

STATEMENT OF BUSINESS ETHICS

Guidelines for doing business with the SSROC

The Southern Sydney Regional Organisation of Councils Inc (SSROC) will ensure all its business relationships are ethical, fair and consistent. SSROC's business dealings will be transparent and open to public scrutiny wherever possible.

As a supplier or service provider appointed by SSROC, compliance with this statement, will help you to advance your business objectives and interests with us, fairly and ethically.

You should also be aware of the consequences of not complying with this statement. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts and dismissal
- Loss of further opportunities
- Loss of approvals
- Investigation for corruption or criminal activity

What you can expect from us

SSROC staff are accountable for their actions and are expected to:

- Use SSROC resources efficiently and effectively
- Encourage fair and transparent competition while seeking value for money
- Protect confidential and proprietary information
- Deal fairly, ethically and honestly with all individuals and organisations
- Disclose any situation that involves or could be perceived to involve a conflict of interest
- Not seek or accept financial or other benefits for performing official duties
- Treat all potential suppliers with impartiality and fairness and give each equal access to information; and
- Document all procurement activities and decisions fully and clearly to provide an effective audit trail

To be honest and fair when doing business with you, we will always consider the following essential factors:

- Transparency of process
- Accountability
- Ethical management of conflicts of interest
- Obtaining best value
- Monitoring and evaluating performance
- Environmental, social and sustainable outcomes

What we expect from you

We require anyone doing business with SSROC (including all applicants, suppliers of goods and services, political lobbyists, consultants, contractors and their sub-contractors, owners and applicants), to:

- Act ethically, fairly and honestly at all times
- Declare any actual or perceived conflicts of interests as soon as you become aware of the conflict
- Take all reasonable measures to prevent disclosure of confidential SSROC information
- Provide accurate and reliable advice and information when required
- Not offer any financial inducements or any gift or other benefits to gain preferential treatment
- Comply with the law
- Give workplace safety top priority and comply with all safety laws, regulations and procedures.
- Where equipment or resources are supplied by the SSROC, to use it only for the agreed official purpose
- Ensure that you do not lobby or seek to influence SSROC in any way while business proposals are being considered
- Assist SSROC to prevent unethical practices by complying with this Statement of Business Ethics. If you employ subcontractors in your work with SSROC you must make them aware of this Statement
- Respect SSROC's intellectual property rights and formally negotiate any access, licence or use of intellectual property.

Contact

If you have any questions regarding this Statement of Business Ethics or wish to provide information about suspected corrupt or unethical conduct, please contact the SSROC Chief Executive Officer.

Employees and contractors reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Public Disclosures Act 2022.

The Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are dealt with properly.

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Position: Chief Executive Officer

Southern Sydney Regional Organisation of Councils (SSROC) Inc

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