

Western Sydney University

Statement of Business Ethics for Suppliers and Service Providers

All organisations, business operators, contractors and consultants with whom Western Sydney University (University) deals and provide or supply goods or services to the University (Suppliers), and all University employees must be vigilant in upholding appropriate standards for ethical conduct, as well as the standards that the public demands when dealing with public institutions.

This Statement of Business Ethics (Statement) sets out the University's expectations of, and applies to, all Suppliers. This statement is to be read in conjunction with the University's Code of Conduct [See Policies and Procedures on the University Website].

Suppliers must ensure that their employees, contractors and subcontractors are informed of the requirements set out in this Statement and implement adequate procedures to ensure that the requirements are followed.

Carrying out work on behalf of the University

Where organisations and business operators carry out work on behalf of the University it is expected that they will act ethically, with integrity, and will observe the standards established in the University's Code of Conduct. The University looks to shared values with the organisations who supply goods and services to us. We believe in promoting open and effective competition and achieving value for money from all commercial engagements.

The University's policies and procedures for contracting and purchasing goods and services are intended to be generally consistent with NSW Government guidelines. Key principles in selecting Suppliers include value for money, transparency and honesty.

Value for money involves a balance in factors including compliance with specifications, whole-of-life product costs, reliability, timeliness and responsiveness. It does not always mean selecting the lowest price.

The University expects transparency and honesty in all dealings with Suppliers. As a publically funded organisation, the University is accountable for the efficient, effective and ethical use of public resources and is subject to public scrutiny from a number of independent bodies.

Conduct of business

The terms of the engagement will be in accordance with the University's Terms and Conditions or a contract if this is in place for the engagement.

The University always requires an order number, contract number or University reference on an invoice. Failure to do so may result in a delayed payment and inconvenience in having to provide missing details prior to payment being made.

In the event of a payment to the University, cheques should be made payable only to the University and not to any individual. Cash payments are not accepted by the University with the University OneStop system [See the University Website] being the method of receiving non-cheque payments.

Gifts, benefits and hospitality

University personnel are not to solicit gifts or benefits in connection with their employment. University staff and contractors must not accept any gifts or benefits if they feel it could influence the way they do their job. If any gifts are accepted they must be disclosed. In addition, University staff and contractors must report any offers which are, or could be perceived to be, an offer of a bribe/inducement.

As such, Suppliers should refrain from offering any gifts or benefits to University staff and should not be offended if such offers are not accepted. Product samples or items for testing or evaluation are acceptable as long as they are intended solely for this purpose and are of minimal value.

Conflict of interest

Any conflict of interest affecting, or likely to affect, the Supplier's business on behalf of or with the University and its employees must be brought to the attention of the University as soon as it becomes known. This applies to existing, potential or perceived conflicts of interest.

Any such conflict must be declared to the University manager handling the engagement, who may seek advice on managing the conflict effectively.

In any conflict of interest situation the University's interests should be placed ahead of those of the Supplier.

Health and safety

The University is committed to the health and safety of its workers. To this end the following principles must be complied with by Suppliers:

- ensure that all employees, contractors and subcontractors comply with relevant Workplace Health and Safety (WHS) laws, regulations, codes and standards;
- ensure that WHS risks have been identified and have systems in place to manage these;
- maintain adequate insurance coverage; and
- ensure bullying, harassment and discrimination are not tolerated.

Legal requirements

All relevant laws and legal requirements must be complied with by Suppliers arising from any business relationship with the University.

The University requires Suppliers to engage in ethical and lawful business practices that:

- do not unfairly restrict competition;
- are at all times fair, truthful and transparent; and
- are not misleading or deceptive or likely to mislead or deceive.

Use of resources

Suppliers may only use University resources, including the University logo, for official University purposes as agreed to by the University.

Confidentiality of information

If a Supplier is provided with information by the University, then it may be used only for the purpose for which it is provided. Where information is provided in circumstances where it is indicated to be confidential or where the Supplier should reasonably believe is confidential, then the Supplier will not disclose such information to anyone else.

Privacy

The Supplier must comply with the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Act 2002* in respect of all personal information obtained from, through or for University.

Working with Children

The University has policies and procedures to ensure the safety and wellbeing of children and young people in its care. Suppliers who perform a service for the University and who have unsupervised contact with children, will need to sign a declaration that they are not a prohibited person under the *Commission for Children and Young People Act 1998*.

In addition to the declaration, Suppliers may also be required to undertake an employment screening process (if employed in specific child-related employment).

Intellectual property rights

Intellectual property rights are to be respected and negotiations undertaken with the University concerning any use of University intellectual property.

Communication

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

Reporting fraudulent, corrupt or unethical conduct

Awareness or suspicion on reasonable grounds, of any of the following conduct by University employees or contractors, must be reported to the University:

- fraud;
- corrupt conduct;
- maladministration;
- conduct involving substantial risk to public health or safety; and
- any other unethical or improper conduct

Reports may be made to the University's Office of Audit & Risk Assessment or Complaints Resolution Unit.

Reports may also be made to the NSW Ombudsman, Audit Office of NSW or the Independent Commission Against Corruption (ICAC).

Why compliance is important

All Suppliers are expected to comply with the requirements set out in this Statement. By complying with the requirements set out in this Statement, it is intended that the Supplier's business with the University would be conducted in a safe, fair and ethical way.

Suppliers are informed that the consequences of non-compliance with this Statement could lead to:

- termination of contracts;
- termination of business relationships;
- loss of future work;
- legal action; and
- matters being referred to other authorities, including for criminal investigation.

Who to contact about this Statement

If it is believed that the principles detailed in this statement have not been followed or more information is required on the ethical standards expected of Suppliers, please contact the University's Office of Audit & Risk Assessment or Complaints Resolution Unit.

Further information and copies of this document or the Code of Conduct are available on the University website at www.westernsydney.edu.au