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## Introduction

This Statement of Business Ethics was endorsed by Council on 26 July 2017 (OC0703) and provides guidance for all sectors of the community when conducting business with the Shire of Capel. It outlines the Shire's ethical standards and makes clear the expectation that suppliers and contractors will comply with these standards in all their dealings with the Shire. This Statement also outlines what suppliers and contractors can expect from the Shire of Capel.

## Business Principles

### *Ethics & integrity*

The Shire and its employees shall observe the highest standards of ethics and integrity in all activities and decision making processes, and act in an honest and professional manner at all times. All parties will be treated respectfully, equitably, consistently, impartially and fairly.

### *Sustainability*

The Shire is committed to efficient, effective, economical and sustainable business practices. Environmental and social impacts will always be considered when purchasing goods and services and balanced against best value for money outcomes.

### *Transparency & accountability*

All hiring, purchasing and commercial operations shall be open and transparent, and comply with relevant legislation, regulations and Shire policies.

### *Value for money*

The Shire will procure goods and services that offer the best value for money. Best value does not automatically mean lowest price. It also considers non-cost factors such as quality, longevity, reliability, risk exposure and compliance with specifications.

## What to expect from the Shire

The Shire will ensure that all policies, procedures and practices concerning tendering, contracting and the purchase of goods and services are consistent with the highest standards of ethical conduct.

Employees are bound by the Shire of Capel Code of Conduct. When doing business with the private sector, employees are accountable for their actions and are expected to:

- Use public resources effectively and efficiently.
  - Deal with individuals, suppliers and contractors in a fair, respectful, honest and ethical manner.
  - Avoid any conflicts of interest (whether actual, perceived or potential).
  - Never seek gifts or personal benefits, whether direct or indirect from any aspect of the Shire's commercial operations.
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In addition, all Shire procurement activities will be guided by the following core business principles.

- All suppliers will be treated with impartiality and fairness and given equal access to information to assist with quotations, tendering or supply.
- All procurement activities and decisions will be fully and clearly documented by the Shire to provide an effective audit trail and facilitate effective performance review of contracts.
- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased where reasonably possible taking into account value for money.
- Tenders will not be called unless the Shire has a firm commitment to proceed to contract although Council reserves the right not to proceed with any tender or quotation so advertised.
- The Shire will not disclose confidential or proprietary information.

## What the Shire asks of you

The Shire of Capel requires all private sector providers of goods and services to observe the following principles when doing business with the Shire.

- Comply with Australian legislation and workplace standards.
  - Gain an understanding of the Shire's policies, guidelines and procedures relating to purchasing, including this Statement.
  - Provide accurate and reliable advice and information when required.
  - Declare actual, perceived or potential conflicts of interest as soon as you or your employees become aware of the conflict.
  - Act ethically, fairly and honestly in all your dealings with the Shire.
  - Take all reasonable measures to prevent the disclosure of confidential Shire information.
  - Do not engage in any form of collusive practice, including offering Shire employees or Councillors inducements or incentives designed to improperly influence the conduct of their duties.
  - Do not discuss Shire business or information in any form of media, including social.
  - Assist the Shire in the prevention of unethical practices in business relationships by reporting such practices.
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## Why is compliance important?

By complying with this statement, contractors and suppliers will advance their own business objectives and interests in a fair and ethical manner.

Contractors and suppliers should be aware of the consequences of not complying with this statement when doing business with the Shire of Capel. Improper and unethical conduct could lead to:

- Termination of contracts.
- Loss of future work opportunities with the Shire.
- Adverse publicity and damage to the reputation of a contractor or suppliers.
- Legal proceedings being commenced against a contractor or supplier.

## Guidance notes

### *Incentives, gifts and benefits*

Legislation and the Shire's Code of Conduct limit the ability of Shire employees and Councillors to receive incentives, gifts or benefits as a consequence of business relationships with contractors or suppliers. Accordingly, contractors and suppliers are requested to refrain from offering incentives, gifts or benefits to Shire employees or Councillors.

### *Conflicts of interest*

All Shire employees, Councillors, business partners, contractors and suppliers are required to disclose actual, perceived, or potential conflicts of interest.

### *Communication*

All communication should be clear and direct to minimise the risk or

perception of inappropriate influence being brought to bear on the business relationship. Canvassing of Councillors or employees during a tender process may disqualify bids from further consideration. Contact with Councillors while performing work for the Shire is prohibited unless authorised by the Chief Executive Officer.

### *Use of Shire equipment, resources and information*

All Shire equipment, resources and information should only be used for its official purpose.

### *Safety*

All parties shall observe legal and moral obligations to protect the safety of Shire employees, Councillors, committee members, contractors and the public.

## Contacts

If you have any questions regarding this Statement, or wish to provide information about suspected corrupt conduct, please contact the Shire of Capel.

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