



## Statement of Business Ethics

This Statement of Business Ethics (Statement) provides guidance to business entities, contractors and suppliers on the values and ethical standards North Metropolitan TAFE (the College) upholds when conducting business, and the conduct and standards the College expects in return.

### Our Primary Values and Behavioural Principles

The Staff Code of Conduct (the Code) sets out principles and standards of behaviour that Governing Council members, Committee members, employees and volunteers must observe when performing their duties and is intended to promote accountable and ethical decision-making. The Code includes the following primary values

- Respect - We treat one another fairly and with courtesy while acknowledging the right of each person to hold different or opposing views
- Integrity - Our interactions with others are based on honesty and trust motivated with their best interests at heart
- Student Centred - Our students are our reason for being hence we place their best interests at the centre of our decision making and service delivery
- Accountability - We accept personal accountability for our actions and decisions, demonstrating social, financial and environmental responsibility to stakeholders
- Innovation - We aspire to deliver best practice in everything we do for the benefit of our students and industry
- Professionalism - We willingly share our knowledge, reflect on our performance and strive to continuously improve on how and what we deliver

A set of principles to guide behaviour are also set out in the Staff Code of Conduct. While performing their role at the College, Governing Council members, Committee members and employees will:

- Act in the best interest of both the public and the College
- Act with honesty and integrity
- Act lawfully
- Act in an open, transparent and accountable manner and commit to using public resources responsibly
- Commit to ensuring a healthy and safe workplace
- Act professionally and treat others with respect, courtesy and fairness
- Act with respect and maintain privacy and confidentiality

### What you can expect from the College

The College will maintain and update all relevant policies, procedures and practices to reflect legislation and industry best practice to guide employees' actions and decisions and ensure they are reasonable and fair. You can expect College employees to

- Accept responsibility and be accountable for their decisions and actions which at all times will be fair, ethical, transparent and legal
- Promote and uphold the integrity of the College and the wider public sector community
- Act professionally and provide a proactive and responsive service to maintain excellent and efficient working relationships with all our business entities, contractors and suppliers
- Disclose any real or perceived conflicts of interest and immediately report any real or perceived unethical behaviour
- Utilise public resources efficiently and effectively
- Secure and protect your proprietary and commercial-in-confidence information



### **What the College expects from you**

The College expects all business entities, contractors and suppliers (and any of their sub-contractors) to become familiar with this Statement and be aware of the College's obligations and commitment to comply with the law and applicable legislation.

The College expects all business entities, contractors and suppliers to

- Act ethically, fairly and legally
- Provide goods and services in compliance with contract and purchasing requirements
- Declare conflicts of interest as soon as you become aware of potential, actual or perceived conflict
- Take all reasonable measures to prevent the disclosure of confidential information related to the College
- Refrain from any form of collusive practice, including offering our employees gratuities, inducements or incentives
- Manage business risks, including those associated with fraud and corruption

### **Why compliance is important**

Compliance with this Statement will enable fair and ethical relationships to be built to the advantage of both parties. The College takes a zero-tolerance approach to unethical behaviour, including fraud and corruption, and non-compliance with this Statement can result in negative consequences which includes

- Termination of contracts and loss of future work with the College
- Exclusion from quotation and tendering processes
- Damage to business reputation
- Referral to investigative bodies including the Corruption and Crime Commission and the Public Sector Commission and/or
- Referral for criminal investigation

### **Practical Guidelines**

#### **Conflicts of interest**

All Governing Council members, Committee members and employees must ensure there are no actual, perceived or potential conflicts of interest between their personal interests and the impartial fulfilment of their public duties and functions. This includes those that exist, or could arise, from personal relationships between employees and staff of contractors and the suppliers of goods and services.

Any conflicts of interest must be disclosed and the offering of inducements to any employee, or collusion with employees or other contractors, must be scrupulously avoided. The College has systems to manage any actual, perceived or potential conflicts of interest which may include, for example, the removal of an employee from a tendering process. Any conflict of interest must be resolved in favour of the public interest.

#### **Confidentiality and intellectual property**

The College will take all reasonable steps to protect your proprietary and commercial-in-confidence information. Such information will not be released without your permission or as required by the Freedom of Information Act 1992 or other applicable legislation. The specific requirements of copyright law and individual contracts must be adhered to in relation to confidentiality and intellectual property.



### **Communication and cooperation**

The College and its business entities, contractors and suppliers will maintain business relationships based on open and effective communication, respect and trust and adopt a non-adversarial approach to dispute resolution.

### **Secondary employment**

Business entities, contractors and suppliers must not offer College employees secondary employment that conflicts with the employee's public duties.

### **Incentives, gifts and hospitality**

Governing Council members, Committee members and employees do not expect, and will not seek, from business entities, contractors and suppliers any incentives, gifts or acts of hospitality for carrying out business activities. Any incentive, gift or hospitality offered must be disclosed and recorded in the College's Gift Register and published accordingly in compliance with relevant legislation.

### **Public comment**

Employees or representatives of business entities, contractors and suppliers must not make any public comment or statement that may lead anyone to believe that they are representing the College.

### **Public Interest Disclosure**

The College does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of its public functions, and is committed to the aims of the Public Interest Disclosure Act 2003. If you wish to make a disclosure please visit the College's website at [northmetrotafe.wa.edu.au](http://northmetrotafe.wa.edu.au) or contact the College's Principal Public Interest Disclosure Officer (Director Human Resources) at [pid@nmtafe.wa.edu.au](mailto:pid@nmtafe.wa.edu.au)

### **Reporting Misconduct to External Agencies**

The Public Interest Disclosure Act 2003 and the Corruption, Crime and Misconduct Act 2003 protect persons who disclose misconduct from reprisal or detrimental action and ensure disclosures are properly assessed and dealt with. Information on how to make disclosures to the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) can be obtained by visiting their websites at [publicsector.wa.gov.au](http://publicsector.wa.gov.au) and [ccc.wa.gov.au](http://ccc.wa.gov.au)