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# **AUSTRALIAN WAGYU ASSOCIATION BYLAWS**

Version 2025.01

## **Amendments**

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### **2018.01 – 14<sup>th</sup> February 2018**

#### **Part A:**

- 1.Regulation 1.4
- 2.Regulation 3
- 3.Regulation 3.1
- 4.Regulations 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8
- 5.Regulation 5.1.2
- 6.Regulation 5.3.1
- 7.Regulation 5.3.2
- 8.Regulation 5.3.5
- 9.Regulation 5.3.6

#### **Part B:**

- 1.Regulation 3.

#### **Part C:**

- 1.Advertising Code of Conduct
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### **2019.01 – 26<sup>th</sup> February 2019**

#### **Part A:**

- 1.Regulations 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8
  - 2.Regulation 5.3.7 deleted
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### **2019.02 – 25<sup>th</sup> June 2019**

#### **Part A:**

- 1.Regulations 3.5, 3.5.1, 3.5.2 added
  - 2.Regulation 5.1.3 added
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### **2019.03 – 26<sup>th</sup> November 2019**

#### **Part A:**

- 1.Regulations 9.1, 9.2, 9.3, 9.4 deleted
  - 2.Regulation 10.3.1, 10.3.2, 10.3.3 deleted
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## **2020.01 – 5<sup>th</sup> November 2020**

### **Part A:**

1. Change of definition of STUD PREFIX to HERD PREFIX including change to rules on alpha numeric characters and requirement for words.
  2. Regulation 1.6 added
  3. Regulation 3.2.9 amended
  4. Regulation 3.2.10 added
  5. Regulation 5.2.2 amended to specify requirement for Poll testing of Purebreds if claimed.
  6. Regulation 5.2.3 renumbered 5.2.4
  7. Regulation 5.2.3 added to specify non-purebred grade animals can be registered on polled phenotype without testing
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## **2021.01 – 17th August 2021**

### **Part D:**

1. Member Bullying Policy
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## **2021.02 – 17th September 2021**

### **Part C: AUSTRALIAN WAGYU ASSOCIATION Advertising, Promotion and Marketing Code of Conduct**

1. Regulation 3.4 added
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## **2021.03 – 24th November 2021**

DEFINITIONS: Year Letter replaced with Year Code definition and amended Table 1.

### **Part A:**

1. Regulation 3.3.2 amended to specify Year Code
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## **2022.01 – 26th April 2022**

### **Part A:**

- 1.Regulation 2 amended to specify DNA parent verification is required for the Slaughter Register
  - 2.Regulation 2.5.1 amended to delete the requirement for animals to be under 12 months of age.
  - 3.Regulation 2.5.4 deleted “Up to 10 AWA registered multiple sires per calf are permitted” and Regulation 2.5.5 renumbered 2.5.4.
  - 4.New Regulation 2.5.4 amended to specify that DNA parent verification is required.
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## **2022.02 – 16<sup>th</sup> August 2022**

- 1.Regulation 1.7 added to specify AWA members are bound by the AWA Terms of Trade
  - 2.AWA Register definitions updated at Regulation 2 to clarify requirements for entry into AWA Registers.
  - 3.Regulation 2.1.4, 2.3.6 and 2.4.5 amended to specify that where the progeny of Red x Black Wagyu have a Grey-type coat colour (other than Red or Black), they will be registered as Red noting that the dilutor gene is inherited from the Red Wagyu pedigree.
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## **2023.01 – 21st February 2023**

- 1.Regulation 5.5 Animal Names added.
- 2.Regulation 5.5.1 added to specify AWA members cannot use the Herd Prefix of another member in the naming of their animals
- 3.Regulation 5.5.2 added to specify animal name nominations that may cause confusion with existing Herd Prefixes will not be allowed unless approved by the Board.
- 4.The Definition of NAME was amended to replace the word “stud prefix” with “herd prefix”.

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#### **2024.01 – 20th February 2024**

DEFINITIONS: Herd Code definition updated to exclude the numbers zero and/or one.

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#### **2024.02 – 4th June 2024**

1. Regulation 6 of Part B – Australian Wagyu Association Members Code of Conduct amended to specify that the term “Elite Wagyu Sale” shall not be used to describe any animals or event in which animals are offered by members for sale without consent of the AWA.
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#### **2024.03 – 27<sup>th</sup> August 2024**

1. Regulation 2, Wagyu registers – Amended to split Wagyu registers and Wagyu grades to enable Japanese Black, Akaushi, Composite Cross and Slaughter registers.
  2. Regulation 3, new item recognising different Wagyu grades being, Fullblood, Purebred, Grades 1 to 4 and Base animals.
  3. Definitions – Japanese Black: means a pedigreed black Wagyu animal which is registered with a recognised Wagyu registry organisation.
  4. Definitions – Composite cross: means a Wagyu animal which is the progeny of a mating between an Akaushi and Japanese Black animal.
  5. Regulation 3.3.3 removed due to duplication with regulation 2.1.4
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#### **2025.01 – 03<sup>rd</sup> June 2025**

1. The Definition of PEDIGREE ANIMAL was added, noting that PED animals exist in the AWA registers and that the details of these animals are sourced from recognised Wagyu Registry Organisations.
2. The Definition of RECOGNISED WAGYU REGISTRY ORGANISATION was added noting that AWA recognises the pedigree records as listed by other approved organisations.

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3. Regulation 2.5, Pedigree recorded animals, acknowledging that the AWA registers contain animals historically recorded in other registries and that such registration relies on parentage verification conducted by that organisation.

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**AUSTRALIAN WAGYU ASSOCIATION BYLAWS**  
Version 2025.01

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**DEFINITIONS**

AWA	means The Australian Wagyu Association Limited.
AKAUSHI	means a pedigreed red Wagyu animal which is registered with a recognised Wagyu registry organisation.
BYLAWS	mean the Bylaws of The Australian Wagyu Association Limited as from time to time in force.
BREEDER	is the owner of the dam at the time of calving except in the case of notified ownership transactions including contract mating, embryo transplants and leasing.
BREEDING YEAR	means the calendar year from 1 January to 31 December.
BULL	means a Fullblood/Purebred Wagyu bull which is registered with a recognised Wagyu Association.
BULL OWNER	means the owner, including multiple owners, of a registered Wagyu bull, or the authorised representative, or nominee, of that owner or those owners.
CALF-DROP NUMBER	means the unique identification, consisting of a maximum of 5 alphabetic letters and/or numbers, allotted by the herd owner to each calf born in his herd for that year. (This excludes the Herd Code, the Grade Code and Year Code)
COMPOSITE CROSS	means a Wagyu animal which is the progeny of a mating between an AKAUSHI and JAPANESE BLACK animal.
CONSTITUTION	means the 2022 Constitution of AWA.
FULLBLOOD ANIMAL	means the offspring of a Wagyu sire and a Wagyu dam whose forebears originate from Japan and whose pedigrees show no evidence of any grading up from base animals or outcrossing.
DEHORNED	means the animal carries two copies of the horn gene and had horns which were removed.
DESCURRED	means the animal carries one or two copies of the poll gene and had scurs which were removed.
GRADE	in relation to an animal, denotes the proportion of Wagyu blood in that animal, expressed as a percentage.
GRADE CODE	means the number or letter denoting the grade of an animal or the section of the register in which the animal is registered.

HERD CODE	is a unique identification approved by AWA for each herd for the purposes of registration. It comprises a three-character code. The code may be made up of three letters, or three numbers or a combination of letters and numbers excluding zero and/or one. The herd code is part of the identification with which an animal must be identified prior to registration.
HERD PREFIX	means a word or words or code recorded by the AWA to identify any herd. It can consist of a minimum of two alphanumeric characters and a maximum of 20 alphanumeric characters which may include spaces between the word/s and/or code/s.
HORNED	means the animal carries two copies of the horn gene and has horns.
HORNS	means the presence of horns that are attached to the skull.
IDENTIFICATION	in relation to an animal means the unique series of the following information on that animal; its Herd Code, Grade Code, Year Code and Calf-Drop Number.
JAPANESE BLACK	means a pedigreed black Wagyu animal which is registered with a recognised Wagyu registry organisation.
MATED BY	includes natural joining and insemination by artificial breeding.
MEMBER	means an individual, partnership or body corporate who is a financial full member of the Australian Wagyu Association and who is entitled to enter animals in AWA's Registers.
MISHIMA	means a fullblood Mishima bloodline animal which is registered with a recognised Wagyu Association.
NAME	means a word or words recorded in the register to identify an animal that is in addition to the herd prefix. Up to 20 letter spaces may be used.
NOMINEE	means a person nominated by a non-individual member as being the nominee of that membership.
PARENT VERIFICATION	means use of laboratory testing by DNA to verify the parents of an animal
PEDIGREE RECORDED ANIMAL	means those animals who are identified as such on the Wagyu Register being animals whose original pedigree registration was on a Recognised Wagyu Registry Organisation
POLLED	means the animal carries one or two copies of the poll gene.
PUREBRED ANIMAL	means any animal registered by AWA as a purebred.
RECOGNISED WAGYU REGISTRY ORGANISATION	means an organisation recognised by AWA as providing registry services for Wagyu animals in a country other than Australia. Recognised Wagyu Registry Organisations are shown in Table 1.

Table 1. AWA Recognised Wagyu Registry Organisations

	<b>Recognised Wagyu Registry</b>
<b>1</b>	American Akaushi Association
<b>2</b>	American Wagyu Association
<b>3</b>	Japan Wagyu Registry - Zenwa

REGISTERED	in relation to an animal, means that animal is recorded in a register in accordance with these Bylaws.
REGISTERED OWNER	in relation to an animal, denotes the person recorded in the register as the owner of the animal.
SCURRED	means the animal carries one or two copies of the poll gene and has scurs.
SCURS	means horn-like tissue that are attached to the skin rather than the skull. Can vary in size from small growths to small hornlike structures.
SEEDSTOCK	means animals registered with AWA for breeding purposes
SERVED	includes natural joining and insemination by artificial breeding
SERVICE	includes natural joining and insemination by artificial breeding.
TRANSFER DATE	shall be the date on which ownership passes to the transferee.
WAGYU	means a Fullblood animal whose forebears originate from Wagyu bovine animals in Japan and whose pedigree shows no evidence of any grading up from base animals or outcrossing to other breeds.

WAGYU REGISTER	means the register of AWA in which records of individual Wagyu animals are kept, whether published or not, contained in computer tapes, microfilm or such other information storage systems as approved by AWA from time to time.
YEAR CODE	means the combination of 2-digit number and letter designated by AWA to denote the year of birth of a registered animal. See Table 2.

Table 2. AWA Year Code Table – noting change from Year Code to Year Code for 2022.

<b>2005</b>	<b>A</b>	<b>2014</b>	<b>K</b>	<b>2023</b>	<b>23U</b>	<b>2032</b>	<b>32D</b>
<b>2006</b>	<b>B</b>	<b>2015</b>	<b>L</b>	<b>2024</b>	<b>24V</b>	<b>2033</b>	<b>33E</b>
<b>2007</b>	<b>C</b>	<b>2016</b>	<b>M</b>	<b>2025</b>	<b>25W</b>	<b>2034</b>	<b>34F</b>
<b>2008</b>	<b>D</b>	<b>2017</b>	<b>N</b>	<b>2026</b>	<b>26X</b>	<b>2035</b>	<b>35G</b>
<b>2009</b>	<b>E</b>	<b>2018</b>	<b>P</b>	<b>2027</b>	<b>27Y</b>	<b>2036</b>	<b>36H</b>
<b>2010</b>	<b>F</b>	<b>2019</b>	<b>Q</b>	<b>2028</b>	<b>28Z</b>	<b>2037</b>	<b>37J</b>
<b>2011</b>	<b>G</b>	<b>2020</b>	<b>R</b>	<b>2029</b>	<b>29A</b>	<b>2038</b>	<b>38K</b>
<b>2012</b>	<b>H</b>	<b>2021</b>	<b>S</b>	<b>2030</b>	<b>30B</b>	<b>2039</b>	<b>39L</b>
<b>2013</b>	<b>J</b>	<b>2022</b>	<b>22T</b>	<b>2031</b>	<b>31C</b>	<b>2040</b>	<b>40M</b>

Letters “I and O” are not used as these letters can look like numerals on tags, pedigrees and reports.



# **PART A – AUSTRALIAN WAGYU ASSOCIATION**

## **Regulations**

### **1. MEMBERSHIP AND HERD ENROLMENT**

- 1.1** Every full member who is fully financial may within three months of admission to such membership, apply for herd enrolment. The member may with such application provide the information required in relation to the herd and tender the fees payable upon herd enrolment.
- 1.2** Each full member may apply for the approval of a herd prefix which consists of not more than 20 letter spacings which shall be exclusive to the member.
- 1.3** In addition to the herd prefix, the full member may nominate an exclusive 3-character code. This herd code forms part of the permanent identification system.
- 1.4** Members warrant to use their best endeavours to comply with the requirements of the Constitution and each part of the Bylaws namely Part A – Wagyu Regulations, Part B – Members Code of Conduct, Part C – AWA Advertising code of conduct and Part D – Member Bullying Policy as may be determined by AWA from time to time.
- 1.5** Members indemnify AWA and its agents and representatives for any loss, damage or other liabilities arising from members' mistakes, negligence or deliberate misleading conduct arising from the members' obligations under the Constitution and the Bylaws.
- 1.6** Members recognise the place of business of the AWA is Armidale, NSW Australia and that the exclusive jurisdiction for all disputes relating to the AWA and its agents and representatives is that of NSW Australia and shall be governed in accordance with Australian law.
- 1.7** Members acknowledge the AWA Terms of Trade as published by the AWA are binding on Members conducting business with the AWA <https://www.wagyu.org.au/for-members/forms-and-guides>

### **2. WAGYU REGISTERS**

The Wagyu Register shall contain the following sections:

- 2.1 JAPANESE BLACK REGISTER
- 2.2 AKAUSHI REGISTER
- 2.3 COMPOSITE CROSS REGISTER
- 2.4 SLAUGHTER REGISTER

#### **2.1. JAPANESE BLACK REGISTER**

- 2.1.1. This is the breeding register for all Japanese Black Wagyu animals which are registered with a recognised Wagyu registry organisation.
- 2.1.2. Fullblood, Purebred and animals assigned Base to Grade 4 may be registered in this register.
- 2.1.3. Fullblood, Purebred, Grade 4 and Grade 3 animals registered in this register must have a coat colour of black.
- 2.1.4. Animals must be permanently identified to meet recognised National requirements for the relevant electronic identification system within their jurisdiction.

#### **2.2. AKAUSHI REGISTER**

- 2.2.1. This is the breeding register for Akaushi animals which are registered with a recognised Wagyu registry organisation.
- 2.2.2. Fullblood, Purebred and animals assigned Base to Grade 4 may be registered in this register.
- 2.2.3. Fullblood, Purebred, Grade4 and Grade 3 animals registered in this register must have a coat colour of red.
- 2.2.4. Animals registered in the Akaushi register will have an "AKA" in brackets [AKA] added after the animal's registered name.
- 2.2.5. If the animal is registered with any other recognised Wagyu registry organisation, the supplied pedigree information will be regarded as evidence of parentage.
- 2.2.6. Animals must be permanently identified to meet recognised National requirements for the relevant electronic identification system within their jurisdiction.

## **2.3. COMPOSITE CROSS REGISTER**

- 2.3.1. As Japanese Black and Akaushi are regarded as two distinct breeds, they (and progeny from red with black matings) shall be registered in the Composite Cross Register to give recognition that they result from the breeding of separate lines of cattle.
- 2.3.2. Progeny from black animals mated to red animals or vice versa are to be registered as Composite Cross animals.
- 2.3.3. Composite Cross animals and their progeny will have a “CC” in brackets [CC] added after the animal’s registered name.
- 2.3.4. The coat colour of animals registered in this register shall be either black or red.
- 2.3.5. In addition to black or red coat colour, composite animals (due to the effect of the dilutor gene) may also be Grey in colour, including Dun, Silver Dun, Yellow or Cream. If a composite animal is any other colour than black or red, the animal must be DNA tested for colour and the Dilutor gene. The registered colour of the animal will be deducted from the test results based on the expected gene interactions.
- 2.3.6. Animals must be permanently identified to meet recognised National requirements for the relevant electronic identification system within their jurisdiction.

## **2.4. SLAUGHTER REGISTER**

- 2.4.1. Entry into the Slaughter Register is available to commercial cattle, progeny of a registered Wagyu parent and destined for slaughter.
- 2.4.2. DNA parent verification is required where the sire and/or dam of the animal is supplied for the animal registration. DNA test results from each animal must be provided to the AWA in order to allow validation of parentage.
- 2.4.3. Female animals registered in the Slaughter Register are to be kept for slaughter purposes only. No progeny of Slaughter registered animals are eligible for registration. All Slaughter Register certificates are to state “This animal is for slaughter only and is not to be used for breeding purposes”.
- 2.4.4. Animals must be permanently identified to meet recognised National requirements for the relevant electronic identification system within their jurisdiction.

## **2.5. PEDIGREE RECORDED ANIMALS**

- 2.5.1. A member may request that their animal is registered on the Wagyu Register if the animal is currently registered on a registry operated by a Recognised Wagyu Registry Organisation.
- 2.5.2. If AWA is satisfied that the animal sought to be registered is currently registered on a registry operated by a Recognised Wagyu Registry Organisation then AWA, subject to compliance by the member with all other relevant by-laws, will register the animal in one of the sections of the Wagyu Register.
- 2.5.3. Any animal registered pursuant to this clause 2.5 will have included on its registration the letters PED within the animal Identifier code and the term Pedigree Recorded Animal within the Animal Name field and such other information as AWA deems appropriate.
- 2.5.4. Notwithstanding clause 2.5.3, AWA may choose to remove the term Pedigree Recorded Animal if it is satisfied that the animal satisfies the conditions of registration which would apply to meet Seedstock registration.

# **3. WAGYU GRADES**

## **3.1 FULLBLOOD GRADE**

- 3.1.1. An animal will be regarded as a fullblood whose forebears originate from Japan and whose pedigrees show no evidence of any grading up from base animals or outcrossing to other breeds.
- 3.1.2. An animal will be regarded as a fullblood if in a register of recognised Wagyu registry organisation, provided that the regulations governing the entry of such animals as fullbloods comply with these Bylaws governing registration and are approved by AWA.
- 3.1.3. DNA parent verification is required to a Fullblood sire and dam.
- 3.1.4. Animals registered in this section shall be given a grade code of "F".

### 3.2. PUREBRED GRADE (PARENT VERIFIED WAGYU F4 93% AND ABOVE)

- 3.2.1. An animal will be regarded as a purebred if in a register of recognised Wagyu registry organisation, provided that the regulations governing the entry of such animals as purebreds comply with these Bylaws governing registration and are approved by AWA.
- 3.2.2. Animals produced as a result of a 4th cross (minimum 93% Wagyu breed content) and DNA parent verified to sire and dam are eligible to be purebred.
- 3.2.3. Purebred animals may be subject to inspection and may be downgraded if, in the opinion of AWA, they do not conform to the current breed standard of excellence.
- 3.2.4. Purebred animals shall be assigned a grade code of "P".

### 3.3. GRADES 1 TO 4

- 3.3.1. Animals can either be registered using parent verification, or percentage Wagyu content as determined by an AWA approved DNA Test.
- 3.3.2. Where a DNA Test is used to register an animal, the percentage Wagyu content of the animal shall determine the relevant grade code (as specified in Table 2) which will be applied to the animal.
- 3.3.3. Where parent verification is used to register an animal, the Wagyu content of its registered parent verified sire and dam shall be used to calculate the percentage Wagyu content of the animal and this shall determine the grade code (as specified in Table 3) which will be applied to the animal.
- 3.3.4. An animal may be subject to inspection and may be downgraded if, in the opinion of AWA, it does not conform to breed standards.
- 3.3.5. If an animal has white markings other than on the pizzle, scrotum or the underbelly posterior to the navel and rising onto the flank, unless it is a birthmark (birthmarks will be white hair on black skin, not pale skin), an animal with white marking other than a birthmark shall not be registered higher than grade 3.

Table 3 - Grade Code assignment based on Generation or percentage Wagyu content.

Grade Code	Generation	Minimum % Wagyu Content
0	0 = Base Animal	Less than 50%
1	1 = Crossbred Wagyu F1	50% and above
2	2 = Crossbred Wagyu F2	75% and above
3	3 = Crossbred Wagyu F3	87% and above
4 or Purebred	4 = Crossbred Wagyu F4	93% and above (Purebred if parent verified to sire and dam)

### 3.4 BASE ANIMALS

- 3.4.1 A grade code of 0 (as specified in Table 3) shall be applied to a base animal.
- 3.4.2 If no Wagyu content is claimed for a base animal, the breed (or breed combination) of the base animal shall be recorded.

## 4. ELIGIBILITY FOR SEEDSTOCK REGISTRATION

To meet with Seedstock registration eligibility and in registering animals with AWA:

- 4.1. All animals registered after July 1998 must be DNA typed at any AWA approved Australian or international laboratory where AWA has a current genetic testing services agreement to enable parent verification by DNA for future progeny. (Note: a list of approved Australian and international laboratories is available on AWA's website.)
- 4.2. **PARENT VERIFICATION - DNA genotyping**
  - 4.2.1. AWA requires a DNA profile and parentage verification of all animals registered in the Herdbook or the Grading Up section supplied by an AWA approved DNA testing laboratory.
  - 4.2.2. All calves submitted for MiP testing and parent verification after February 2017 on MiPs must be parent verified using 21 MiP markers. Parent verification using MiP markers must report verification results on all markers available.

- 4.2.3. For animals not already registered in the Herdbook, where parent verification is based on ISAG standardised MiP markers, a 50K SNP genotype must be provided for the animal in addition to the MiP profile used for registration. All progeny from these animals must be parent verified using 21 MiP markers or 50K SNP genotyping supplied by an AWA approved DNA testing laboratory.
- 4.2.4. AWA will undertake SNP PV analysis based on testing results provided to it by AWA approved DNA testing laboratories.
- 4.2.5. AWA will not accept SNP PV analysis provided by DNA testing laboratories.
- 4.2.6. AWA requires, and each member grants to AWA a perpetual, royalty free right of access to the sample (where available) and to DNA profiles from this sample for the purposes of maintaining the integrity of the Wagyu Herdbook, genetic analyses and EBVs, tests and products derived from these for the benefit of AWA and its members as a group.
- 4.2.7. AWA requires pedigree, DNA profile and performance data submitted from members to be held on the AWA database and members grant to AWA a perpetual, royalty free right of access to all such data.
- 4.2.8. The genotype generated data from each registered animal will be used in AWA genetic analyses and will be used by AWA for research and/or publication or dissemination of EBVs on individual animals.
- 4.2.9. AWA will notify members where it access's the member's sample or the DNA for conducting testing.
- 4.2.10. Upon sale of an animal or genetic material (embryos or semen) by a member to another person, the member provides right of access to all DNA test information for the sold animal or genetic material and access to any remaining DNA or sample materials for purposes of genetic testing for parent verification by the AWA and this testing will be made available to both members.

#### **4.3. IDENTIFICATION (including recipient cows)**

- 4.3.1. Every animal born in a registered herd and eligible for stud registration shall be permanently identified with two of the following:  
DNA typing  
NLIS  
Tattoo  
Brand
- 3.3.2 Every registered animal shall have a unique identifier that includes the Herd Code, Grade Code, Year Code and Calf-Drop Number. The Year Code will denote the year in which the calf was born, and the Calf-Drop Number shall so far as is practicable, normally indicate the order in which the calf was born in relation to other calves born in the same herd in that year.  
eg. ABCF22T5 where Herd Code = ABC, Grade Code = F (fullblood), Year Code = 22T (2022), Calf-Drop Number = 5 (5th calf born in the herd in 2022).

#### **4.4. LATE APPLICATIONS**

Application for stud registration of an animal shall be made on a form approved by AWA before the animal is 36 months old. Application for registration made after 36 months from the date of birth of the animal will be charged at the prescribed late fee.

#### **4.5. REGISTRATION OF SOLD ANIMALS**

- 4.5.1 Where a live animal is sold by the breeder of the animal to a new owner prior to registration, permission for registration of the animal must be granted by the breeder of the animal. Upon meeting the requirements for registration, the animal will be registered within the herd of the breeder, including carrying the herd prefix of the breeder of the animal within its name. The animal will then be transferred from the breeder to the new owner of the animal.
- 4.5.2 Where an embryo is sold by the breeder of the animal to a new owner, the breeder of embryo will provide access to the relevant DNA typing information for the purposes of registration of the resultant live animal. Upon meeting the requirements for

registration, the animal will be registered within the herd of the new owner, including carrying the herd prefix of the new owner of the animal within its name

5. **PERFORMANCE RECORDING**

- 5.1. Wagyu BREEDPLAN participants must be a full member of AWA.
- 5.2. Members are encouraged to join BREEDPLAN and supply the following additional data for performance recording, for example -
  - 5.2.1. Birth weight
  - 5.2.2. 200 day weight (taken between 80 and 300 days of age)
  - 5.2.3. 400 day weight (taken between 301 and 500 days of age)
  - 5.2.4. 600 day weight (taken between 501 and 900 days of age)
  - 5.2.5. Scanning data
  - 5.2.6. Carcase performance data
- 5.3. Animals must be registered to enable access to BREEDPLAN services.

6. **GENERAL REGULATIONS**

6.1. **BREEDER'S RECORDS**

- 6.1.1. It shall be the duty of members, being the owners of registered animals, to keep proper records of the breeding activities of their herds. All such records so kept, shall be open for examination by a person authorised by AWA to examine the same. Any such authorised persons shall be at liberty to take such extracts of records as they think fit and shall take all reasonable steps to preserve the confidentiality of any part of the member's records about which such restraint should reasonably be requested by the member.
- 6.1.2. AWA may investigate any registered animal it considers demonstrates anomalous and/or atypical traits to that expected; and/or breakdowns in registration processes resulting in claims contrary to the animal's registration status. Members must co-operate in all respects with any investigation including but not limited to providing tissue and DNA samples for testing for any animal being investigated and any other information that AWA may reasonably request.
- 6.1.3. It shall be the duty of members, being the breeder or owner of a registered animal, to provide notice to the AWA where the registration or pedigree of an animal as recorded by the AWA is known to be incorrect for an animal they have bred or they own.

6.2. **HORNED, DEHORNED, POLLED OR SCURRED STATUS**

- 6.2.1. The written registration application must contain information indicating if an animal is Horned, Dehorned, Polled or Scurred.
- 6.2.2. Any Purebred animal registered as Polled or Scurred must be DNA tested to determine if it is Homozygous polled or Heterozygous polled using a test to be specified by AWA.
- 6.2.3. Any Polled or Scurred animal registered in a grade other than Purebred and not DNA tested to determine if it is Homozygous polled or Heterozygous polled will be assigned a phenotype of Polled Untested.
- 6.2.4. Dehorning may be performed and is at the discretion of the breeder. Dehorning is encouraged as early as possible in the interest of animal welfare.

6.3. **DEREGISTRATION**

- 6.3.1 Any animal may upon the written application of its registered owner be deregistered. However, for pedigree integrity, reporting of genetic analyses, EBVs and maintenance of datasets underpinning genetic predictions used by AWA, animals with progeny will be maintained in AWA registers to allow complete records.

AWA may:

- 6.3.1 Decline to register or deregister any animal or to record the transfer of any animal if the person applying for such registration or recording shall fail to pay upon demand any money due to AWA prescribed in these Bylaws;
- 6.3.2 Cancel or defer any registration of any animal if the person for the time being recorded as the owner of such animal shall fail to pay within 90 days after demand any monies to be payable to AWA on any account whatsoever;

- 6.3.3 Cancel or defer the entry in the register of any animal sold, exchanged, leased or otherwise disposed of if no application for transfer of such animal be lodged with AWA within the time prescribed and if the prescribed fee be not paid within four months of such disposition;
- 6.3.4 Cancel or defer any entry in the register of any animal where right of access to the sample, DNA or DNA profile is withheld or refused by the member.
- 6.3.5 Cancel any animal registration where AWA is reasonably satisfied that an animal does not meet the registration standards as set out in these Bylaws.

#### **6.4 GENETIC CONDITIONS**

- 6.4.1 Members are required to report to AWA any animals showing clinical symptoms that may have a genetic basis. AWA has a reportable list of lethal recessive conditions published on its website.
- 6.4.2 As carriers of a single copy of lethal recessive conditions are clinically normal, all animals tested to the AWA lethal recessive conditions of Wagyu panel must have their status identified on their individual registration.
- 6.4.3 Testing for other recessive conditions may be required if any genetic material is destined for an export market in which the importing country and/or breed association requests such information.
- 6.4.4 AWA shall calculate the probability of each registered animal being a carrier of genetic conditions and shall publish the results of tests conducted for these conditions and the probabilities of non-tested registered animals being carriers.

#### **6.5 ANIMAL NAMES**

- 6.5.1 A member cannot use the Herd Prefix of another member, either in exact form or by excluding the word "Wagyu", in the naming of their animals.
- 6.5.2 Any name nominations which are sufficiently similar to another members Herd Prefix to potentially cause confusion, will need to be reviewed by the board

### **7 TRANSFERS**

- 7.1 Upon sale, exchange, gift, lease or other settlement of a registered animal, or any interest therein registered with AWA, notification of such shall be lodged by the animal's registered owner with a completed, signed transfer application for the registered animal to be transferred on the back of the original pedigree registration certificate.
- 7.2 Every animal shall be registered and the registration fees paid by its breeder/owner before it is transferred. The vendor shall pay transfer fees.
- 7.3 Transfer within 60 days  
Transfer applications must be forwarded to AWA together with the prescribed transfer fee within 60 days of the date of transfer/sale. A late fee to be accepted must accompany transfer applications received after 60 days.
- 7.4 A calf must be registered by the breeder prior to transfer with/without the dam.
- 7.5 Base dams: The above regulations also apply to registered Base dams.
- 7.6 Full mating details must be entered on the transfer certificate.
- 7.7 Transfer of registered animals from approved overseas societies must conform to AWA's requirements in force from time to time.
- 7.8 In the event that members purchase unregistered animals and apply to have them registered, all transfer and registration fees will be payable, and all requirements for registration shall be met.
- 7.9 With the transfer of genetic material, the vendor is obliged to supply relevant DNA information.

### **8 CATTLE LEASING**

- 8.1 AWA recognises the existence of cattle-leasing arrangements and lessees are deemed to be owners for all purposes of these Bylaws for the period of the lease.
- 8.2 Both lessors and lessees are required to be full members, except in the case of leasing finance arrangements, in which circumstances the lessee only is required to be such a member.
- 8.3 It will be a requirement of the Lessor to inform AWA at the beginning of the term of the lease the details of both term and lessees rights to progeny produced by the herd in question.

### **9 MATING'S - ARTIFICIAL INSEMINATION (AI) OR NATURAL SERVICE**

- 9.1 A member may use AI or natural service by registered Fullblood or Purebred bulls in a registered herd with progeny eligible for registration as per section 4.
  - 9.2 MULTIPLE OWNERSHIP OF SIRES & DAMS
    - 9.2.1 Only four (4) shareholdings in a bull or female will be registered with AWA at any one time. When a sire or dam becomes the subject of multiple ownership, AWA must be notified in writing, before the animal is used by the new owners.
    - 9.2.2 One of the four member owners shall become the nominated owner as AWA contact.
- 10 IMPORTATIONS**
- 10.1 REGISTERED CATTLE IMPORTS**
- 10.1.1 Animals registered in any other country approved by AWA will be considered for registration on AWA's Registers on receipt of the following (which must be forwarded to AWA within 2 months of import):
    - 10.1.1.1 A certified copy of a four-generation registration certificate from the approved overseas society.
    - 10.1.1.2 A certified copy of a transfer certificate.
    - 10.1.1.3 A certified copy of an export certificate
    - 10.1.1.4 In the case of all progeny bred by embryo transfer, a certified copy of the parent verification certificate.
    - 10.1.1.5 Where an animal or pending progeny is by a sire or dam which is not on AWA's Register, the sire or dam's registration certificate, ISAG format DNA profile and the prescribed fee must also be provided.
    - 10.1.1.6 Payment of the prescribed fee.
  - 10.1.2 Animals registered as Fullbloods or Purebreds in registers of recognised overseas Wagyu breed organisations shall be eligible for registration in AWA's Registers, provided that the regulations governing the entry of such animals comply with these Bylaws governing registration and evidence of DNA parent verification to sire and dam is provided.
- 10.2 IMPORTATION OF RECIPIENT DAMS**
- 10.2.1 In the case of recipient cows being imported, a prescribed fee per donor cow shall be paid. The following documents must be forwarded to AWA:
    - 10.2.1.1 Donor cow's registration certificate.
    - 10.2.1.2 Donor cow's DNA or blood typing certificate.
    - 10.2.1.3 Where the donor cow has been inseminated by a sire, which is not on AWA's Registers, the sire's registration certificate, DNA/blood typing certificate and the prescribed fee must also be provided.
    - 10.2.1.4 Export certificate covering the import of the recipient cows.
- 11 CLONING**
- No embryos, semen or progeny from sires and or dams that are a result of cloning are to be registered with AWA. AWA will not register any animal or genetic material imported into Australia that is derived from cloning anywhere in its pedigree.
- 12 AWA FEES**
- Fees for services provided by AWA can be found on the internet at:  
<http://www.wagyu.org.au/content/uploads/AWA-fee-schedule.pdf>

## **PART B – AUSTRALIAN WAGYU ASSOCIATION**

### **Members Code of Conduct**

1. Members should note that AWA expects members to observe the highest standards in all dealings with their animals and, in particular considers any form of misrepresentation to be detrimental to the interest of AWA.
2. Any breeder holding a dispersal sale shall be ineligible to register cattle for a period of three years from the date of sale and transfers out of his herd cannot be made during that time.
3. Attention is therefore drawn to the the Constitution which provides at the following clauses:

28.1 If any member:

- (1) wilfully refuses or neglects to comply with the provisions of this Constitution and any of the Bylaws of the Company; or
- (2) is guilty of any conduct that, in the opinion of the directors, is unbecoming of a member or prejudicial to the interest of the Company;

the directors may resolve to censure, direct a member to rectify a breach of their compliance with the provisions of the constitution and any of the Bylaws of the Company, fine, suspend or expel the member from the Company and, in the case of expulsion, to remove the member's name from the register of members.

28.3 At least 1 week before the meeting of the directors that a resolution of the nature referred to in rule 28.1 is passed, the directors must give to the member notice of:

- (1) the meeting;
- (2) what is alleged against the member; and
- (3) the intended resolution.

28.4 At the meeting and before the passing of the resolution, the member must have an opportunity of giving orally or in writing, any explanation or defence the member sees fit.

28.5 A member may, by notice in writing lodged with the secretary at least 24 hours before the time for holding the meeting that the resolution is to be considered by the directors, elect to have the question dealt with by the Company in general meeting and in that event, a general meeting of the Company must be called for that purpose.

28.6 If at the meeting a resolution to the same effect as the resolution that was to be considered by the directors is passed by a majority of 2/3 of those present and voting (and the vote must be taken by secret ballot), the member concerned must be punished in the manner resolved and in the case of a resolution for expulsion the member is expelled and the member's name must be removed from the register of members.

28.7 If any member ceases to be a member under rule 28.6, the directors may reinstate the member and restore the name of that member to the register of members upon and subject to any terms and conditions they see fit.

4. Any AWA member expelled under these clauses shall forfeit all subscription previously paid by him, also all rights in any claim upon AWA.
5. A member suspended under these clauses shall not during the period of suspension be in or upon the premises of AWA or hold himself out as representing AWA elsewhere.
6. The term "Elite Wagyu Sale" shall not be used, or used in conjunction with other words to describe any animals or event in which animals are offered for auction or other means of sale without the prior consent of AWA.
7. When selling animals, members have an obligation to disclose whether a female has undergone embryo transplant. Similarly the member is to disclose semen interests of bulls where less than 100% is offered for sale.



## PART C – AUSTRALIAN WAGYU ASSOCIATION

### Advertising, Promotion and Marketing Code of Conduct

#### 1. OBJECTIVES

This Code has been adopted by AWA as part of advertising, promotion and marketing self-regulation. Its object is to ensure that advertisements by and to AWA Members and other forms of marketing communications are legal, decent, honest and truthful. This includes all descriptions of differing grades of Wagyu livestock, and that these descriptions have been prepared with a sense of obligation to potential purchasers and a sense of fairness and responsibility to competitors.

This Code comes into effect on 1 March 2018.

#### 2. DEFINITIONS AND INTERPRETATION

In this Code, unless the context otherwise requires:

##### **Advertising, Promotion or Marketing**

**Communications** means any material which is published or broadcast using any Medium or any activity which is undertaken by, or on behalf of an advertiser or marketer, and

- over which the advertiser, promotor or marketer has a reasonable degree of control, and
- that draws the attention of the public in a manner calculated to promote or oppose directly or indirectly any livestock, a product, service, person, organisation or line of conduct,

##### **AWA-Owned Advertising, Promotion or Marketing Communications**

Means media directly owned and controlled by AWA, including but not limited to the AWA website, Update Newsletter, all online newsletters, AWA events programs and sales catalogues.

**The Board** means the AWA Board of Directors, which has the power to administer By Laws supporting a review and complaints system in relation to Advertising or Marketing Communications covering the Wagyu industry, Wagyu livestock marketing, and in particular AWA –owned Advertising and Marketing Communications.

**AWA Management** means the AWA Chief Executive Officer

**Member** means a member of AWA.

**Advertiser** means any party, being a Member or otherwise, who purchases advertising space in AWA-owned or other media; or provides promotional copy describing Wagyu livestock or related products for such media.

**Medium** means any medium whatsoever including without limitation cinema, internet, outdoor media, print, email, radio, telecommunications, television or other direct-to-consumer media including new and emerging technologies.

#### 3. GENERAL ADVERTISING, PROMOTION & MARKETING COMMUNICATIONS STANDARDS

**3.1** AWA takes no responsibility for and will have no involvement in complaints and disputes regarding advertising, promotion or marketing representations made by advertisers. These shall be dealt with under Australian Consumer law Section 29 False and Misleading representations within the appropriate jurisdiction and under the law of the relevant State or Territory.

**3.2** Advertising, Promotion or Marketing Communications shall not be misleading or deceptive or be likely to mislead or deceive.

**3.3** Advertising, Promotion or Marketing Communications shall not contain a misrepresentation, which is likely to cause damage to the business or goodwill of a competitor.

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- 3.4** Except with the prior written authority of the Board of the AWA, AWA members must not represent themselves as the AWA, acting on behalf of the AWA or representing the AWA. Communications by members, including emails, must not give the appearance of being authorised by the AWA or being from the AWA.
- 3.5** Advertising, Promotion or Marketing Communications shall not exploit Member concerns in relation to animal welfare issues, or regard to protecting the environment by presenting or portraying distinctions in products or services advertised in a misleading way or in a way which implies a benefit to the environment or welfare of an animal which the product or services do not have.
- 3.6** Advertising, Promotion or Marketing Communications shall not make claims about the Australian origin or content of products advertised in a manner which is misleading.
- 3.7** Advertising, Promotion or Marketing Communications shall not portray people or depict material in a way which discriminates against or vilifies a person or section of the community on account of race, ethnicity, nationality, gender, age, sexual preference, religion, disability, mental illness or political belief.
- 3.8** Advertising, Promotion or Marketing Communications should not employ sexual appeal in a manner which is exploitative and degrading of any individual or group of people.
- 3.9** Advertising, Promotion or Marketing Communications shall not present or portray violence unless it is justifiable in the context of the product or service advertised.
- 3.10** Advertising, Promotion or Marketing Communications shall treat sex, sexuality and nudity with sensitivity to the relevant audience.
- 3.11** Advertising, Promotion or Marketing Communications shall only use language which is appropriate in the circumstances (including appropriate for the relevant audience and medium). Strong or obscene language shall be avoided.
- 3.12** Advertising, Promotion or Marketing Communications shall not depict material contrary to Prevailing Community Standards on health and safety.

#### **4. SPECIFIC AUSTRALIAN WAGYU INDUSTRY ADVERTISING, PROMOTION AND MARKETING COMMUNICATION STANDARDS**

The following standards apply to all Advertising & Marketing Communications in AWA-Owned Advertising and Marketing Communications media. Advertising that does not comply to these standards may be refused publication in AWA-Owned Media at the discretion of the AWA Board or AWA Management. Advertising by Members in non-AWA-Owned media that is not compliant with these standards may place the Member in breach of the AWA Member Code Of Conduct.

- 4.1** Advertising, Promotion and Marketing Communications material shall describe all registered Herdbook livestock in accordance with the animal AWA registration grade, being Fullblood or Purebred, and provide the full AWA registration identification for each animal.
- 4.2** Advertising, Promotion and Marketing Communications for cross bred or any other non-Herdbook animal (s) shall describe the livestock by the correct AWA grade; and include specific advice on the AWA registration status of all animals. EG: unregistered animals must be identified as 'unregistered'.
- 4.3** Only AWA registration certificates are proof of 'fullblood' or 'purebred' status of an animal.
- 4.4** Advertising, Promotion and Marketing Communications that describes polled or scurred animals must be consistent in this description with the 'horn status' recorded in the AWA registration certificate of the animals.

- 4.5** Advertising, Promotion and Marketing Communications descriptions of animals in AWA – Owned sales catalogues must provide a vendor certification of the disease testing and vaccination status of each individual animals, as defined in the catalogue entry forms, or catalogue and sale entry may be refused at the discretion of the AWA Board, Board Committee or AWA management.
- 4.6** In accordance with the AWA Advertising Code of Conduct, Advertising, Promotion and Marketing Communications descriptions of animals in non AWA –Owned sales catalogues or online listings should provide a vendor certification of the disease testing and vaccination status of each individual animals, as defined in the catalogue entry forms.
- 4.7** In publishing the disease status certifications of vendors in AWA-Owned media, AWA relies on the testing and vaccination status certification of vendors, and takes no responsibility for any misrepresentation.
- 4.8** Advertising, Promotion and Marketing Communications which describes semen lots for sale, shall meet all conditions of clauses 2.1, 2.2, 2.3 and 2.4; plus the vendor shall certify each lot as ‘Farm’ or ‘Centre’ collected, and clearly define any eligible international markets for the semen. In publishing the semen-related certifications of vendors in AWA-Owned media, AWA relies on the certification of vendors, and takes no responsibility for any misrepresentation.
- 4.9** Advertising, Promotion and Marketing Communications which describes embryo lots for sale, shall meet all conditions of clauses 2.1, 2.2, 2.3 and 2.4; and vendor certification shall clearly define any eligible international markets for the embryos. In publishing the embryo-related certifications of vendors in AWA-Owned media, AWA relies on the certification of vendors, and takes no responsibility for any misrepresentation.
- 4.10** Where a Member is a web advertiser on the AWA website, with links to the Member’s own website, all Wagyu animal descriptions should conform with the general standards of the AWA Advertising Code of Conduct, and specifically, animals described as fullblood or purebred must have AWA registrations consistent with each such claim. Member advertising on the AWA website may be cancelled for a breach of this clause, at the discretion of AWA Management or the Board.
- 4.11** AWA members are permitted to use the AWA member logo in-full and without fragmentation in promotion of their business and in signage for corporate use such as in letter heads, signage, business cards or website. In using the AWA member logo, members agree to all aspects of the AWA Advertisers Code of Conduct. Members agree to not use the AWA member logo in promotion of product including sale of livestock, genetic material, meat, meat by-products, non-Wagyu products, meals or edible products and are solely responsible for all representations made.

## PART D – AUSTRALIAN WAGYU ASSOCIATION

### Member Bullying Policy

#### 1. POLICY STATEMENT

Workplace bullying is a threat to the health and wellbeing of Australian Wagyu Association staff. The AWA Management and Board have a duty to ensure the health and safety of AWA staff. Safe Work Australia outlines the requirements on workplaces and processes to manage response to bullying. With NSW being the place of business, guidelines can be found here <https://www.safework.nsw.gov.au/hazards-a-z/bullying/workplace-bullying>

The leadership standard for the AWA is set by the Board and accordingly, the Board is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability through the organisation – including within the membership.

Even though as AWA Members, you do not perform work for your organisation, you come into contact with AWA employees. As a workplace participant, you are capable of subjecting employees to bullying and intimidatory behaviour.

It is therefore important for the AWA to have a comprehensive bullying policy in addition to its code of conduct that applies to AWA Members. It is important that AWA Members understand what behavioural obligations they have towards each other and to employees.

#### 2. DEFINITIONS

**“Bullying”** is repeated or unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

**“Repeated behaviour”** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

**“Unreasonable behaviour”** is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments;
- unjustified criticism or complaints;
- deliberately excluding someone from discussion or activities;
- withholding information that is vital for effective completion of duties;
- setting unreasonable timelines or constantly changing deadlines;
- denying access to information, consultation or resources to the detriment of the employee;
- spreading misinformation or malicious rumours; and
- changing arrangements to deliberately inconvenience a particular employee.

Workplace bullying can be carried out in a variety of ways including through phone calls, email, text or social media channels.

Reasonable discussion and debate is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances.

Differences of opinion and disagreements are generally not considered to be workplace bullying if they are handled fairly, in a non-offensive and non-threatening manner.

### **3 . RESPONSIBILITIES**

The AWA has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

The AWA accepts and acts on its duty of care. any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

It is the obligation and responsibility of every person, including AWA members, to ensure that the workplace, is free from bullying. The responsibility lies with each AWA member.

All employees have:

- an entitlement to work in a safe and healthy workplace and to be treated with dignity and respect;
- an entitlement to make a complaint in respect of any bullying behaviour;
- a responsibility to take reasonable care for their own health and safety;
- a responsibility to ensure they do not promote or engage in bullying and otherwise take reasonable care that their acts or purposes do not adversely affect the health and safety of other people; and
- a responsibility to comply with AWA's staff procedures and anti-bullying policy.

It is the responsibility of all AWA members to ensure that:

- they understand, and are committed to, the right of all AWA employees to attend work and perform their duties without fear of being bullied in any form;
- all reasonable steps to eliminate bullying are made so far as is reasonably practicable;
- all applicable occupational health and safety legislation is observed; and
- they are aware of their obligations and responsibilities in relation to providing a workplace free from bullying for AWA staff.

#### **4 BULLYING COMPLAINT PROCESS**

If an employee feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion.

The Employee should identify the behaviour, explain that the behaviour is unwelcome and ask that the behaviour stops.

If the behaviour continues, or if the Employee feels unable to speak to the person(s) directly, they should contact the Chief Executive Officer. The Chief Executive Officer will provide support and ascertain the nature of the complaint.

#### **5 INFORMAL INTERVENTION**

The Chief Executive Officer will explain the rights and responsibilities of the AWA member. Informal intervention may be done through a process of either mediation or conciliation.

During informal intervention the respondent will be made aware of the allegations being made against them and given the right to respond. Interventions at this stage should adopt a confidential, non-confrontational approach with a view to resolving the issue.

This procedure will be complete when the alleged harasser respects the individual's request to cease unwanted and unwelcome behaviour, or when the complainant accepts that the behaviour is not properly described as bullying.

If neither of these outcomes occurs, the Formal Complaints Procedure will be followed.

#### **6 FORMAL COMPLAINTS PROCEDURE**

The formal complaint procedure involves a formal investigation of the complaint. The Chief Executive Officer will assist the AWA staff member to complete a formal complaint.

Formal investigation of the complaint will be conducted by the AWA Complaints Officer (who may be an externally appointed officer).

The findings as to whether bullying has occurred will be determined by the Complaints Officer.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Disciplinary action on the member (as defined by the AWA Constitution Clause 28);
- Official warning;
- Request for formal apology and/or an undertaking that the behaviour will cease; and
- Mediation where the parties to the complaint agree to a mutually acceptable resolution.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation.