

POLICY NO:

C 1:21

POLICY TITLE:

STATEMENT OF BUSINESS ETHICS

VERSION I:

Adopted 18 October 2005

Last reviewed:

Policy Background:

This policy is developed as part of Councils corporate governance program. Users should also refer to Councils policy on Corruption Prevention and Councils Code of Conduct.

What is Business Ethics?

Business Ethics is the application of ethical values to business behaviour. It applies to all aspects of business conduct and applies to the conduct of individuals and the conduct of the organisation as a whole.

Key business Principles

Council's business ethics statement outlines Councils expectations on how goods and service providers, and contractors are to deal with Council and vice versa. This aims to ensure:

- Value for money
- Fair, open and effective competition
- Transparency

What providers can expect from Dungog Shire Council

Council strives to ensure all of its policies, procedures and practices relating to tendering, contracting and the purchasing of goods and services are based on best practice and the highest ethical standards.

Council staff are bound by Dungog Shire Council's Code of Conduct. When staff do business with the private sector they are expected to:

- * Use public resources effectively and efficiently.
- * Deal fairly, honestly and ethically with all individuals and organisations.
- * Avoid conflicts of interest (whether real or perceived).

Council's procurement activities are guided by the following business principles:

- * All potential suppliers will be treated impartially and be given equal access to information and opportunities to submit bids.
- * Fully document all procurement activities and decisions to provide an effective audit trail and allow for the effective performance review of contracts.

- * Council will purchase energy efficient equipment and environmentally friendly products wherever reasonably possible.
- * Tenders will not be called unless Council has a firm intention to proceed to contract.
- * Council (Councillors and staff) will not disclose confidential information.

What Council Expects from Providers

Council requires all private sector providers to observe the following principles when doing business with Council:

- * Comply with Council's procurement policies and procedures.
- * Provide accurate and reliable advice and information when required
- * Declare actual or perceived conflicts as soon as become aware of the conflict.
- * Act ethically, fairly and honestly in all dealings with the Council.
- * Take all reasonable measures preventing the disclosure of confidential Council information.
- * Refrain from engaging in any form of collusive practice, including offering Council staff any incentive, gifts or benefits.
- * Refrain from discussing Council business with the media.
- * Assist Council to prevent unethical practices in our business relationships.

Why Providers Need to Comply

All Council suppliers of goods and services are required to comply with this statement. Failure to comply with this statement can lead to:

- * Termination of contracts
- * Loss of future work
- * Loss of reputation
- * Investigation for corruption
- * Criminal investigation

POLICIES:

The adopted Statement of Business Ethics be included in the following Council dealings:

1. Tenders - It will be attached to all tender documents
2. Expressions of Interest - attached to all expression of interest documentation
3. General Suppliers - in any mass mail outs carried out to our general suppliers (eg requests to provide updated mailing / banking details) a copy of the statement of business ethics will be included.

Date Policy Adopted	Minute No	Authority
18 October 2005	32797	Council Resolution