



ILLAWARRA SHOALHAVEN JOINT ORGANISATION

Statement of Business Ethics

Endorsed by the Board November 2018

Business Ethics Statement

1. Purpose

The Statement of Business Ethics is prepared by ISJO to ensure ISJO's expectations around best practice procurement, contractor engagement, fair dealings, integrity and good governance are clear, practical and understood by suppliers, contractors, consultants and any other commercial operators who have dealings with ISJO.

2. Objectives

The objectives of this policy statement are to:

- build and maintain ethical relationships with all sectors of the community and in particular the private sector
- encourage transparency and accountability in all dealings including lending, contracting, supply of goods and services and business partnerships
- ensure other sector partners understand ISJO's public duty obligations
- manage the potential risk and misunderstanding that can occur in business transactions between the public and private sectors
- maintain corruption resistant, ethical work practices.

3. Scope

This policy statement applies to all areas of ISJO and provides guidance for all sectors of the community when conducting business with ISJO.

4. References

This policy statement should be read in conjunction with:

- ISJO's Code of Conduct
- ISJO's Procurement Policy

5. Policy

5.1 *ISJO's key business principles*

The principle of best value for money is central to all of ISJO's business relationships with all suppliers of goods and services.

This does not necessarily mean that best value for money equates to the lowest price. ISJO will balance all relevant factors including quality, reliability, timeliness, whole-of-life costs and initial cost.

Obtaining best value for money includes ensuring ISJO's business relationships are honest, ethical, fair and consistent. ISJO's business dealings will be transparent and open to public scrutiny whenever possible.

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5.2 *What to expect from ISJO employees*

ISJO will ensure that policies, procedures and practices related to contracting, the purchase of goods and services, and tendering are consistent with best practice and the highest standards of ethical conduct.

Employees and delegates are bound by ISJO's Code of Conduct. Employees, delegates, members of committees, contractors and consultants (collectively referred to as ISJO Officials) are accountable for their actions and are expected to:

- use public resources effectively and efficiently
- avoid any real or perceived conflict of interest
- deal honestly, fairly and ethically with all individuals and organisations

ISJO procurement dealings will be underpinned by the following guidelines:

- Energy efficient products containing recycled material and are environmentally friendly will be purchased wherever reasonably possible.
- all potential suppliers will be treated with fairness, given equal access to information and opportunities to submit bids.
- to give preference to Australian produced steel products wherever possible in projects undertaken by ISJO.
- the ISJO will not disclose confidential or proprietary information.

5.3 *ISJO's expectations*

To ensure there is a high degree of transparency and integrity amongst ISJO and commercial entities the following minimum standards are expected of suppliers. These include;

- compliance with ISJO's procurement policies and procedures
- declaration of real or perceived conflicts of interest as soon as becoming aware of the conflict
- refraining from engaging in any form of collusive practices including offering employees inducements or incentives designed to improperly influence the conduct of their duties
- acting ethically, fairly and honestly in all dealings with ISJO
- assisting ISJO to prevent unethical practices within business relationships.

5.4 *Compliance*

Complying with this policy will not disadvantage any business or commercial entity. The majority of entities have business ethics statement. They are a part of contemporary procurement systems. Entities conducting business with ISJO need to be aware of the potential consequences of not complying with ISJO's Statement of Business Ethics. Proven corrupt or unethical behaviour will result in;

- termination of contracts & loss of future contracts
- loss of reputation
- matters being referred to investigative bodies