

LORD HOWE ISLAND BOARD STATEMENT OF BUSINESS ETHICS

OUR KEY BUSINESS PRINCIPLES

The principle of best value for money is at the core of all the Board's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, the Board will balance all relevant factors including initial cost, whole of life costs, quality, reliability, socially and environmentally sustainable and timeliness in determining true value for money.

Part of obtaining best value for money also includes ensuring all our business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and, wherever possible, open to public scrutiny. Given the nature of the Board's work, there will be times when details of some business relationships cannot be made publicly available.

We are committed to the purchase of all goods, equipment and services through established NSW Government contract systems where possible and reasonably practical.

WHAT YOU CAN EXPECT FROM US

The Board will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Our staff are bound by The Code of Ethics and Conduct for NSW government sector employees. When doing business with the private sector, Board staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently;
- Deal fairly, honestly and ethically with all individuals and organisation; and
- Avoid any conflict of interest (whether real or perceived).

In addition, the Board's procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids;
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts;
- Australian made, energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible;
- Tenders will not be called unless the Board has a firm intention to proceed to contract; and
- The Board will not disclose confidential or proprietary information.

WHAT WE ASK OF YOU

We require all private sector providers of goods and services to observe the following principles when doing business with the Board:

- Comply with the Board's procurement policies and procedures;
- Provide accurate and reliable advice and information when required;
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict;
- Report any gifts and benefits offered or received;
- Act ethically, fairly and honestly in all dealings with the Board;
- Take all reasonable measures to prevent the disclosure of confidential Board information;

- Refrain from engaging in any form of collusive practice, including offering Board employees inducements or incentives designed to improperly influence the conduct of their duties;
- Refrain from discussing Board business or information in public forums and the media; and
- Assist the Board to prevent unethical practices in our business relationships.

WHY IS COMPLIANCE IMPORTANT

By complying with our statement of business ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Board suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

You should also be aware of the consequence of not complying with the Board's ethical requirements when doing business with the Board. Demonstrated corrupt or unethical conduct could lead to:

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

CONFLICTS OF INTEREST

All Board staff are required to disclose any potential conflicts of interest. The Board extends this requirement to all our business partners, contractors and suppliers.

CONFIDENTIALITY

All Board information should be treated as confidential unless otherwise indicated.

COMMUNICATION BETWEEN PARTIES

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

CONTRACTING EMPLOYEES

All contracted and sub-contracted employees are expected to comply with the Board's statement of business ethics. If you employ sub-contractors in your work for the Board you must make them aware of this statement.

WHO TO CONTACT

If you have any questions regarding this statement or to provide information about suspected corrupt conduct, please contact the Board's Chief Executive Officer directly by letter, phone on (02) 6563 2066, or in person at the Board's Administration Office in Bowker Avenue.

Alternatively, information may also be lodged on the ICAC website www.icac.nsw.gov.au.

Public officials reporting corrupt conduct, maladministration or serious waste are protected by the *Public Interest Disclosures Act 1994*. This Act protects public officials disclosing corruption related matters from reprisal or detrimental action and ensures disclosures are properly investigated and dealt with.