

Statement of Business Ethics

FOREWORD

This Statement of Business Ethics sets out the expectations of the Western Sydney Local Health District (WSLHD) and explains the mutual obligations between goods and service providers, contractors and ourselves.

This is essential to ensure that all of our business dealings meet the high public expectation for ethical behaviour and for the protection of public funds by the mitigation of fraud and corruption.

This statement provides guidance for the private sector when doing business with Western Sydney Local Health District.

We expect our staff to maintain high standards of integrity and ethical conduct, consistent with the NSW Health Code of Conduct.

We expect no lesser conduct on the part of goods and service providers and contractors who undertake work on our behalf.

If you require additional information on this Statement of Business Ethics please contact the WSLHD Internal Audit Unit on 02) 8838 6487

Danny O'Connor
Chief Executive

OUR VALUES

Our CORE values of Collaboration, Openness, Respect and Empowerment are embedded into our District:

- **Collaboration** - We are committed to working collaboratively with each other to achieve the best possible outcomes for our patients who are at the centre of everything we do. In working collaboratively we acknowledge that every person working in the health system plays a valuable role that contributes to achieving the best possible outcomes.
- **Openness** - A commitment to openness in our communications builds confidence and greater cooperation. We are committed to encouraging our patients and all people who work in the health system to provide feedback that will help us provide better services.
- **Respect** - We have respect for the abilities, knowledge, skills and achievements of all people who work in the health system. We are also committed to providing health services that acknowledge and respect the feelings, wishes and rights of our patients and their carers.
- **Empowerment** - In providing quality health care services we aim to ensure our patients are able to make well informed and confident decisions about their care and treatment. Working together will enhance patient care and improve our work environment and will enable each of us to contribute positively to the culture in our individual workplaces.

These values are demonstrated by WSLHD employees through:

- Being consistent, honest, trustworthy and accountable in all decisions.
- Competence within each area of expertise.
- Treating all individuals with courtesy and respect.
- Being culturally sensitive.

- Behaving with transparency, openness, honesty and accountability in all business transactions.
- Ethical behaviour.
- Efficiency and effectiveness.

OUR KEY BUSINESS PRINCIPLES

Three key principles underpin WSLHD business dealings:

- Obtain the best value for money.
- Impartiality through all stages and processes.
- Fairness.

VALUE FOR MONEY

Value for money is determined by considering the impact of all factors such as quality, reliability, timeliness of supply, security of supply, service, capital and recurrent (whole of life) cost.

Value for money does not mean the “lowest price”, however the lowest price may offer the best value for money if it meets other essential criteria.

IMPARTIALITY

Impartiality means that WSLHD staff will maintain objectivity and even-handedness throughout the procurement/purchasing processes.

For example, an impartial person will try to objectively establish the criteria for determining best value for money and then assess all bids against these criteria.

Being impartial includes taking into account practicalities. For example, the principle of impartiality does not entail public advertising for bids for items of low monetary value or inviting bids from companies that have failed to deliver or performed poorly in the past.

FAIRNESS

Fairness overlaps with being impartial in the sense of being even-handed.

In some circumstances fairness can also entail taking into account the effect on others. For example, it would be unfair to call for public tenders when there is no serious intent to award a contract, even if a satisfactory or exceptional offer was received.

Fairness however does not mean pleasing everyone. In some cases a person may be adversely affected by a decision, this is unfortunate but not necessarily unfair.

GOODS & SERVICE PROVIDERS AND CONTRACTORS must:

- Comply with conditions and requirements stated in documentation supplied by WSLHD.
- Comply with NSW State Government legislation, codes, policies and procedures as they relate to supply and procurement.
- Respect the obligation of WSLHD employees to comply with NSW State Government legislation, codes, policies and procedures as they relate to supply and procurement.
- Provide accurate, timely and reliable advice and information.

- Declare, in writing, any conflicts of interest that may arise from their business dealings with WSLHD.
- Not engage in any collusive practices with other suppliers or employees of WSLHD.
- Not offer gifts, bribes, inducements or incentives to WSLHD employees.
- Not disclose any confidential information obtained in the course of doing business with WSLHD.
- Not disclose WSLHD business practice or information in the media or other public forums.
- Cooperate in preventing unethical practices and unprofessional conduct.
- Ensure that all sub contractors and employees of their company are familiar with the WSLHD Statement of Business Ethics.

Compliance

Compliance with this Statement of Business Ethics is mandatory and there may be consequences for non-compliance.

Demonstrated corrupt or unethical behaviour may lead to termination of contracts, loss of future work, loss of reputation, investigation for corruption and referral for criminal investigation wherever necessary.

WSLHD EMPLOYEES will:

- Be accountable and act in the public interest.
- Act with courtesy and fairness.
- Disclose any situation that involves or could be perceived as a conflict of interest.
- Not solicit money, gifts, hospitality, entertainment or travel from a potential, current or past supplier/business partner for performing official duties.
- Comply with NSW State Government legislation, codes, policies and procedures as they relate to supply and procurement.
- Protect commercial in confidence material and information.
- Respond to reasonable requests for information and advice in a timely manner.
- Obtain approval in writing prior to undertaking any secondary employment.
- Report fraud and corruption wherever there is reasonable grounds to suspect it has or is occurring.

Gifts & Benefits

WSLHD employees perform their duties without demand or expectation of any gift or benefit.

The NSW Health Code of Conduct recognises that in the commercial environment a gift or benefit may be offered and allows the acceptance of a token or inexpensive gift provided notification is made and agreement is given by the employees' manager/supervisor.

Gifts and benefits must be registered in the WSLHD "Gifts and Benefits" register which is located on the "Internal Audit" intranet site.

Conflicts of Interests

WSLHD employees will avoid situations that give rise to a conflict of interest however should an actual or perceived conflict of interest arise then the employee will declare it to those involved in the business partnership and their immediate manager/supervisor.

Conflicts of interest must be registered in the WSLHD “Conflicts of Interest” register which is located on the “Internal Audit” intranet site.

Confidentiality

WSLHD will maintain security of commercial in confidence material and information however WSLHD must comply with the requirements of the Government Information (Public Access) Act 2009 and as such may be required to disclose information if formal application is made under the Act.

Suppliers responding to Tenders and Requests for Offers should be aware that certain information regarding contractual arrangements, including the identity of the successful contractor and the price payable, must be made publicly available after contracts are awarded as per Premier’s Memorandum 2007-01 “Public Disclosure of Information arising from NSW Government Tenders and Contracts”.

Private and Post Separation Employment

WSLHD employees are required to apply in writing to undertake secondary employment whilst employed by WSLHD.

Secondary employment will not be approved where it has the potential to create actual or perceived conflicts of interest.

WSLHD employees will not use their position with the Health District to obtain opportunities for future employment and will not be influenced by plans for or offers of outside employment.

WHO TO CONTACT

The Western Sydney Local Health District Internal Audit Unit is the contact for:

- Enquiries regarding the Statement of Business Ethics.
- If you are concerned that there has been breach of the law or unethical conduct has occurred.
- If you have reasonable grounds to suspect fraudulent or corrupt conduct.

Contact details are:

- Ph: (02) 8838 6487
- Fax: (02) 8838 2147
- Email: internalaudit@health.nsw.gov.au

In some circumstances information may be provided as a Protected Disclosure under the Public Interest Disclosures Act 1994 if the disclosure is by a Public Official and is about corrupt conduct, maladministration, serious and substantial waste and government information contravention.