

AGM Approved: 10 September 2010

## AFMA PROCEDURE FOR THE IMPLEMENTATION AND ENFORCEMENT OF THE CODE of CONDUCT

### Background

1. AFMA approved the AFMA Code of Conduct at its 2007 Annual General Meeting.
2. The AFMA 2008 Annual General Meeting, approved the decision – all AFMA members to be audited for the adherence to the AFMA Code of Conduct before the **31<sup>st</sup> December 2010** as well as the appointment of AFRI Compliance as a third party auditor to the process.
3. The AFMA Code of Conduct audits on Full members and Associate members commenced in 2009.

### Implementation

1. Audits are conducted according to a pre-agreed checklist, approved by the AFMA Board of Directors, in the different categories and sub-categories of disciplines of members.
2. After completion of the audit by AFRI Compliance (the Auditor) the analysis of the audit and its findings are transferred into a practical response report.
3. The audit process provides for a remedial phase which covers assistance and technical guidance to the client in rectifying areas of non-compliance.
4. After the completion of the remedial phase the members are granted a final audit certificate.
5. After receiving the verification of compliance from AFRI Compliance, AFMA awards a Code of Conduct Compliance Certificate to the member.

### Enforcement

1. The compliance date of the AFMA Code of Conduct Audit as decided by the 2008 Annual General Meeting is on or before **31 December 2010**.
2. In the event of non-compliance before the compliance date a members must advise AFMA of the steps that has been taken by the member in his process to comply with AFMA Code of Conduct.
3. In providing AFMA with detail why compliance could not be adhere to, it must be proven that non-compliance isn't due to gross negligence.



Animal Feed Manufacturers Association Reg. No. 1988/005169/08

Board of Directors: PT Addis Dr E Briedenhann (Chairperson) T Clark TH Cottle L Dunn  
 H Köster MB le Roux WM Stander RJ Steenkamp

Executive Director: JD Boshoff Association incorporated under section 21 024-025-NPO



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4. If it is clear that non-compliance isn't due to gross negligence on the part of the member, a grace period of a reasonable time will be allowed to the member to adhere to the AFMA Code of Conduct (guideline 3 calendar months).
5. If gross negligence is found to be the reason for non-compliance on the part of the member, the matter will be referred to the AFMA Board of Directors, who will have the powers to cancel the membership of a member.
6. Should such a member still wish to be an AFMA member, the member may apply, without any constraints, using the normal channels to AFMA and will be subjected to the same norms as any new applicant – compliance to the AFMA Code of Conduct.
7. After the compliance to the AFMA Code of Conduct, as decided by the 2008 Annual General Meeting, the member will again receive his full membership.

**De Wet Boshoff**  
**Executive Director: AFMA**  
23 July 2010



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