

Cessnock City Council Procurement Code of Conduct Statement

Statement Objective

The Model Code of Conduct sets the minimum standards of conduct for suppliers.

It is prescribed by regulation to assist suppliers to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- act in way that enhances public confidence in local government.

Council requires all suppliers to abide by Council's Values:

- ✚ **Integrity**
We are open, honest and transparent
- ✚ **Respect**
We treat people fairly and consistently. We respect others' views, ideas and opinions
- ✚ **Teamwork**
We work as one to get the job done. We work together with our community
- ✚ **Accountability**
We are committed to safety in all we do. We take ownership of our decisions and actions. We are accountable to our community
- ✚ **Excellence**
We strive to do it once and do it right. We take pride in our work. We strive for efficiency and innovation.

This Supplier Code of Conduct outlines the ethical standards and behaviours we expect from ourselves and our suppliers.

We are committed to the highest ethical standards

When conducting business with Cessnock City Council, you can expect that we will:

- comply with applicable laws, regulations, policies and procedures
- act with integrity and openness
- maintain probity and transparency
- demonstrate fairness and transparency in our dealings with individuals and organisations
- disclose any perceived or real conflicts of interest
- encourage fair and open competition while seeking value for money and innovative solutions
- adopt procurement processes to make it easy to do business
- publish details of contracts awarded as required by legislation
- protect and prevent the release of commercial-in confidence information

- not seek, or accept, any financial or non-financial benefits from potential, current or past suppliers
- respond to reasonable requests for advice and information, including tender debriefings
- investigate complaints.
- support Aboriginal Participation
- support local suppliers

Council is a leader in social responsibility which involves Modern Slavery principals. Suppliers must take all reasonable steps to ensure that businesses within their supply-chains are not supplying products of modern slavery.

1. We expect our suppliers and their supply chains to commit to the highest ethical standards

When conducting business with Cessnock City Council, we expect that you will:

- comply with applicable laws, regulations, policies, procedures and good business practices
- ensure third parties acting on your behalf comply with this Supplier Code of Conduct
- act with integrity and openness
- conduct business in an ethical and safe manner
- disclose any perceived or real conflicts of interest
- not discuss or disclose dealings with Cessnock City Council to the media without approval
- pay your suppliers / contractors on time
- protect and prevent the release of commercial-in confidence information
- ensure the security and proper use of government information, assets and materials
- not offer Cessnock City Council employees/contractors any financial or non-financial benefits
- respond to reasonable requests for advice and information
- report breaches of this Code to Cessnock City Council

2. Implications of non-compliance with this Code

Suppliers should be aware that non-compliance with this Code when doing business with Cessnock City Council, or demonstrated corrupt or unethical conduct, could lead to:

- termination of contracts
- loss of future work
- loss of reputation
- investigation for corruption
- matter referred for criminal investigation
- suspension or removal from prequalification schemes and panel arrangements

3. More information

- **Gifts, hospitality and other benefits**

Suppliers must not at any time offer or provide any financial or non-financial benefits to Cessnock City Council employees/contractors.

Cessnock City Council employees/contractors are not permitted to request financial or non-financial benefits and are expected to decline such offers. Please refer to Part 6, Personal Benefit of the [Cessnock City Council Code of Conduct Policy](#) for more information.

- **Conflicts of interest**

Conflicts of interest, whether real or perceived, must be immediately reported to the relevant Council Official. A conflict of interests can arise when a person's business and private interests intersect. Private interests can include a person's own professional and financial interests, as well as past and present associations with other individuals, groups or family.

- **Confidentiality and intellectual property rights**

Information provided by or collected from Cessnock City Council is provided on a confidential basis, unless otherwise explicitly indicated, or the information is already in the public domain. Cessnock City Council and our suppliers will respect and honour each other's confidentiality and intellectual property rights.

- **Environmental sustainability**

We expect our suppliers to minimise the environmental impact of their operations and maintain environmentally responsible policies and practices.

- **Sponsorship**

Any sponsorship arrangement must be open and transparent and should not create any perception that it will improperly influence the decision making of Cessnock City Council.

- **Modern slavery, labour and human rights**

Suppliers must take all reasonable steps to ensure that businesses within their supply-chains are not supplying products of modern slavery. We expect our suppliers to provide a fair and ethical workplace free from workplace bullying, harassment, victimisation and abuse. We expect our suppliers to ensure that businesses within their supply chain are not engaged in, or complicit with other human rights abuses.

- **Safety and Risk**

We expect our suppliers to provide a safe work environment and integrate sound health and safety management practices into their business. Suppliers must comply with all applicable laws and regulations relating to safety and risk. Please refer to Council's [Work Health and Safety Policy](#).

Contractor Acknowledgment

Date
