

# **Exhibitors, Vendors & Suppliers**

## **Code of Conduct**

### **1. PURPOSE**

The purpose of this Code of Conduct is to provide guidance to Exhibitors, Vendors and Suppliers around the expected standards of conduct and behaviour.

Melbourne Royal is committed to providing a safe, enjoyable, and respectful environment for the community.

### **2. SCOPE**

Each person while on or around the Showgrounds site is responsible for their own actions and complying with this Code and all other requirements and policies as identified by Melbourne Royal.

This Code of Conduct extends to Exhibitors, Vendors, Suppliers and their personnel including their agents, employees, contractors, family and/or volunteers and Exhibitor/Vendor visitors (not including Melbourne Royal Show general public patrons).

### **3. VALUES**

The Melbourne Royal values extend to Staff and other Stakeholders including, but not limited to, Exhibitors, Vendors and Suppliers. The values include be first- fearless, innovative, respectful, successful and together.

All Exhibitors, Vendors and Suppliers who may be temporarily located on our site are expected to follow the Code and the values.

#### **3.1 Conduct & Behaviour**

Melbourne Royal is committed to providing a fair and equitable Showgrounds for all persons. Any Exhibitor, Vendor or Supplier seen to be engaged in unacceptable conduct and standards of behaviour or failing to comply with this Code may be removed from the Showgrounds and be subject to disciplinary action.

Such conduct includes, but is not limited to:

- Non-compliance of Melbourne Royal policies, agreements, signage or directions from Melbourne Royal staff
- Aggressive or abusive behaviour or language;
- Violence or unwanted physical contact;
- Intimidation or bullying;
- Harassment;
- Sexual harassment;
- Victimisation;
- Unlawful discrimination;
- Defamation;



- Continued or unreasonable disruption of staff performing their duties;
- Drunk and or disorderly;
- Tampering with exhibits;
- Vandalism or property damage;
- Any other form of unacceptable behaviour that is unsafe or negatively affects the experience, safety or wellbeing of visitors or Melbourne Royal staff, as deemed by Melbourne Royal.

### **3.2 General Conditions of Entry**

All Exhibitors, Vendors and Suppliers entering the Showgrounds are required to adhere to the Conditions of Entry whilst on site.

### **3.3 Smoking**

Melbourne Showgrounds is a smoke-free venue. Smoking, vaping and the use of tobacco and/or e-cigarette products is not permitted.

### **3.4 Statements**

Exhibitors, Vendors and Suppliers must not make any statement regarding an Exhibit or Exhibitor, Vendor or Supplier, which in the opinion of Melbourne Royal, is fraudulent, false, erroneous, misleading, deceptive or likely to mislead or deceive or otherwise be prejudicial or detrimental to the reputation of Melbourne Royal.

### **3.5 Dress Standard**

All Exhibitors, Vendors and Suppliers must ensure that their clothing is at all times of an appropriate standard for the Showgrounds and adhere to safety requirements.

### **3.6 Animals and Livestock**

Unless Melbourne Royal gives prior written approval, pets, animals or livestock (other than Exhibits), are not permitted to enter or remain on the Showgrounds.

## **4. BREACH OF THIS CODE OF CONDUCT**

This Code of Conduct represents Melbourne Royal's view of what conduct is considered appropriate, and conversely what conduct is considered unacceptable, prejudicial or otherwise subject to disciplinary action.

Melbourne Royal's Performance & Culture Board Sub-Committee will be informed of all breaches to this Code and actions taken as a result of these breaches.

### **4.1 Management Process**

All breaches of this Code of Conduct are to be immediately reported to the Melbourne Royal staff member who is supervising the individual reporting the behaviour.

Melbourne Royal will investigate any observed or alleged departures from this Code. This includes appropriate delegation from the managers to complete the investigation.

Melbourne Royal will investigate any alleged breaches and take appropriate action, which may include, but is not limited to:



- Written warnings to cease behaviour;
- Suspension or disqualification from any event;
- Fines or removal of prizes or prize money;
- Removal from the Showgrounds – including any animal, stock, equipment, family or vehicles;
- Notifying or informing any appropriate authorities (i.e Victoria Police);
- Banned from entering future Melbourne Royal events and/or the Showgrounds generally.

Without limiting the above, Melbourne Royal may determine that an award can be forfeited, and upon forfeiture, the Exhibitor then return any physical trophy/award, ribbon, prize monies or other evidence of that award to Melbourne Royal within seven (7) days of receiving notification.

## 5. Review

Melbourne Royal may make changes to this Code of Conduct from time to time to improve the effectiveness of its operation and to comply with other policies.