

Statement of Business Ethics

The Statement of Business Ethics sets out the expectations of Central Coast Local Health District (CCLHD) and explains the mutual obligations, roles and constraints on all parties



Our key business principles

The principle of best value for money is at the core of all CCLHD business relationships with suppliers of goods and services.

Best value for money does not automatically mean the lowest price. CCLHD will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability, warranties, environmental factors 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.

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

Our business dealings are transparent and open to public scrutiny where applicable.

What you can expect from us

We will:

- Comply with applicable Ministry of Health and government policies and procedures.
- Deal fairly, honestly and ethically with all individuals and organisations.
- Encourage fair and open competition while seeking “value for money”.
- Try to minimise costs to suppliers participating in the procurement process and only call tenders when CCLHD has allocated budget and the intention to proceed to contract.
- Not ask for and / or accept financial or other benefits from a potential, current or past supplier / business partner.
- Not disclose confidential, commercial in confidence or proprietary information.

- Avoid and manage situations where private interests conflict with public interests.
- Respond to reasonable requests for information without delay.
- Be accountable and act honestly and in the public interest.

What we expect from you

Suppliers of goods and services must:

- Comply with conditions and requirements stated in documents supplied by CCLHD and where applicable, HealthShare.
- Provide accurate and reliable advice and information when required.
- Declare any situation that involves or could be perceived to involve a conflict of interest.
- Act ethically, fairly and honestly in all dealings with CCLHD.
- Not offer CCLHD employees, contractors or consultants any financial inducements or gifts or other benefits in order to gain unfair advantage.
- Protect commercial-in-confidence information.
- Not discuss CCLHD dealings with the media or on social media without CCLHD approval.
- Not engage in collusive practices.
- Assist CCLHD to prevent unethical practices in our business relationships.

Why is compliance important

By complying with the CCLHD Statement of Business Ethics you will be able to advance your business objectives and interests in a fair and ethical manner.

You should also be aware of the consequences of not complying with CCLHD's ethical requirements when doing business. Non-compliance as well as demonstrated corrupt or unethical conduct could lead to:

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

Incentives, gifts & benefits

CCLHD expects its staff to decline gifts, benefits, travel or hospitality offered by vendors/suppliers during the course of their work. You should refrain from offering any such incentives to CCLHD staff.

CCLHD only permits its staff to accept gifts if:

- Gifts are token and of nominal value.
- The gift is of nominal value and is offered as a thank you, for example from a patient who is being discharged.
- Refusing the gift may cause embarrassment where it has been offered in a public way. Such gifts should be registered and advice will be provided on treatment.

All such offers will be formally reported and noted in the "Gifts and Benefits Register".

Travel and Accommodation

Any offer that a supplier might wish to make for CCLHD employees to visit or view its products should be made to department / divisional management and not to an individual. In any case where substantial travel or accommodation is offered, prior approval by Executive management is required.

Conflicts of interest

All CCLHD staff are required to disclose any potential / perceived / actual conflicts of interest. CCLHD extends this requirement to all our business partners, contractors and suppliers.

Confidentiality

Under no circumstances are CCLHD and private sector employees to allow commercial-in-confidence information to be made known to unauthorised persons. Competing companies are never to be given another company's information in regard to performance specifications nor any aspect of pricing, quotation, tender, bid, advance details of future product releases, or any other commercial or proprietary information.

No individual or organisation is entitled to acquire any intellectual property rights because they are employed by or have a contract with CCLHD. Intellectual property rights must be formally negotiated with CCLHD and approved by the Chief Executive.

Order Splitting

Suppliers, contractors and CCLHD staff must not request, encourage or facilitate the prohibited act of "order splitting" (splitting one order into a succession of orders for the purpose of obtaining the goods or service under a financial delegation level).

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.

Use of CCLHD equipment, resources and information

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

Environmental management

The CCLHD expects all parties to support the NSW Government Sustainability Policy.

Service providers should identify and manage the potential environmental opportunities, risks and impacts of their activities. They should adopt measures to encourage recycling, reuse of materials and minimise waste and should support efficient use of scarce resources, including energy, water and materials.

Sponsorship

As outlined in the NSW Health Sponsorship Policy Directive a prospective sponsor's mission and objectives must be consistent with those of NSW Health. Sponsorship can only be used to enhance health services and must not involve any restrictive conditions or practices on CCLHD. Sponsorship cannot involve the explicit or implicit endorsement of a sponsor's products or services. All sponsorships must be documented and will require the approval of the Chief Executive.

Prohibited employment declaration and child protection

CCLHD has policies and procedures to ensure the safety and wellbeing of children and young people in its care. Private sector employees and other members of the public who perform a service in a health facility must have completed a Prohibited Employment Form and had a criminal record check. Where applicable they will require a Working with Children Check.

Contact details:

If you have any questions regarding this statement or to provide information on non-compliance or suspected corrupt conduct please contact:

Director, Internal Audit

T: 02 4320 3335

Email: CCLHD-AskInternalAudit@health.nsw.gov.au

Manager, Contracts & Leasing

T: 02 4320 2590

Creditors Management Team

T: 02 4320 3083

Email: CCLHD-creditors@health.nsw.gov.au