



# Supplier Code of Conduct

## Message from the Chief Procurement Officer

We strive to provide a safe, high quality and sustainable health system to all Western Australians. As we work toward this, the WA health system is guided by our core values of quality care, respect, excellence, integrity, teamwork and leadership. These values drive us to achieve high standards of ethical conduct, and to meet community expectations around how we operate.

As a supplier, you play an important role in delivering on our mission, and ensuring that we do things the right way. It is important that you share our commitment to these values, and be guided by them as we collaborate and work together.

This Supplier Code of Conduct is designed to set our expectations and illustrate what these values will mean for you, including your subcontractors and subsidiaries, as you work with the WA health system and at our hospital sites. Meeting the expectations set out in this Code is essential for us to be able to collaborate successfully, and together build trust with the Western Australian public.

I welcome your contribution to the WA health system, and in turn look forward to playing a part in your business.

**Mark Thompson**

Chief Procurement Officer

## Procurement Principles

The WA Government has established a set of principles underpinning its approach to procurement that seeks to deliver the best possible outcomes for the Western Australian community. These principles include value for money, probity and accountability, open and effective competition, and sustainable procurement; and form the basis of the WA Government's procurement policies. These policies help to define the standards expected by our employees undertaking procurements, and provide assurance that all parties in a procurement process will be treated equitably.

## Core Principles and Commitments

### Health and Safety

Suppliers must make provision for the health and safety of their employees, contractors, visitors and those in the community who may be impacted by their operations. Suppliers must comply with applicable laws and standards in relation to health and safety management to provide a safe working environment, with the aim to avoid injuries, fatalities and diseases. Suppliers are asked to respect that WA health sites and hospitals are smoke free.

## **Workplace Diversity, Equality and Inclusion**

Suppliers shall promote a culture that includes equality, diversity and actively support programs that look to ensure a diverse worker base. Suppliers shall not unlawfully discriminate against any worker based on their age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, or union membership, in hiring and other employment practices.

## **Human Rights and Labour**

Suppliers are expected to provide goods and services in a manner consistent with any applicable human rights obligations. This includes the requirement to provide fair working conditions for employees ensuring that no forced labour, child labour or involuntary labour is used.

## **Legal Compliance**

Suppliers must comply with all applicable laws and regulations.

## **Environment**

Suppliers are expected to foster a culture of environmental responsibility by minimising the environmental impact of their operations and maintain environmentally responsible policies and practices.

## **Anti-Corruption**

Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations. Suppliers must not engage in fraud, bribery or corrupt conduct or offer anything of value to improperly influence or reward decisions and/or actions.

## **Conflicts of Interest**

Suppliers must declare any situation that raises an actual, potential or perceived conflict of interest related to or in connection with its dealings with the WA health system ensuring that any decisions are free from bias, and are seen to be so. As such, suppliers are asked not to take actions which will place employees in a position where they have an actual or perceived conflict of interest. This includes token gifts of appreciation such as Christmas gifts, whether it is to an individual or team.

## **Behaviour and Conduct**

Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations. Suppliers are expected to conduct themselves professionally. Suppliers must not engage in any activities that may bring the WA health system into disrepute. Suppliers are expected to be respectful of our patients and their families when working on site.

## **Managing Assets and Information**

Suppliers are expected to provide information that is timely, accurate and relevant. Intellectual property rights must be respected, and confidential WA health system information must not be disclosed. Where applicable, Suppliers may be provided with access to WA health system information and resources. These resources must only be used for appropriate purposes as stipulated on provision of access. Information at all times must be protected and confidentiality preserved.

## Why follow our Supplier Code of Conduct?

Suppliers are expected to share our commitment to the Code of Conduct by implementing and promoting the approach and encouraging the same of their subcontractors. It is important for suppliers and potential suppliers to be aware of the consequences of not complying with the Code. Non-compliance to the Code, or any other conduct deemed to be corrupt or unethical could lead to:

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

These consequences ensure the WA health system continues to work with suppliers who share our values, and who can meet high standards of community expectations.

## Raising Concerns

We are unwavering in our efforts to continuously cultivate a culture of transparency, probity and accountability. If you believe that an action, decision or situation contravenes the requirements of our values or this Code, we encourage you to speak up. This applies to concerns whether they relate to an employee of the WA health system, or with another supplier.

You can discuss concerns with your contact within the WA health system, or alternatively report it via email at [OCPO@health.wa.gov.au](mailto:OCPO@health.wa.gov.au).

## Related Information

If you would like to know more about WA health procurement policies, these can be found on the WA health system Policy Frameworks page <https://ww2.health.wa.gov.au/About-us/Policy-frameworks/Procurement>.

Relevant legislation that may be of interest can also be found on the Public Sector Commission website <https://publicsector.wa.gov.au/> and the Department of Finance website <https://www.finance.wa.gov.au>.

**This document can be made available in alternative formats on request for a person with disability.**

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