

Industry Consultation Group (ICG) Code of Conduct

What is the Industry Consultation Group (ICG)?

The Industry Consultation Group (ICG) is a new consultative body of industry stakeholders and experts that has been set up by Greyhound Racing Victoria (GRV). The ICG has no decision making authority, however advises the GRV Board with the intention of improving outcomes for the greyhound racing industry across Victoria.

What is the Industry Consultation Group's Code of Conduct?

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that all members of the ICG must demonstrate during the performance of their roles as ICG members.

Statement of Commitment

All ICG members will be required to accept the terms and conditions of the ICG Code of Conduct, and sign-off on the following declaration: [Note: See last page for "ICG Member Declaration" form]

Principles of this Code of Conduct

Ethical Behaviour

As an ICG member, you act in a fair, honest and respectful proper manner, according to the rule of law and community standards.

ICG members are expected to act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties.

ICG members must not make improper use of information acquired or make improper use of their position as a Member of the ICG.

In undertaking your duties, you shall:

- Not engage in any behaviour that is unacceptable to the Victorian community or contrary to community standards.
- Be committed to the welfare of all animals.
- Be reasonable, just and non discriminatory when carrying out all aspects of your role and responsibilities.
- Ensure your actions are undertaken in good faith and not for improper or ulterior motive.
- Behave in a manner that maintains and enhances the image of the ICG, and does not reflect adversely on the ICG.
- Be impartial when providing advice to ICG members and GRV.

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- Show respect for the role of GRV employees and industry experts, whenever they provide professional advice, opinions, guidance or expertise to the ICG.
- Be fair and honest in our dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the ICG, GRV and all related stakeholders.
- Deal with all members of the ICG, GRV and the community honestly and fairly.
- Behave and communicate in a courteous and polite manner to all ICG members, representatives of GRV, industry participants and all related stakeholders.
- Behave and communicate in a way that does not vilify nor discriminate against any racial, minority or vulnerable group of people
- Have respect for other ICG members' opinions and property (material, intellectual or other).
- Prevent the misuse of your position to gain an advantage for yourself or others.

Conflict of Interest

All ICG members must ensure that their private interests do not influence, or be seen to influence decisions or the performance of their duties in relation to membership of the ICG.

Conflicts of interest can be actual, perceived or potential:

- An actual conflict of interest is one where there is a real, currently existing conflict between your membership of the ICG and your private interests
- A potential conflict of interest is one that may arise between your membership of the ICG and your private interests
- A perceived conflict of interest is where a third party (such as a member of the public) could form the view that a conflict exists and that your private interests could improperly influence your actions as a member of the ICG, now and in the future.

A conflict of interest can arise whenever a person has a legitimate industry or professional association/connection or link with a matter that is under consideration by the ICG.

A conflict of interest can also arise when an ICG member:

- a) Has a financial stake or interest in a matter that is under consideration by the ICG.
Or
- b) Has a family member, kinship relationship or friendship with a person who has a financial stake or interest in a matter that is under consideration by the ICG.
Or
- c) Has a family/kinship or relational association with a stakeholder that is connected to a matter that is under consideration by the ICG.
And
- d) When that stake, interest or affiliation could influence your thinking about a matter and the advice that you provide to the ICG.

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Disclosure of Interest

If not managed appropriately, conflicts of interest can undermine confidence in the industry and damage the reputations of organisations and individuals. There is nothing unusual or necessarily wrong in having a conflict of interest. It is vital, however, that conflicts of interest are managed to protect the public interest.

As an ICG member, in undertaking your duties, you must immediately disclose any conflict of interest – actual, perceived or potential – immediately before or during a discussion about any matter that you, as an individual, may have a subjective interest in.

Depending on the nature of the conflict of interest, the ICG Chair reserves the right to ask you to withdraw from the discussion of the matter at hand.

Benefits and Expenses

ICG members must not solicit, demand, request or accept gifts or any other personal benefit by virtue of your position.

Leadership

As an ICG member, you will act with reasonable care and be diligent in the performance of your duties and responsibilities

In undertaking your duties, you shall:

- Have an understanding of the greyhound industry regulatory environment, industry practices and procedures, and give proper consideration to legal requirements.
- Give careful consideration to the financial stability and long-term sustainability of the greyhound industry.
- Understand, respect and accept the advisory capacity of the ICG, and the limitations of the ICG as an advisory body – rather than a decision-making body.
- Recognise that ICG members have a duty to respect ICG decisions and policy directions.
- Recognise that an individual ICG member has no authority to make decisions, direct staff or commit ICG or GRV resources, unless duly authorised to do so.
- Attend and participate in ICG meetings, apologising or obtaining leave of absence in advance for non attendance.
- Read all background material provided prior to attending meetings and ask questions of the meeting Chair if there is anything you do not understand.
- Be informed of the effectiveness and efficiency of activities and service delivery.
- Give proper consideration to the business of the ICG and be informed on the matters for discussion/action.

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Working as a Team

ICG members will establish a working relationship with fellow ICG members that recognises and respects the diversity of opinion and achieves the best possible outcomes for the industry.

In doing so, you shall:

- Conduct interaction with other ICG members with courtesy and respect
- Behave in a manner that seeks to establish mature and constructive working relationships
- Acknowledge the right of all points of view to be heard.
- Foster mature and constructive working relationships, based on mutual trust and respect.
- Prevent the misuse of your position to influence other GRV employees to gain an advantage for yourself or others.

Proper Use of Information

Information obtained as an ICG member in the course of your duties will be respected and used in a careful and prudent manner.

In doing so, you shall:

- Not use, for any purpose other than ICG business, information obtained by you as a result of your role
- Provide accurate information in relation to the ICG or in relation to ICG actions and decisions.
- Not misuse any information you receive as a result of your involvement of the ICG.
- Respect, uphold and maintain the confidentiality of information which comes to them in the course of their duties.

Making Public & Private Comment

When going about your business in the community, it is fine to advise people that you are a member of the ICG.

However, when doing so, all members shall:

- Provide an accurate and fair representation of ICG actions and discussions.
- Conduct yourselves in a manner that will not reflect unfavourably on the greyhound industry, the ICG, or GRV.
- When taking part in private or public discussions (including face to face and via social media) individual ICG members must respect and support the agreed correspondence, advice, actions and policies of the ICG.

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Media Communication

The ICG is an “internal” advisory body of industry experts that has been set up by the GRV Board with the intention of improving outcomes for the greyhound racing industry across Victoria.

Therefore, it is not anticipated that the ICG would have the need to participate in media comment or respond to media queries. Therefore:

- ICG members are not authorised to give media comment on behalf of the ICG or GRV.
- However, if the need for media comment does arise, the ICG Chair (GRV Chief Executive) is the only member authorised to make comments to the media, on behalf of the ICG.
- The ICG Chair may delegate this responsibility to another ICG member, who may have specialised industry knowledge and/or experience, or professional expertise.

Unacceptable Behaviour

All persons who are bound by this Code must not act in a manner that is unacceptable, unbecoming or contrary to the interests of the greyhound racing industry, the ICG or GRV.

The following list describes examples of behaviour, which after investigation by the ICG and a finding by the ICG, that such behaviour has occurred, shall be deemed to be unacceptable behaviour.

Unacceptable behaviour is:

- Criminal behaviour, including physical or sexual assault; recklessly causing damage to another person's property, theft, fraud etc.
- Statements to public or media which are defamatory, slanderous or deemed to denigrate the industry, the ICG, GRV or any individual involved with the industry, other racing and sporting codes, the ICG or GRV, in accordance with relevant Commonwealth and State legislation governing media law, defamation and libel.
- Intimidation or harassment – sexual or otherwise.
- Use of personal remarks (“Sledging”) - "Sledging" is defined as a statement, which is deemed to denigrate and/or intimidate another person.
- Making statements that vilify any person, on the basis of their race, political or religious beliefs, gender, class or sexuality.
- Acting in a way that becomes a public nuisance, creating a public disturbance including such conduct as continually interrupting meetings, interfering with staff and management duties and roles.
- Failure to act in accordance with the lawful purpose and directions of the ICG.

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Breaches of the Code of Conduct

Process for Dealing with a Breach

Each case will be treated in accordance with the 'situation' and 'ruling' of those persons adjudicating the case at the time.

If a breach, or suspected breach, of this Code has occurred the following process shall be used:

- Automatic suspension of the individual's ICG membership, until an investigation of the alleged breach has been completed by the GRV Integrity Council.
- The suspected breach will be investigated within seven days of its occurrence, or notification that a breach may have occurred.
- The person concerned will be advised of the alleged breach in writing and will be offered the opportunity to present information pertaining to the incident within 14 days. No one involved in the incident will be part of the investigation, other than as a witness.
- The body investigating the alleged breach will decide whether there has been a breach of the Code of Conduct and, if so, on the appropriate penalty.
- The body investigating the breach will prepare a written statement and provide it to the person concerned.
- The person concerned can appeal to the GRV Board against the decision in accordance with this Code of Conduct.
- The decision of the persons hearing any appeal will be final.

Compliance

Responsibility for complying with these standards of conduct for will rest with each ICG member.

Any concerns regarding compliance with this Code raised by ICG members or GRV staff should be made in writing and directed to the Chair of the ICG.

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Declaration of ICG Member

Acceptance of the ICG Code of Conduct

As a member of the Industry Consultation Group (ICG), I am committed to discharging my duties, and the duties of the ICG, conscientiously and to the best of my ability.

In the performance of my role, I will display professionalism and act with honesty, integrity, confidentiality and transparency.

I will treat all members of the ICG with courtesy and respect, and display attitudes and behaviours that are consistent with community expectations, and in accordance with all relevant state and federal laws.

I will conduct myself in a way that builds trust and confidence in the ICG, while enhancing the role and image of the greyhound racing industry, the ICG and Greyhound Racing Victoria.

In addition to all legislative requirements, I have adopted this Code of Conduct as the benchmark standard that I will abide by in the performance of my role as a member of the ICG.

Declaration

I, * _____

of,

** _____

HEREBY AGREE to be bound by ICG Code of Conduct, which I have read prior to my signing below.

* Insert full name.

** Insert residential address

SIGNATURE:

DATE:/...../.....

Statement of Adoption and Review

This Code of Conduct was adopted by the ICG on/...../.....