

Australian Mushroom Growers' Association Limited

ABN 30 001 491 461

Media Policy 2023

Media Policy

1. Application

This Policy applies to all AMGA Directors, Members (in their capacity as members of the AMGA) and Staff including consultants and contractors (“Employees”).

2. Purpose

The purpose of this policy is to establish clear protocols for dealing with the Media and responding to Media enquiries as they relate to AMGA and the mushroom industry generally.

3. Policy

AMGA’s official spokespersons are the Relationship & General Manager (“RGM”) and the Chairman of the Board of Directors of AMGA (**the Chairman**). No other employees are permitted to speak with the Media without prior approval from the GM or the Chairman.

In regard specifically to Media AMGA Employees will:

- a) ensure all enquiries from the Media are referred to AMGA’s RGM in the first instance;
- b) not speak on behalf of AMGA or to any Media on any occasion;
- c) ensure no Media outlet is given access to a AMGA site for a photo or filming without approval from the RGM or the Chairman;
- d) act and respond in a professional manner to Media enquiries; and
- e) not provide personal or contact details of employees, clients, spokespeople or AMGA Board members to any Media outlet without the prior consent from the RGM or the Chairman.

4. Consequences of a breach of this policy

A breach of this Policy may result in disciplinary action and may also amount to breaches of other AMGA governing documents, including the *Employee Code of Conduct and Safe Work Policy*.

If an AMGA Staff Member breaches this policy, they may be subject to disciplinary action which may include termination of employment.

5. Definitions

In this policy:

AMGA means *Australian Mushroom Growers Association*

Media means communication of AMGA or personal information via news outlets such as radio, television and print other than social media which is covered by AMGA’s Social Media Policy.

Policy means this *Policy*.

6. Key related documents

AMGA Code of Conduct

7. Amendments to, and operation of, this policy

AMGA reserves the right to amend this policy at any time. This policy does not operate contractually and is not intended to be contractual in nature.

Policy information

Effective dates

Date policy was made: 14 June 2023 Commencement date of this version: 14 June 2023

Policy Owner: RGM Date for review: 13 June 2023 or s required

Revision history

Version	Date	Description
1.00	June 2023	