

Statement of Business Ethics

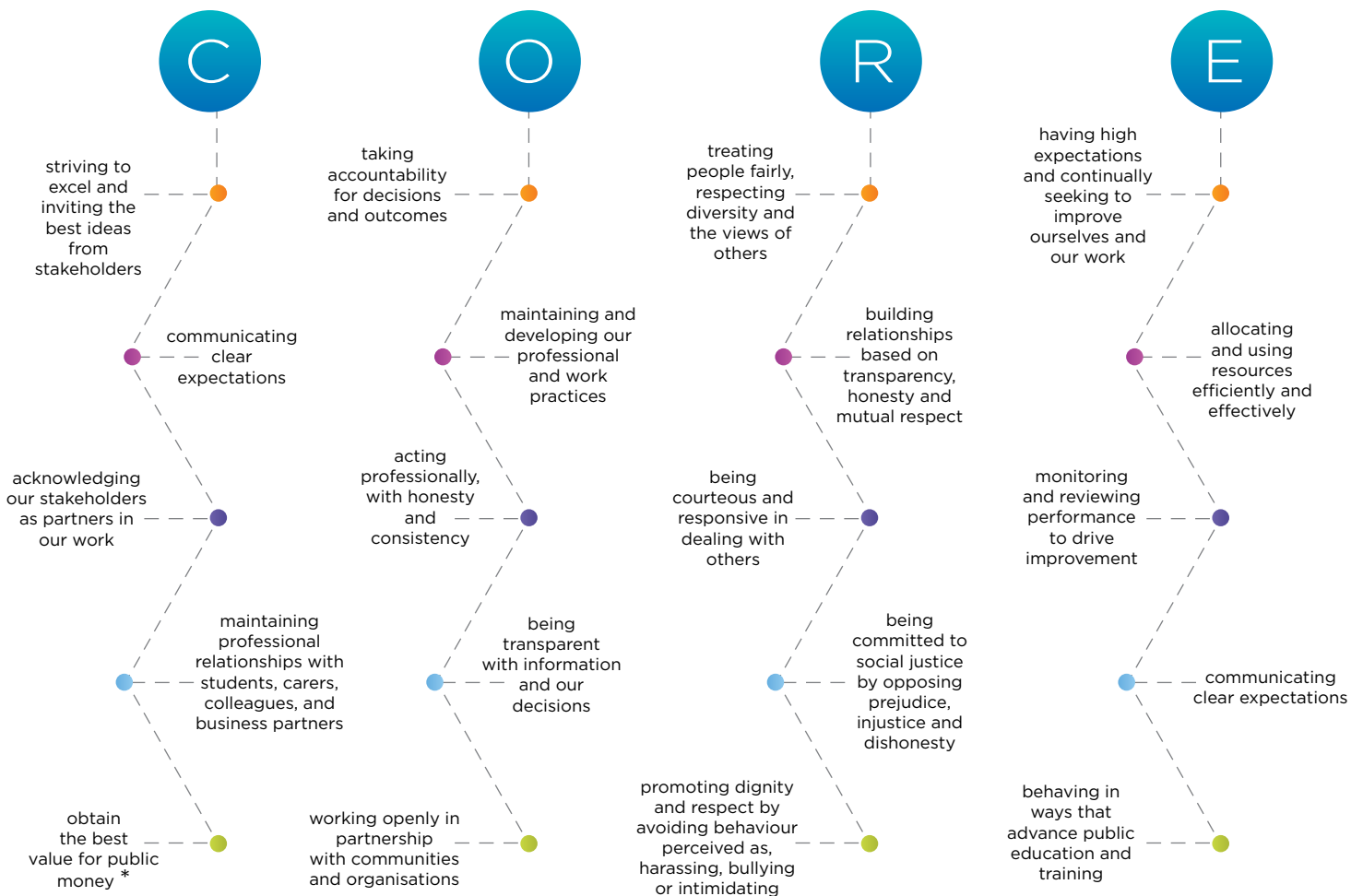
FOREWORD FROM THE HETI CHIEF EXECUTIVE

This Statement of Business Ethics is to raise private sector awareness of public sector values and provide private sector contractors, suppliers, consultants, tenderers or business partners the mutual expectations of the relationship. This Statement

defines the principles and values of conduct that are expected of both parties in order to ensure the integrity and professionalism of both organisations is enhanced through a statement of HETI's values and systems of accountability.

OUR CORE VALUES

HETI's business ethics are aligned to NSW Health CORE values of Collaboration, Openness, Respect and Empowerment and demonstrated by:



* Value for Money is determined by considering all the factors which are relevant. For example, quality, reliability, timeliness, service, sustainability, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price". However, the lowest price bid might offer best value if it meets other essential criteria

WHAT TO EXPECT FROM HETI STAFF

HETI staff must, at all times, comply with the [NSW Health Code of Conduct](#) policy.

Staff are required to:

- Seek value for money
- Comply with HETI's policy directives
- Respond promptly to requests for advice and information
- Be open in business dealings
- Treat all tenderers equitably
- Avoid situations of conflicting private interest
- Never solicit or accept remuneration, gifts or other benefits in line with [Conflict of Interest Policy](#)
- Be accountable and act in the public interest at all times
- Act honestly, diligently with due care
- Not to solicit or accept financial or other gifts or benefits from a supplier/contractor or potential supplier/contractor

WE EXPECT SUPPLIERS, TENDERERS, CONSULTANTS AND CONTRACTORS TO:

- Deliver value for money
- Provide accurate, reliable advice and information
- Avoid collusive practices
- Disclose and manage any perceived or actual conflict of interest
- Respect the obligation of staff to abide by HETI's purchasing principles
- Prevent the unauthorised release of commercial/privileged information
- Not make offers to any HETI employees or contractors of financial, gifts, benefits or inducements
- Refrain from discussing business dealings with the media, unless HETI has expressly consented
- Ensure that all contractors are aware of and comply with this Statement of Business Ethics
- Ensure business and supply chain practices are conducted in an honest, ethical and safe manner

ETHICAL BEHAVIOUR - SOME PRACTICAL GUIDELINES

CONFIDENTIAL INFORMATION

Certain information must be kept confidential; not released to unauthorised persons; and clearly recorded and documented

HOSPITALITY AND ENTERTAINMENT

HETI staff will not accept offers of free entertainment from a supplier/contractor or potential supplier/contractor

GIFTS

Staff abide by the [Conflict of Interest Gifts and Benefits Policy](#).

TRAVEL AND ACCOMMODATION

A supplier or contractor to HETI should not offer free travel or accommodation to staff.

ORDER SPLITTING

Suppliers, contractors and staff must not request, encourage or facilitate order splitting*

** splitting one order into a succession of orders for the purpose of obtaining the goods or service under a financial delegation level*

POST SEPARATION EMPLOYMENT

As a rule, former employees of HETI should not be employed as contractors for at least 12 months after leaving HETI.

DISCRIMINATION AND HARASSMENT

Staff will not discriminate against anyone on the grounds of race, sex, colour, nationality, religious conviction, marital status, age, pregnancy, disability association or political conviction.

WORKPLACE BEHAVIOUR AND SAFETY

Employees of HETI will ensure workplace safety through compliance with legislative and procedural safety requirements.

Staff ensure that they do not attend work under the influence of drugs during working hours.

REPORTING FRAUD OR CORRUPTION

Officers of HETI with an honest belief and reasonable grounds, that fraud and/or corruption has taken place have a responsibility and expectation to report any instances without delay. These will be reported to the Independent Commission Against Corruption (ICAC) through HETI's management or the officer can report such conduct directly to the ICAC.

Officers of HETI concerned about a possible breach of this statement, or about any conduct that could involve fraud and/or corrupt conduct, should contact the Chief Executive or contact the ICAC directly.

CONTACT INFORMATION

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INDEPENDENT COMMISSION AGAINST CORRUPTION

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[Online Corruption Report Form](#)