

NEW ZEALAND LIVESTOCK TRANSPORT ASSURANCE

PROGRAMME

PARTICIPANT TERMS AND CONDITIONS



National Livestock Transport & Safety Group

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VISION

The NZLTA programme's primary vision is to be seen by meat company customers as providing the utmost confidence in quality assurance in New Zealand.

To satisfy that goal NZLTA participants must adopt and display an ethical approach when participating in the NZLTA programme.

Prospective trainers, trainees and participants are to read and understand the following terms and conditions. Trainers are required to confirm their commitment to those principles by completing the attached Trainer Commitment authentication.

ETHICS

Context

The New Zealand Livestock Transport Assurance (NZLTA) programme administrators expect that participants will be committed to complying with the fundamental practices outlined in the Trainer Criteria, Training and Assessment Schedules and the NZLTA manual¹.

Application

This policy applies to all trainers, trainees and other participants engaged with the NZLTA programme. Any exemption from this policy must be granted by the NZLTA programme administrators.

Policy

The NZLTA programme administrators expect all participants to maintain the highest standards of behaviour and undertake their duties and responsibilities in an honest and professional manner and in accordance with the NZLTA programme's principles and relevant and applicable sections of the law.

NZLTA programme participants must behave in a way which reflects the values which are explicit in the NZLTA programme's policies and guidelines and which will not harm the NZLTA programme's reputation.

¹ Released by AsureQuality and available on the RTFNZ and AsureQuality websites

Those core values are that:

- Conduct will not create a serious risk to public health or public safety or the environment.
- Conduct will not create a serious risk to the welfare of animals and will be in accordance with and significantly exceed the minimum requirements of rules, regulations and standards and including the general principles of the NZLTA programme.
- Conduct will not be oppressive, improperly discriminatory, grossly negligent or considered unsatisfactory by the NZLTA programme administrators.

Conduct or behaviour that does not meet the NZLTA's programme's general expectations will result in disciplinary action being taken by the NZLTA programme administrators.

The action taken will be fair and reasonable in all circumstances. Removal from the NZLTA scheme may result where an act of serious misconduct or conduct that is not in keeping with the general expectations of the programme has been established.

WHISTLEBLOWER

Context

The NZLTA programme administrators are committed to aiding the disclosure of, and investigation into, Serious Wrongdoing within the NZLTA regime. The NZLTA programme administrators are also committed to protecting those who make such disclosures.

Application

This applies to all NZLTA participants and parties that may be external to the NZLTA programme.

Serious Wrongdoing means any unlawful situation or practice of a serious nature that is contrary to those outlined within the NZLTA programme including:

- Conduct that constitutes a serious risk to public health or public safety or the environment.
- Conduct that constitutes a serious risk to the welfare of animals according to related rules, regulations and standards; and including the general principles of the NZLTA programme.

- Conduct that is oppressive, improperly discriminatory, or grossly negligent, or that might be considered unsatisfactory by the NZLTA programme administrators.

Rules

The NZLTA programme administrators expect all participants and external people who have information about any serious wrongdoing by an individual or business within the NZLTA regime to disclose that information.

In turn, the NZLTA programme administrators are committed to providing the protections outlined below to those who use the disclosure process.

Reporting Serious Wrongdoing

Any NZLTA participant or external person who wishes to make a disclosure must report the disclosure to one of the NZLTA administrator organisations.

NZLTA programme participants and external people are encouraged to mention that their disclosure is being made under the whistleblower process contained in this policy. However, failure to meet the above condition does not automatically preclude persons making reports from that protection.

Protection for NZLTA Participant's Or External People Who Disclose Information

The provisions of this policy protect NZLTA programme participants and external people who make disclosures regarding Serious Wrongdoing provided:

- the information is about Serious Wrongdoing within the NZLTA programme; and
- the NZLTA participant or external person believes on reasonable grounds that the information is true, or likely to be true; and
- the NZLTA participant or external person wishes to disclose the information so that the Serious Wrongdoing can be investigated; and
- the NZLTA participant or external person wishes the disclosure to be protected.

The protections provided are:

1. Confidentiality

NZLTA participants or external people who make a "Protected Disclosure" (see above) are entitled to confidentiality, unless:

- the NZLTA participant or external person consents in writing to the disclosure of their identity; or
- the person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information:
 - is essential to the effective investigation of the allegations in the protected disclosure; or
 - is essential to prevent serious risk to public health or public safety or the environment; or
 - is essential having regard to the principles of natural justice.

2. Security

Making a disclosure cannot affect an NZLTA participant's ability to continue to participate in the NZLTA programme.

3. Immunity

No NZLTA participant or external person who makes a disclosure is liable to any civil or criminal proceeding or to a disciplinary proceeding because of having made or referred to that disclosure of information.

4. Victimisation or Retaliation

Any NZLTA participant or external person who believes that they have been victimised, or has received retaliatory actions because of their disclosure may discuss those concerns with the NZLTA programme administrators.

Outcomes

Generally, those reporting wrongdoing will be advised of the outcome, in the event of an investigation being held, and may be asked to comment or provide additional information.

The NZLTA administrative organisations are:

Road Transport Forum NZ; AsureQuality; Participating Meat Processors- ANZCO Foods, AFFCO New Zealand ,Ovation NZ, Silver Fern Farms