled breaks or other approved times.

Queensland Ag Shows may promote quit programs, provide assistance with advice and information to quit smoking.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.



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COMMUNICATION POLICY

Introduction

This policy sets out the standards of behaviour expected of persons using the Queensland Ag Shows computer facilities, and mobile devices or when making reference to Queensland Ag Shows on external sites.

Responsibilities

Use of Internet, E-mail, Computers & Mobile Devices

Where use is allowed, Users are entitled to use Queensland Ag Shows Computer Network, and mobile phone applications only for legitimate business purposes.

Requirements for Use

Users must comply with the following rules when using Queensland Ag Shows Computer Network:

- Users must use their own username/login code and/or password when accessing the Computer Network.
- Users in possession of Queensland Ag Shows electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.
- Users should protect their username/login code and password information at all times and not divulge such information to any other person unless it is necessary to do so for legitimate business reasons.
- Users should ensure that when not in use or unattended, the Computer System is shut down.
- A disclaimer is automatically included in all of Queensland Ag Shows emails and must not be removed.
- If a User receives an email which the User suspects contains a virus, the User should not open the email or attachment to the email and should immediately contact Management for assistance.
- If a User receives an email and the content of which (including an image, text, materials, or software) is in breach of this policy, the User should immediately delete the email and report the matter to the Management. The User must not forward the email to any other person.

Prohibited Conduct

Users must not send (or cause to be sent), upload, download, use, retrieve, or access any email or material on Queensland Ag Shows Computer Network or mobile device applications that:

- Is obscene, offensive, or inappropriate. This includes text, images, sound, or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL). For example, material of a sexual nature, indecent or pornographic material;
- Causes (or could cause) insult, offence, intimidation, or humiliation;

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- May be defamatory or could adversely impact the image or reputation of Queensland Ag Shows. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;
- Is illegal, unlawful, or inappropriate;
- Affects the performance of, or causes damage to Queensland Ag Shows computer system in any way;
- Gives the impression of or is representing, giving opinions, or making statements on behalf of Queensland Ag Shows without the express authority of Queensland Ag Shows. Further, Users must not transmit or send Queensland Ag Shows documents or emails (in any format) to any external parties or organisations unless expressly authorised to do so.

Users must not use the Queensland Ag Shows Computer Network or Mobile Devices:

- To violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using the Queensland Ag Shows computing facilities, except as permitted by law or by contract with the owner of the copyright;
- To create any legal or contractual obligations on behalf of Queensland Ag Shows unless expressly authorised by Queensland Ag Shows;
- To disclose any Confidential Information of Queensland Ag Shows or any customer, client or supplier of Queensland Ag Shows unless expressly authorised by Queensland Ag Shows;
- To install software or run unknown or unapproved programs on the Queensland Ag Shows Computer Network. Under no circumstances should Users modify the software or hardware environments on Queensland Ag Shows Computer Network;
- To gain unauthorised access (hacking) into any other computer within Queensland Ag Shows or outside the Queensland Ag Shows, or attempt to deprive other Users of access to or use of any of Queensland Ag Shows Computer Network;
- To send or cause to be sent chain or SPAM emails in any format;
- To use Queensland Ag Shows computer facilities for personal gain. For example, running a personal business.

Users must not use another User's Computer Network facilities (including passwords and usernames/login codes) for any reason without the express permission of the User or Queensland Ag Shows.

Standards in Relation to Blogs and Sites not operated by Queensland Ag Shows

Queensland Ag Shows acknowledges that Users have the right to contribute content to public communications on websites not operated by Queensland Ag Shows, such as social networking sites like LinkedIn, Facebook or YouTube. However, inappropriate use of such communications has the potential to cause damage to Queensland Ag Shows, employees, customers, and suppliers. For that reason, the following provisions will apply to all Users.

Social media is used as a tool to deliver Queensland Ag Shows objectives;

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- To promote the significance, value, and importance of agricultural shows to Queensland communities.
- Increase awareness of Queensland Ag Shows purpose, mission, and services.
- Engage with stakeholders to consult regarding the development and review of policies, by-laws, rules, and regulations.
- Promote events and competitions for Queensland Ag Shows and our members; and
- Promote and acknowledge Queensland Ag Shows sponsors and stakeholders.

Terms of Use

The following terms of use apply to all social media activity engaged in whilst representing Queensland Ag Shows on social media platforms:

1. Confidential, legal, or private information is not to be disclosed.
2. Unsolicited views on social, political, religious or any other Queensland Ag Shows related content will be removed.
3. Logos and images are to be approved prior to use:
 - Copyright and trademarked material will only be used when permission for its use has been granted.
4. The following content will not be tolerated:
 - Discrimination, bullying or harassment
 - Defamatory, prejudicial, or libellous content wherein Queensland Ag Shows incurs liability
 - Repetitive or otherwise vexatious content
 - Obscene content
 - Illegal content (including copies of music, films, games, or software)
 - Spam, Junk email, chain messages or any other content that compromises Queensland Ag Shows data security (including malware, phishing, hacking etc)
5. Queensland Ag Shows will moderate social media interactions to ensure that inappropriate conduct is removed.
6. Users who engage in continued inappropriate conduct will be banned from the relevant social media platform.
7. Content that is considered spam will not be posted or shared.
8. No employee, Board member, member, stewards volunteer or contractor will use social media to damage the credibility of Queensland Ag Shows.
9. A schedule of core information for distribution via social media will include:
 - Upcoming Events
 - Queensland Ag Shows competition events
 - Queensland Ag Shows Meeting dates and member events.

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10. Queensland Ag Shows may share relevant content from other pages administered independently from Queensland Ag Shows (e.g. By members, stewards, or subcommittees)

Responsibilities

The following roles have been identified to administer and manage Queensland Ag Shows Social media activity and content:

1. Queensland Ag Shows Board of Directors

The Queensland Ag Shows Board is responsible for establishing the strategy and overall objectives for Queensland Ag Shows communications, including Social Media platforms. As such, the Board plays a vital role in determining which social media platforms Queensland Ag Shows utilise. Board members can provide content for Administration officers to share.

2. Queensland Ag Shows General Manager

The Queensland Ag Shows General Manager has control of Queensland Ag Shows Social Media platforms and may delegate responsibilities to others for implementation of this policy. The General Manager is responsible for the consistent implementation of this policy, including reporting on compliance and actions taken to the Board (i.e. Removal of content, banning of users).

The General Manager is responsible for overseeing the development of an annual content schedule for Queensland Ag Shows Social media, to be implemented by the Queensland Ag Shows Administration officers. The General Manager can authorise, prepare, and publish content that is deemed important for Queensland Ag Shows members, such as updates, warnings, alerts or content in support of the show movement in Queensland.

3. Queensland Ag Shows Administration Officers

Queensland Ag Shows Administration Officers are responsible for the day to day administration and monitoring of Queensland Ag Shows social media platforms. In this capacity, Administration Officers will prepare and publish all scheduled content (including upcoming shows, upcoming Queensland Ag Shows competition finals and upcoming Queensland Ag Shows member events and meetings) and any relevant content provided by Directors, Coordinators, the General Manager or Members (including sharing relevant posts from independent pages). Queensland Ag Shows Administration Officers will also monitor and respond to social media communications, referring, if necessary, any content or messages to the General Manager for review.

4. Competition Coordinators

Queensland Ag Shows Competition Coordinators are responsible for providing social media content related to their competition. Competition Coordinators who maintain a separate social media account for their relevant competition can notify Queensland Ag Shows whenever there is content, they would like shared to the Queensland Ag Shows media accounts.

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Competition Coordinators who do not maintain a separate social media account for their competition must approve all content developed for their competition **prior** to dissemination.

Competition Co-ordinators who wish to have results published in real time or recorded/live streamed must make Queensland Ag Shows aware of this prior to the event. Queensland Ag Shows may grant the Competition Coordinator access to the Queensland Ag Shows social media account for the purpose of recording/live streaming competitive events or allocate another member or volunteer access to social media accounts for this purpose.

5. Queensland Ag Shows Members

Queensland Ag Shows members may request sharing of content to a Queensland Ag Shows social media page. Any content shared must meet the requirements of this policy. Requests will be considered on a case by case basis and only shared whenever practicable and appropriate.

6. Queensland Ag Shows Sponsors

Queensland Ag Shows sponsors are responsible for providing to Queensland Ag Shows any logos or specific text they wish to have included in content created on Queensland Ag Shows social media. Queensland Ag Shows will abide by all copyright and trademark requirements applicable in accordance with the sponsor's requirements.

Access to Social Media:

Queensland Ag Shows provides access to social media in the workplace to enable employees and volunteers to perform their respective roles as described under this policy. Queensland Ag Shows respects the rights of individuals to maintain social media accounts as a private person. Personal use of social media in the workplace is accepted provide that use is not excessive, does not interfere with the employee's ability to perform their role to acceptable standards and for the most is for the cross promotion of Queensland Ag Shows.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.

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PRESENTATION POLICY

Introduction

Queensland Ag Shows recognises that the presentation of its employees, contractors and volunteers contributes to a professional environment and the public image that has contributed to the success of its business. Queensland Ag Shows therefore expects its employees, contractors and volunteers to be appropriately dressed, well-groomed and professional in appearance when engaging in any activities where they represent Queensland Ag Shows.

This policy has been developed to ensure that all employees, contractors and volunteers understand the importance of portraying a professional image through an appropriate dress code and appropriate grooming and hygiene when engaging in any activities where they represent Queensland Ag Shows.

Responsibilities

All Queensland Ag Shows employees (contractors and volunteers as requested) are required to dress to a standard which reflects the professionalism of the brand. Uniforms may be distributed to employees (and contractors/volunteers if required) if and when required, and the dress code will incorporate the following:

- Clothing and appearance – neat and tidy
- Appropriate footwear to be worn, including closed in shoes or steel capped boots when working with machinery and livestock.
- All clothing must not offend or intimidate customers or other members of the community
- Queensland Ag Shows endorses the Queensland Cancer Council recommendations when working outdoors.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.

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DISPUTE & GRIEVANCE RESOLUTION PROCEDURE

Introduction

Queensland Ag Shows endeavours to ensure that every employee, contractor and volunteer, regardless of position, is treated with respect and in a fair and just manner at all times. To this end, we need to know when you don't understand something, are unsure of your direction, or have a problem or issue in the workplace.

Queensland Ag Shows encourages and supports open communication between employees/contractors/volunteers and their managers to ensure that questions and problems arising during the course of your work can be quickly resolved.

Queensland Ag Shows encourages employees/contractors/volunteers to raise and resolve work related grievances in a fair and equitable manner. Queensland Ag Shows believes that many grievances can be resolved in an informal way, but there will be occasions where a more formal process is necessary.

Grievances and disputes raised by anyone who is not a Queensland Ag Shows employee will be assessed by Queensland Ag Shows. Queensland Ag Shows retains the right to determine whether to investigate or deal with the matter through another process.

General Principles

A number of general principles on resolving a grievance.

1. Grievances should be handled quickly and as close as possible to their source, although this may be modified by the nature of the grievance and/or the complainants wishes. Concerns should be raised as soon as possible after the incident/s occurred.
2. Wherever possible, grievances should be addressed through a process of discussion, co-operation, and conciliation. The complainant (the person raising the grievance) and the respondent (the person against whom the grievance is made) are expected to participate in the grievance resolution process in good faith. The aim is to reach an acceptable outcome that minimises the potential detriment to ongoing relationships. Grievances should not be malicious or frivolous or designed to avoid performance management process. This may constitute misconduct. No person will be victimized because they raise a grievance in good faith or are associated with a grievance.
3. Grievance resolution is an integral part of a manager's duties. Managers have a responsibility to identify, prevent and address problems in the workplace.
4. The Board members and any member of the management team are willing to discuss problems with any member and will arrange an appropriate time and place to do this.
5. If you have a grievance or problem, you should:

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- Step 1. Freely approach your immediate supervisor to discuss the matter; and
- Step 2. If you feel the matter has not satisfactorily been addressed by your supervisor, you may refer to senior management or a member of the Executive.

Please remember, if you have a problem or are unhappy about something, discuss it with someone who can fix it, complaining to friends or co-workers generally achieves little, and can often complicate resolution of the issue.



PRIVACY POLICY

Introduction

Queensland Ag Shows is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

This policy has been developed to ensure that all employees, contractors and volunteers understand the importance of dealing with privacy considerations.

Responsibilities

Queensland Ag Shows collects and administers a range of personal information for the purposes of connecting, protecting and representing affiliated Queensland Agricultural societies and Queensland Ag Shows is committed to protecting the privacy of personal information that it collects holds or administers.

Queensland Ag Shows recognizes the essential right of individuals to have their information administered in a way which they would reasonably expect – protected on one hand and made available on the other.

Queensland Ag Shows will -

- Collect only information which the organisation requires for its primary function.
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered.
- Use and disclose personal information only for our primary functions or a directly related purpose, or another purpose with the person's consent.
- Provide stakeholders with access to their own information, and the right to seek its correction.

Consequences of Breach of the Policy

Employees who breach this policy will face disciplinary action, which may include dismissal. Contractors and volunteers who breach this policy will face adverse action which may include the termination of their contract for services with Queensland Ag Shows.

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EMERGENCY POLICY

Introduction

Queensland Ag Shows is committed to protecting employees, contractors and volunteers, customers, suppliers, clients, co-employees, contractors, volunteers, management and the general public in an emergency situation. An emergency may be a medical emergency, exposure to hazard, fire or explosion or another type of emergency.

Responsibilities

In the event of a medical emergency:

- Check for any threatening situations and remove further danger;
- Notify emergency services by contacting 000;
- Notify your Supervisor or Manager;
- If someone is injured, remain with the injured person and provide appropriate first aid;
- Designate someone to meet the emergency services if required;
- Try not to leave the injured person alone or move the injured person.

In the event of a fire emergency:

- If a fire is detected, immediately raise the alarm;
- Use the fire extinguisher if it is safe to do so;
- Extinguish the fire;
- Notify emergency services by contacting 000;
- Notify your Supervisor or Manager;
- If safe assist any persons in immediate danger;
- Assemble at an assembly point well clear of danger and ensure every has been located;
- Maintain control of people at evacuation assembly area.

All incidents should be reported to management. Emergency Plans and procedures should be put in place and reviewed accordingly.



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FIRST AID POLICY

Introduction

Queensland Ag Shows is committed to protecting employees, contractors and volunteers, customers, suppliers, clients, co-employees, contractors, volunteers, management and the general public in an emergency situation. Queensland Ag Shows will ensure its requirements to first aid are met.

Responsibilities

Queensland Ag Shows will –

- Provide first aid equipment and ensure that every employee, contractor, or volunteers have access to the equipment.
- Ensure that all employees, contractors, and volunteers are aware of where the first aid equipment is located.
- Ensure that the first aid kit is always up to date. The content of the kit should be discussed with management as to what should be included in the kit.
- Ensure that an adequate number of persons are trained to administer first aid at the workplace.



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MANUAL HANDLING POLICY

Introduction

Queensland Ag Shows is committed to protecting employees, contractors and volunteers, customers, suppliers, clients, co-employees, contractors, volunteers, and management in manual handling. Queensland Ag Shows will ensure its requirements to manual handling are met and outlines the following safety guidelines.

Responsibilities

Reduce manual load handling

- plan ahead
- consider safe work methods, i.e. lifting, carrying, holding, lowering, pushing and pulling
- eliminate unnecessary tasks
- avoid double handling
- use mechanical aids
- carry out a safety check first.

Lighten the load

- where possible choose lightweight materials
- break up loads into smaller loads and/or packages
- half fill containers where required
- get help and share the load.

Reduce bending, twisting, reaching movements

- rearrange work layout
- keep equipment within easy reach
- keep frequently used items at waist height.

Follow a safe procedure

- plan the handling
- clear the way
- wear appropriate protective clothing.

Use preferred handling techniques

- keep the load as close to the body as possible during all lifting and carrying procedures
- avoid lifting with the back fully bent from a position where it is necessary to twist or bend sideways to place the load
- avoid prolonged periods with the back bent
- avoid prolonged periods of vibration exposure to whole body, as in driving a vehicle
- putting down a load
- use leg muscles and lower the load by bending your knees - Not your back.

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Avoid muscle fatigue

- warm-up first
- take frequent breaks
- change jobs to use different muscles
- gradually get used to the job
- consider your posture.

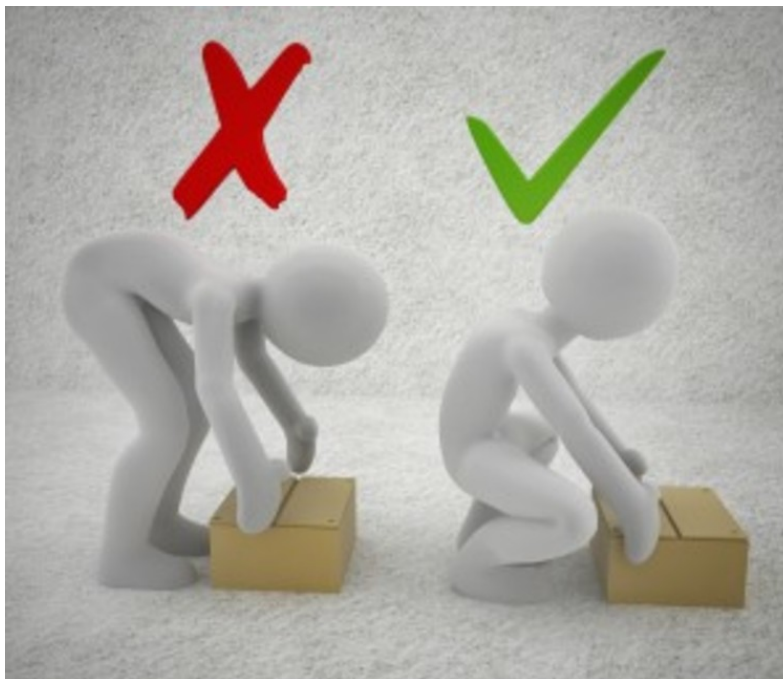
Consider mechanical aids

- mobile ramps on skids that can be towed behind a truck or utility for use in loading and unloading
- tools such as crow bars, trolleys, hooks and jacks.

Think “BACK” reduce the risks of manual handling and the cost of back injury.

Do you:

- always use safe handling procedures
- where possible, consider using mechanical aids, e.g. trolleys or forklifts
- minimise handling, twisting and reaching movements.

USE YOUR KNEES - NOT YOUR BACK

EMPLOYMENT/CONTRACTOR/VOLUNTEER ARRANGEMENTS

Introduction

In the case of an employee the terms and conditions of your employment (including remuneration, hours of work and leave entitlements) are provided for by way of your *Employment Contract* which will be signed by Queensland Ag Shows and the Employee.

In the case of a contractor the terms and conditions of your contract for services are provided for by way of your *Independent Contractors Agreement* which will be signed by Queensland Ag Shows and the Contractor.




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EMPLOYEE/CONTRACTOR/ VOLUNTEER ACKNOWLEDGEMENT PAGE

I acknowledge:

- I have read and understand The Handbook and in particular the Code of Conduct and Policies and Procedures contained therein;
- That I will comply with the Code of Conduct and Policies and Procedures contained within at all times; and
- That there may be disciplinary/adverse action if I fail to comply, which may include the termination of my employment or termination of my contract for services.

Your name: David Wilson

Signature: 

Date: 9 March 2021
