

# **CODE OF CONDUCT MANUAL**

## **MESSAGE FROM THE CEO**

At Tasracing, we have a vision to develop a competitive and sustainable racing industry in Tasmania. To achieve this, our Code of Conduct (“The Code”) provides a broad outline of our obligations for responsible business conduct in the workplace with regards to our people, industry and shareholders.

We will all face situations at work that challenge our capabilities and values. This Code helps guide our response to these challenging situations when acting on behalf of Tasracing. The answers may not always be clear-cut, but this Code of Conduct can help guide your efforts, along with support from your Manager and peers.

The Code acts as an umbrella for our internal policies and processes, which further detail the expectations of how we work together at Tasracing.

While the Code does not solve every possible scenario and situation, it asks us to exercise sound judgement and take responsibility and accountability for our actions. I ask that you hold yourself and each other accountable to The Code and speak up when it is not being lived in action.

Andrew Jenkins

**ACTING CHIEF EXECUTIVE OFFICER**

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## **1. WHAT IS THE CODE OF CONDUCT?**

The Code of Conduct (“The Code”) sets a minimum standard for conduct in our workplace with regards to our people, customers, stakeholders and business. The workplace includes any time you are acting on behalf of Tasracing, which includes after hours activities.

The Code assists with promoting a productive and cooperative workplace and is an umbrella for the range of policies and procedures that guide our work each day. The Code requires us to hold ourselves and each other accountable each and every day and to speak up when it is not being followed.

The Code does not set out every possible scenario and situation but outlines a range of guiding principles and supports relevant legislation, policies and procedures. Along with good judgement, it asks us to be responsible and accountable for our actions at Tasracing.

## **2. WHO DOES THE CODE APPLY TO?**

The Code applies to all Tasracing employees (including full-time, part-time, casual, and fixed-term), Directors, contractors, sub-contractors, volunteers and suppliers (collectively referred to as “employees”).

## **3. WHEN DOES THE CODE APPLY?**

The Code applies any time you are acting on behalf of Tasracing, which includes out of hours activities and events.

## **4. HOW DO I KNOW IF I AM MEETING THE CODE?**

If you are unsure if you are meeting The Code, ask yourself:

- Is it legal?
- Does my action comply with Tasracing’s Code of Conduct, policies and procedures?

Consider:

- What you would do if it were your time, money or asset.
- Being on the receiving end of your decision or actions.
- The scenario from all stakeholder viewpoints.

If you are non-compliant with a Policy or Procedure, you are non-compliant with The Code. If you have questions about The Code, please speak with your manager. In instances where sensitivities exist, you can seek assistance from the Company Secretary.

## **5. GOVERNANCE OF THE CODE**

### **5.1 Non-compliance with The Code**

Tasracing considers the principles and behaviours in The Code to be minimum standards of conduct and behaviour. As such, any suggestion or allegation of breach of The Code will be investigated and may result in disciplinary action or dismissal in accordance with our policies and procedures. In very serious cases criminal proceedings may be initiated.

If you observe behaviour that concerns you or does not meet with the expectations of The Code, raise the issue promptly, ideally before it becomes a non-compliance with a law or a risk to Tasracing. In the first instance, you should assess whether to approach the person concerned as

there may be a genuine misunderstanding that can be resolved without any further intervention. If your concerns are not alleviated, or you do not feel comfortable approaching the person concerned, you have several options for raising issues and concerns.

These are:

- Your manager
- People and Culture
- Company Secretary

Raising concerns of improper or inappropriate conduct should not result in harassment or victimisation by other employees. The disclosure will be treated with the utmost confidentiality and sensitivity for all persons involved. Any reprisal or subsequent harassment is not acceptable and will be dealt with immediately.

## 5.2 What happens if I inadvertently breach The Code?

Tasracing encourages a culture of learning, so if you become aware that you have, or may have, inadvertently breached an aspect of The Code, please raise it with your manager.

## 5.3 Whistleblower Policy

The purpose of Tasracing’s Whistleblower Policy is to outline who can report improper conduct in relation to Tasracing and its employees, and how this can be done in accordance with the applicable legislative whistleblower regimes.

The Whistleblower Policy covers the State whistleblower regime (under the *Public Interest Disclosures Act 2002* (Tas)) and the Federal whistleblower regime (under the *Corporations Act 2001* (Cth) and *Tax Administration Act 1953* (Cth)). Both regimes apply to Tasracing. However, where a disclosure is eligible for protection under both the Federal and State regime, Tasracing considers that the Federal regime will automatically apply to the disclosure. The State regime may also apply in consultation with the whistleblower.

There are a number of differences between the two regimes. Some of the most important differences are that the Federal regime broadens the requirements for who can be a ‘whistleblower’ and who can receive a disclosure from a whistleblower. This is outlined in the table below:

Issue	State Regime	Federal Regime
<i>Who can be a whistleblower?</i>	<ul style="list-style-type: none"> <li>• Public officers (current Tasracing employees, officers and directors)</li> <li>• current or past contractors;</li> <li>• members of the public.</li> </ul>	In relation to Tasracing, current and <u>former</u> : <ul style="list-style-type: none"> <li>• employees, officers or directors;</li> <li>• contractors, suppliers (including volunteers) and their employees;</li> <li>• associates of Tasracing; or</li> <li>• relatives and dependants of the abovementioned people.</li> </ul>
<i>Who can receive a disclosure from a whistleblower?</i>	<ul style="list-style-type: none"> <li>• Public Officers can make disclosures to Tasracing’s Principal Officer (CEO) or Public Interest Disclosure Officer (General Counsel &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• Company Secretary</li> <li>• Directors;</li> <li>• the CEO and CFO;</li> <li>• senior managers;</li> <li>• auditors of Tasracing;</li> <li>• actuaries of Tasracing;</li> <li>• legal practitioners for the purpose of obtaining legal advice;</li> <li>• ASIC;</li> </ul>

	<p>Company Secretary);</p> <ul style="list-style-type: none"> <li>• current/former contractors and members of the public must make disclosures to the Ombudsman or Integrity Commission.</li> </ul>	<ul style="list-style-type: none"> <li>• APRA;</li> <li>• other bodies prescribed under the Corporations Act; and</li> <li>• Members of Federal or State Parliament or a journalist in certain circumstances.</li> </ul>
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Disclosures can be made orally or in writing, and they can be made anonymously. For more information please refer to our [Whistleblower Policy](#), which is located on The Trough and on our corporate website (<https://tasracingcorporate.com.au/>). For a confidential discussion about whistleblowing, please contact Michael Harvey, Company Secretary at [m.harvey@tasracing.com.au](mailto:m.harvey@tasracing.com.au).

#### 5.4 Employee Assistance Program

Our Employee Assistance Provider, Positive Solutions, can be contacted on 1800 064 039. This confidential service is available to employees and their immediate family members and licensed industry participants. For more information, visit [www.positivesolutions.com.au](http://www.positivesolutions.com.au)

#### 5.5 Domestic and Family Violence

Domestic and family violence is behaviour that coerces, controls or causes a person to be afraid. The abuse can occur in different ways including emotional, psychological, physical, sexual, verbal, social, financial, spiritual, property damage, harassment and stalking, systems abuse, reproductive abuse, forced marriage, technology abuse, exposing a child to domestic and family violence.

Tasracing is committed to providing support to employees who are directly or indirectly victims of domestic and family violence. The support Tasracing offers to employees affected by family violence include:

- Management support
- Assistance in accessing relevant support services
- Access to leave arrangements as set out in the Leave Policy
- Access to flexible working arrangements
- Support for implementing security and privacy measures at work

For immediate support, employees can contact:

Safe at Home Family Violence Response and Referral Line 1800 633 937

<https://www.safefromviolence.tas.gov.au/>

National counselling service 1800 RESPECT (1800 737 732) <https://1800respect.org.au/>

Employee Assistance Program (EAP) 1800 064 039

## 6. OUR RESPONSIBILITIES TO EACH OTHER

### 6.1 Workplace Health and Safety.

Tasracing is committed to providing a safe work environment for all employees, company representatives and contractors, and for ensuring that the health and safety of members of the public is not adversely affected by business activities. Tasracing encourage all employees,

company representatives and contracts to at all times:

- Work safely and comply with the Workplace, Health and Safety Policy and associated procedures.
- Ensure any premises, plant and equipment used are in a safe condition for use.
- Intervene if a person is at risk.
- Immediately report any health and safety hazards, problems or incidents.
- Present to work in a fit and proper state.

The *Workplace Health and Safety Act 2012* has been referenced to provide the following information about each parties' duty of care responsibility.

### **Tasracing's Duty of Care**

Tasracing will provide and maintain, so far as is practicable, a working environment that is safe and free of risk to the health of employees and representatives.

### **Employee's Duty of Care**

Whilst Tasracing is committed to providing a safe environment in which to conduct its business and to meeting its legal and regulatory obligations, employees also have responsibilities.

At work, employees are required to take reasonable care of their own health and safety and where their actions impact on others, that of their colleagues. Employees are also required to cooperate with the Company on any action taken by Tasracing to comply with any requirements imposed by the *Workplace Health and Safety Act 2012* or *Regulations (2012)*. In addition, employees must not wilfully or recklessly interfere with, or misuse, safety equipment provided. Employees must not wilfully put at risk the health and safety of others.

Tasracing's [Workplace Health and Safety Policy](#) can be viewed on The Trough.

## **6.2 Workplace Behaviour**

A significant part of the culture of Tasracing is based upon how we behave and interact with each other. We are all responsible for creating and maintaining a safe and positive workplace culture that role models professionalism and supports us all to do our best each day.

### **Managing others**

All managers are expected to role model positive behaviours and to coach and develop their teams to maximise the potential of each member. It is acknowledged it takes time and commitment to enhance people management skills and to seek new and improved ways of motivating and supporting employees in the pursuit of their goals and activities.

### **Professionalism**

Professionalism is expected of all Tasracing employees. This includes but is not limited to:

- acting in a timely and responsive manner, including being punctual to work and to work meetings;
- managing your time effectively to ensure that priority activities are identified and addressed efficiently; and,
- demonstrating a respectful, positive and helpful approach to employees, industry participants, customers, and other organisations.

Professionalism is expected in both face-to-face and written interactions with each other as well as all internal and external stakeholders.

Tasracing's [Internal Communication Policy](#) can be viewed on The Trough.



In summary:

You are encouraged to seek assistance from your manager on issues that are impacting on your work and/or work environment to the extent that it is impacting your work behaviour.

You are required to:

- Treat colleagues, industry participants and customers with respect and sensitivity, providing high levels of customer service.
- Use your authority impartially, dealing with like situations in a consistent manner.
- Take all reasonable steps to obtain relevant and reliable information prior to making a decision.
- Comply with the law, and know the legislative requirements relevant to your role.
- Never use your position to exert inappropriate influence over employees of a less senior position.
- Never use email or the internet in an inappropriate manner.
- Be responsible for your own acts or omissions.

### **6.3 Workplace Bullying, Discrimination and Harassment**

Tasracing promotes and will provide as far as practicable a work environment free from harassment and intimidation. Harassment is behaviour toward others that can be defined as unwelcome, or which humiliates, offends or intimidates others.

Harassment of any kind by or against employees is not acceptable and will be dealt with through disciplinary action. In extreme cases this may lead to termination of employment.

#### **Responding to Suspected Harassment**

In any situation where you believe harassment has taken place, the principles of Natural Justice are to be applied. If you are comfortable to do so, you are encouraged to discuss the matter with the 'offending' employee. Sometimes the offence may have been unintended, and the offending employee may not have been aware of the impact on you and/or others. If you are not comfortable approaching the offending employee, you are encouraged to notify their immediate manager who can then apply the above principles prior to escalating the matter (if required).

If your immediate manager is the source of the alleged harassment, you should approach your next-in-line manager, the People and Culture Manager, or the Company Secretary.

#### **Discrimination in the Workplace**

Tasracing is committed to the elimination of discrimination in the workplace and to ensuring that no individual is subject to bias, harassment or discrimination on the grounds of issues such as gender, age, marital status, nationality or ethnic origin, sexual orientation, religious or political belief, disability, or impairment. Discrimination means denying an individual fair and equal treatment in employment on grounds other than those based on the requirements of the job.

Managers at all levels within Tasracing have a responsibility to ensure their team members can work in an environment that is free from discrimination.

It is incumbent upon all employees to comply with relevant federal and state legislation that establishes grounds on which discrimination is illegal.

Tasracing's [Workplace Bullying, Discrimination and Harassment Policy](#) can be viewed on the Trough.

### **6.4 Diversity and Inclusion**

Tasracing is an Equal Opportunity Employer and has adopted practices to ensure equal opportunities are extended to all employees in accordance with current legislation and Company values.

Tasracing is committed to upholding the right of every employee to be treated fairly and without bias within any work-related situation. Managers are responsible for promoting the principles of EEO in all employment decisions and for continually reviewing processes to ensure the Company is not directly or indirectly discriminating against any individual or group of people.

Each employee is responsible for acting in a manner that supports a fair and equitable work environment.

### **Diversity and Respect for the Opinion of Colleagues and Customers in the Workplace**

Tasracing values diversity in its workforce, as it often brings improved business outcomes, innovation and change, and increases our ability to attract and retain high calibre employees. It is important that employees acknowledge and consider the opinions of others and encourage the sharing of ideas. Consultation is highly valued by Tasracing and should be used where appropriate to ensure seamless service delivery and an informed workforce.

Tasracing's [Diversity and Inclusion Policy](#) can be viewed on the Trough.

## **6.5 Drugs and Alcohol in the Workplace**

The health and safety of employees is important to Tasracing. Any possession or illegal use of drugs (including a drug intended for use by prescription) or being intoxicated in the workplace is not acceptable.

Employees who are prescribed medication by their doctor must discuss with their doctor the side effects (if any) of the medication. If you are prescribed medication by your doctor and experience any side effects, you must discuss this with your immediate manager. Alternative duties must be arranged if the side effects could interfere with your normal daily workfunctions.

On occasions, Tasracing will have activities where alcohol may be consumed. In such cases, alcohol must be served and consumed in a responsible manner. Tasracing and each employee are responsible for ensuring that alcohol is provided and consumed in a responsible way.

Tasracing's [Drug & Alcohol Policy](#) can be viewed on The Trough.

## **7. OUR RESPONSIBILITIES TO TASRACING**

### **7.1 Appropriate Use of Assets and Resources**

Tasracing provides employees with access to a wide range of assets and resources to facilitate operation of the business. It is expected that all employees use these assets and resources in a manner that supports Tasracing in its endeavours and upholds the intent of The Code and other related policies and governing legislation.

As a preventative measure, Tasracing prohibits the use of unlicensed or pirated software by any employee in the course of their duties or the unauthorised copying of any software which may be either licensed to or owned by Tasracing.

Employees also have a responsibility to ensure appropriate usage of Email and Internet services. Tasracing monitors accounts for all computer system operations, which includes system usage, disaster recovery, virus screening, PC networks, security and compliance with control

requirements of fixed assets and Tasracing policies. Tasracing's [Electronic Communications Policy](#) can be viewed on The Trough.

## 7.2 Procurement

Tasracing employees must adhere to the key probity principles of procurement, including sourcing of goods and services, implementation and management of contracts and the management of supplier relationships. These probity principles include:

- Obtaining value for money;
- Transparency and accountability of the procurement process;
- Addressing conflicts of interest;
- Confidentiality; and
- Enhancing opportunities for local business.

Tasracing's [Procurement Policy](#) can be viewed on The Trough.

## 7.3 Avoidance of Waste and Security of Company Property and Facilities

An important part of providing employees with access to a wide range of Company assets and resources is to minimise waste, damage and loss. All employees have a responsibility to ensure resources dedicated to business activities are used efficiently and with consideration for reducing waste and duplication.

As a component of the responsible use of resources and equipment, employees are also required to ensure appropriate security measures are exercised to minimise loss and damage.

You must use all official property, facilities and equipment carefully, efficiently and economically. Waste and extravagance are to be avoided. You must ensure that you have the necessary delegation before incurring or authorising any expenditure on behalf of Tasracing. Tasracing's resources are not to be used for private benefit.

## 7.4 Making Fair Decisions

Tasracing will use a merit-based approach to decision making, allowing facts and differing opinions to be heard and presented. Decisions will be made following a reasonable attempt to gather all the facts and to consider the possible consequences and impact of each decision. Appeal and/or dispute resolution is available should you have concerns with any decisions made as set out in the [Workplace Bullying, Discrimination and Harassment Policy](#). These principles should also be applied by employees generally, when they are involved in a decision-making process.

## 7.5 Commitment to Integrity

Tasracing is committed to operating its business honestly, efficiently and fairly, with integrity and in accordance with ethical standards and legal requirements.

As a Tasracing employee, your primary business loyalty is expected to be with us. You should avoid making any decisions or participating in any activities which may conflict with your duty to Tasracing (refer to item 7.9 Conflicts of Interest).

Employees wishing to serve as Directors of any other organisation, or wishing to participate in their management, must first refer the matter to the Company Secretary for consideration by the relevant supervisor.

Employees are free to personally engage in any political activity, provided it does not compromise the authority of their position with Tasracing and their activities comply with Tasracing's relevant Policies including the Social Media Policy.

## **Outside work**

Tasracing expects that employees will devote their time and attention while at work to the diligent and professional performance of their duties. Employees should avoid having other concerns or interests, directly or indirectly in any other trade or business which may be in any material form of competition with the business of Tasracing. You can discuss any concerns or interpretations of this principle with respective managers and seek approval for additional work.

## **Financial Relationships in the Work Environment**

Tasracing considers the management of financial interactions within and outside Tasracing important. Any commercial bribery by or on behalf of Tasracing in any form will not be tolerated. Commercial bribery refers to the payment of money or anything else of value to an employee, customer (or customer's agent) or supplier for the purpose of influencing the recipient's actions.

Any request from any source for inducement to influence the outcome of any dealings with persons or organisations with whom we as employees conduct (or intend to conduct) business, is to be refused and reported immediately to the Company Secretary. Any breach of this clause, including non-reporting, will be investigated and may result in disciplinary action or dismissal in accordance with our policies and procedures. In very serious cases criminal proceedings may be initiated. Tasracing's [Gifts, Benefit and Hospitality Policy](#) can be viewed on The Trough.

## **Personal Relationships in the Work Environment**

Personal relationships between employees are a private matter and all employees have the right to attend work and undertake their duties without private and personal information being discussed in the workplace. However, where personal relationships between employees exist, great care should be taken to ensure that other employees are not adversely impacted by the relationship at work. Where there is a personal relationship between an employee and their manager, the relationship must be declared to Tasracing and in some cases, alternative management arrangements may be made. Demonstrating affection in the form of intimate behaviour in the workplace has the potential to make others uncomfortable and embarrassed and is not considered professional behaviour.

## **Relations with Agents and Representatives of the Company**

To maintain the integrity and efficacy of business interactions, the agents and representatives of Tasracing are to be selected carefully.

When selecting and appointing agents or representatives of Tasracing, consideration is to be given to integrity levels, in addition to the ability to provide efficient and effective service. Tasracing's responsibility and potential legal liability arise from the fact that an agent or representative may act or appear to act on behalf of the Company. A written agreement must be in place specifying the relationship with the Agent.

An agent or representative may be called by many other names, such as consultant or contractor.

## **Keeping Business Records**

Government agencies, customers and suppliers rely upon the integrity of Tasracing's records. All business records must accurately reflect the transaction they are recording and comply with all applicable policy and stated requirements.

All records and documentation are to be recorded in Tasracing's document management system and retained in accordance with established retention schedules and legislative requirements.

## **7.6 Confidentiality and Privacy**

All employees and representatives of Tasracing have a duty to maintain the confidentiality, integrity and security of Company information for which they are responsible. Tasracing's

information may be in the form of documents, registers, files, data or information stored in hardcopy or electronic form, or in verbal communications. Unless formal authority is granted, employees or representatives must not disclose or use Company information which would not normally be available to the public, other than as part of their duties as an employee or representative of Tasracing.

You must take care to ensure that personal, sensitive or confidential information is kept secure and only used for the purposes of your role at Tasracing.

Tasracing's Privacy Policy outlines how you must deal with personal information of individuals (such as their names, addresses and other identifying information) and can be viewed on the Trough.

You should not use any information gained in your capacity as an employee or representative of Tasracing for any purpose other than your role at Tasracing.

## **7.7 Public Comment**

Only the Chair and the CEO (or their delegate) are designated to make official statements on behalf of Tasracing. You should not make public comment on matters relating to Tasracing unless you are authorised to do so.

Employees are not permitted to air personal views, anonymous or otherwise regarding Tasracing's business. Employees must comply with the Electronic Communications Policy available on the Trough when using social media in their personal life.

All media enquiries should be referred to the Chair or the CEO (or their delegate).

## **7.8 Gifts, Benefits and Hospitality**

Except as provided below, you must not give or receive any monetary payment, gift, benefit, personal favour or gratuity in, or in connection with, any business of Tasracing.

You can only accept a gift **or** benefit if it is of a nominal value of up to \$200 and is justifiable and not intended as a bribe. Gifts, benefits and hospitality of a more substantial value must always be reported to your manager who will advise you on the most suitable course of action regarding acceptance. In general, if the gift is meant to make you change how you would do your work or *could be seen by others to have that intention*, then it should not be accepted.

You must never solicit any gift, benefit, hospitality or money. To do so would seriously damage the reputation of Tasracing.

A [Gift, Benefit or Hospitality Declaration Form](#) is to be completed by the recipient for every gift, benefit or hospitality received. Completed forms are to be provided to People and Culture for inclusion on the Gift, Benefit and Hospitality Register.

Tasracing's [Gift, Benefit and Hospitality Policy](#) can be viewed on The Trough.

## **7.9 Conflicts of Interest or Duty**

A conflict of interest or duty arises when you are influenced (an 'actual conflict') or might be considered by others to have been influenced (a 'perceived conflict'), by your private interest or duty when undertaking your role.

A potential conflict of interest or duty arises where it is foreseeable that you *may* have an actual or perceived conflict in the future.

Duties may arise from various roles including employment, service provider and Director roles.

Employees and representatives should always endeavour to avoid all actual, perceived and potential conflicts of interest and duty between their private interests and duties and those relating to Tasracing.

A private interest may be direct or indirect, financial or non-financial. It may involve you or your families or others you are closely associated with, financial, professional or business interests.

A conflict of interest may arise for various reasons and as an individual you may have private interests and duties that from time-to-time conflict with Tasracing's interests and your duties owed to Tasracing. It is not possible to define all potential areas in which a conflict of interest may arise, however, if you are in doubt as to whether a conflict exists, raise it with your manager.

While we are supportive of ownership and industry participation, there are certain roles within Tasracing that may present a perceived or actual conflict of interest in their ability to influence the outcome of a race. We require any ownership and/ or licensing to be declared for visibility purposes so the conflict can be managed appropriately.

It must be remembered that a mere appearance of a conflict of interest can itself jeopardise other people's perception of your integrity.

A test of whether a conflict of interest exists is whether you have or may be considered by others to have been influenced by your private interests or duties when performing your Tasracing role, or may have used your Tasracing position to influence a situation for the direct or indirect private benefit of yourself or others you are closely associated with.

This could be a delicate situation which has the potential to cause damage to Tasracing's reputation if an incident occurred involving a member of staff who had an actual, or perceived, conflict of interest in the outcome of a decision or outcome.

Often you will be the only person who knows that there is an actual, perceived or potential conflict of interest. It is therefore up to you to declare to your manager any conflict of interest that arises or is likely to arise.

You should disclose to your manager every occasion in which you deal, in the course of your duties, with relatives, close friends or business acquaintances. Managers will ensure this information is appropriately reported and recorded and any conflict of interest is appropriately managed so that you are not involved in decision making in conflicted areas. The details of your disclosure will where possible be kept confidential and dealt with in accordance with the Privacy Act 2020.

Tasracing's [Disclosures/Conflict of Interest Declaration form](#) can be viewed on The Trough.

All managers must report all conflicts of interests in relation to employees and representatives to the People & Culture Manager who will keep them in a confidential Conflicts of Interest Register.

## 7.10 Wagering

All persons conducting business on behalf of Tasracing are to consider their actions and behaviours in relation to any wagering activity, with a view to public interest and protecting the integrity and reputation of Tasracing and the Tasmanian racing industry.

### Wagering during working hours

Tasracing employees, Directors and contractors are not permitted to engage in any wagering activities for any racing or sport (Tasmanian, national or international) during working hours with Tasracing or when representing Tasracing in an official capacity, other than in the proper performance of your duties where your bona fide duties include participation in wagering for the purposes of:

- testing capabilities for customers in an approved framework subject to auditing; or
- cultural expectations whilst undertaking representational duties.

### Wagering on races conducted by Tasracing

Tasracing employees, Directors and contractors who meet one or more of following criteria in relation to a Tasracing race are not permitted to wager or pass on information related to that Race:

- anyone who is in possession of material information pertaining to a race;
- anyone who has decision-making authority that can influence the outcome of a race and who exercises that authority in relation to that race;
- anyone who has operational duties that could materially influence the outcome of a race, including barrier staff, Clerks of the Course, race day cets and farriers;
- anyone who is employed as a Racing Official for a race as defined by the relevant rules of racing for the particular code.

### Interaction with others

Tasracing employees, Directors and contractors must not, at any time, directly or indirectly:

- influence another person in a manner which could affect the outcome of a Tasracing race; or
- coerce or influence the wagering of another person on a Tasracing race, other than in the proper performance of your duties where your duties include the promotion and advertising of Tasracing races and wagering functions; or
- wager on a Tasracing race on behalf of a work colleague or under a false persona; or
- induce or encourage another person to wager on your behalf on any Tasracing race.

### Voluntary Declaration of Betting Accounts

Tasracing may request to view records of any betting accounts to ensure that this policy is being adhered to, and you are invited to declare any betting accounts that you may have on the form provided within the Wagering Policy.

### Breaches of the Wagering Policy

Breaches of the Wagering Policy will be considered serious misconduct and Tasracing will take disciplinary action and impose actions that may include termination of employment or contract.

Further information can be obtained from your manager or the People and Culture Manager. Tasracing's [Wagering Policy](#) can be viewed on The Trough.

## 8. OUR VALUES



<b>I</b>	<b>R</b>	<b>A</b>	<b>C</b>	<b>E</b>
<b>INTEGRITY</b>	<b>RESPECTFUL</b>	<b>ADAPTABILITY</b>	<b>COLLABORATION</b>	<b>EXCELLENCE</b>
<ul style="list-style-type: none"><li>• Trustworthy</li><li>• Ethical</li><li>• Honest</li><li>• Accountable</li><li>• Transparent</li></ul>	<ul style="list-style-type: none"><li>• Open to all ideas and views from staff and stakeholders</li><li>• Listen with empathy</li><li>• Empower staff</li></ul>	<ul style="list-style-type: none"><li>• Embrace change</li><li>• Innovate</li><li>• Capitalise on opportunities</li></ul>	<ul style="list-style-type: none"><li>• Acknowledge and value the contribution and efforts of all</li><li>• Ensure co-operation between our teams and stakeholders</li><li>• Effectively communicate</li></ul>	<ul style="list-style-type: none"><li>• Dedication to quality work</li><li>• Results orientated</li><li>• Continuous improvement</li><li>• Long term sustainability and growth focus</li></ul>

## 9. CODE OF CONDUCT ACKNOWLEDGEMENT

**Please read and acknowledge your acceptance of The Tasracing Code of Conduct by signing below and returning it to the People and Culture Manager.**

- I declare that I have read and understood the Tasracing Code of Conduct.
- I understand that I should refer any matters requiring further explanation to my manager.
- I agree to observe the requirements of The Code of Conduct and all associated policies, rules and statutory requirements.
- I accept that my observation of The Code of Conduct, including all associated policies, rules and regulations is a condition of my employment with Tasracing.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **10. CLOSING**

Thank you for reading Tasracing's Code of Conduct. We hope you find it a useful in guiding your workplace behaviour and decisions, and that you refer to it often. If you have any questions about this document, please discuss with your manager or the People and Culture Manager.