

STATEMENT OF BUSINESS ETHICS PROCUREMENT

January 2020



WHAT IS A STATEMENT OF BUSINESS ETHICS?

A statement which provides a mutual understanding of the agreed standards of behaviour applicable to both TAFE NSW and external parties when doing business.

External parties may include:

- Suppliers
- Contractors
- Consultants
- Tenderers
- Business partners
- Service delivery partners

WHY COMPLY?

Compliance with this statement supports our values and promotes decision making that is in the public interest. It also considerably reduces the risk of inappropriate business activities and actual or perceived conflicts of interest occurring.

If non-compliant conduct or behavior is identified it could lead to:

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation.

TAFE NSW STANDARDS OF BEHAVIOUR EXPECTED FROM ALL PARTIES

- Honesty and fairness
- Accountability and transparency
- No conflict of interest
- Rule of Law
- No anti-competitive practices
- No improper advantage
- Intention to proceed
- Co-operation



WHAT WE ASK OF OUR SUPPLIERS AND BUSINESS PARTNERS

- Compliance with applicable TAFE NSW policy, guidelines and procedures, relevant legislation, and Commonwealth and NSW Government ethical codes, including the [NSW Government Supplier Code of Conduct](#).
- Declaring and properly managing any conflict of interest.
- Maintaining privacy and confidentiality of information, particularly personal information.
- Maintaining a sustainable and ethical supply chain which is free of slavery and exploitation.
- Not engaging in any unethical or corrupt practice, such as collusive behaviour or offering gifts or inducements to TAFE NSW employees and representatives.
- Reporting any suspected fraud or corrupt conduct, relevant to your dealings with TAFE NSW immediately.
- Cooperating with and assisting TAFE NSW in preventing unethical practices.
- Providing accurate and reliable advice and information when required.
- Maintaining business relationships based on open and effective communication, respect and trust, and adopt a cooperative approach to dispute resolution.
- Recognising and respecting TAFE NSW's shared values, in particular, our fundamental focus placing customer's needs at the centre of our decision making.



SOME PRACTICAL GUIDANCE...

Gifts, Benefits & Bequests

We ask that suppliers not offer any form of gifts or benefits to TAFE NSW staff as a way of thank you, as this may be perceived as an attempt to influence the way in which we carry out our duties and/or decision making processes. Likewise, TAFE NSW staff members must never seek out or solicit gifts or benefits from suppliers, and must decline any gifts or benefits offered.

Conflict of Interest

A conflict of interest is a conflict between a person's official or professional duties and responsibilities, and the person's private interests. TAFE NSW staff members, suppliers and business partners must notify TAFE NSW (contact details below) immediately upon becoming aware of any actual, potential or perceived conflict of interest and seek advice on how to manage it.

Confidentiality, Privacy and Intellectual Property

All suppliers and business partners must maintain privacy, confidentiality, and security of official information, and use it only for its intended purpose. This includes recognising TAFE NSW's intellectual property rights.

Secondary Employment and Post Separation

Employment

TAFE NSW supports its employees undertaking *approved secondary employment* and private work outside TAFE NSW. However, our employees are not permitted to invoice TAFE NSW for services, or use their position to obtain or solicit offers of outside employment, and our suppliers and business partners must not make such offers.

Reporting Corrupt Conduct

We expect our suppliers and business partners to report any suspected corruption, fraud or misconduct involving any person participating in a TAFE NSW contract or project. Disclosures and reports made to TAFE NSW will be kept confidential and our business or service delivery partners will suffer no detriment as a result of making a report. Matters can also be reported to the [Independent Commission Against Corruption \(ICAC\)](#).

Contact Us

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