

Business Ethics

A Guide to Contractors, Consultants, Suppliers, Tenderers and Business Partners

COMMITMENT

The Children's Hospital at Westmead (CHW) is committed to maintaining high standards of integrity and ethical conduct.

This statement provides the private sector with guidance when conducting business with CHW. It outlines ethical standards and expectations, and also outlines what the private sector can expect from CHW during business dealings.

BUSINESS PRINCIPLES

CHW is committed to the purchase of goods, equipment and service through established NSW Government contract systems where possible and reasonably practical.

If NSW Government contract systems are not used, all procurement processes will be conducted in accordance with CHW's procurement principles.

CHW's key procurement principles are:

- best possible value for money;
- fair, open and effective competition; and
- impartiality and integrity in business dealings.

Value for money does not automatically mean the lowest price. It is determined by considering the factors which are relevant to the particular purpose of the procurement. Factors include quality, reliability, timeliness, service and initial and ongoing costs.

All business dealings with CHW are expected to be honest, ethical, fair and consistent.

WHAT YOU CAN EXPECT FROM CHW

CHW will ensure that all its policies, procedures and practices related to procurement are consistent. All CHW staff are bound by a Code of Conduct which is available on the CHW website - www.chw.edu.au.

WHAT CHW EXPECTS

All goods and service providers are expected to:

- comply with CHW procurement policies and procedures including tendering;
- provide accurate, concise and reliable information when required;

- declare actual or perceived conflicts of interest as soon as these conflicts are recognised;
- act ethically and honestly in all dealings;
- take all reasonable measures to prevent the unauthorised disclosure of CHW confidential information;
- refrain from discussing CHW business or information in the media prior to obtaining CHW's written consent;
- refrain from offering staff inducements or incentives (eg hospitality, gifts, sponsorship or other benefits) designed to unfairly persuade CHW staff (eg securing or attempting to secure influence or favour from the CHW or individual staff); and
- assist CHW in identifying and eradicating unethical practices.

WHY IS COMPLIANCE IMPORTANT?

Not complying with CHW's ethical requirements could lead to:

- termination of contracts;
- loss of future work and reputation;
- investigation for corruption; and/or
- the matter being referred for criminal investigation.

REPORTING UNETHICAL BEHAVIOUR

If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, maladministration, corrupt conduct, or serious and substantial waste of public funds, please contact CHW Internal Audit Manager directly by letter to Locked Bag 4001, Westmead, NSW 2145 Australia or e-mail audit@chw.edu.au.

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Guidance notes

CONFLICTS OF INTEREST

All CHW staff are required to declare any actual or perceived conflicts of interest under CHW policy.

CHW extends this requirement to all our contractors, consultants, suppliers, tenderers and business partners.

INCENTIVES, GIFTS, BENEFITS, HOSPITALITY, MEALS, TRAVEL AND ACCOMMODATION

CHW expects all staff to decline incentives, gifts, benefits, hospitality, meals, travel and accommodation offered during the course of their work.

Token gifts may be accepted (eg a box of chocolates or flowers). All CHW staff are required to declare received gifts and benefits under CHW policies and procedures.

COMMERCIAL-IN-CONFIDENCE AND CONFIDENTIALITY

Information (hard copy documents or electronically stored data) which is marked confidential, or which a reasonable person would expect to be confidential, should be treated confidentially.

COMMUNICATIONS BETWEEN PARTIES

All communications should be clear, direct and accountable to minimise the perception of inappropriate influence on all dealings.

INTELLECTUAL PROPERTY RIGHTS

All parties should respect each other's intellectual property rights and should formally negotiate any access, license or use of intellectual property.

BULLYING, HARASSMENT AND DISCRIMINATION

NSW Health and CHW consider workplace bullying, harassment and discrimination unacceptable. It will not be tolerated under any circumstances.

USE OF CHW FACILITIES, RESOURCES AND INFORMATION

CHW facilities, resources and information must only be used for official purpose.

CONTRACTING EMPLOYEES

All contracted and sub-contracted employees are expected to comply with CHW Business Ethics. All contractors are responsible for ensuring their sub-contractors comply with CHW Business Ethics and are aware of the consequences of breaching these rules.

OUTSIDE EMPLOYMENT AND OTHER EXTERNAL BUSINESS ACTIVITIES

All CHW full time staff wishing to engage in paid employment / other business activities (including participation in a family company) must seek the CHW Chief Executive's approval.

All part-time or casual CHW staff are required to advise the CHW Chief Executive of any real or potential conflict of interest between their employment at CHW and any other employment.

WHISTLEBLOWER'S PROTECTION

Public officials reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Protected Disclosures Act 1994.