

## STATEMENT OF BUSINESS ETHICS

### 1 OVERVIEW

ChemCentre is a statutory authority within the Western Australian Government operating under the *Chemistry Centre (WA) Act 2007*. ChemCentre has a long and proud heritage protecting the State, tracing its origins back to the gold rush in the 1890s.

Our primary purpose is to provide chemical and forensic services and expertise to mitigate chemistry related risks to the State, protect the community and support a prosperous WA.

#### Our Values

**Integrity** - We operate a sustainable business that strives to operate safely, ethically, sustainably and with integrity in all that we undertake.

**Respect** – We respect our clients, our staff and the responsibilities that we are charged with.

**Technical excellence** – We advocate technical excellence and utilising excellent science to inform and improve everything that we do.

**Innovation** – Through method development and targeted, collaborative research and development we continually seek to improve our science for the benefit of our stakeholders.

### 2 OUR KEY BUSINESS PRINCIPLES

#### Ethics and Integrity

ChemCentre is committed to an ethical and professional workplace acting with honesty and treating all parties equitably, impartially and fairly. We require our staff, contractors and agents to exhibit the highest standards of ethics and integrity in all purchasing activities and interactions.

#### Incentives, Gifts and Benefits

In accordance with ChemCentre's Code of Conduct, staff will never request an incentive, gift or benefit from a service provider. In the event that such a request is made to a service provider, staff are required to report the matter to ChemCentre in writing.

ChemCentre service providers are not to solicit or receive a gift from any organisation or individual relating to services tendered/quoted for, or rendered, at ChemCentre.

#### Best Value for Money

Value for money procurement is an overarching ChemCentre requirement that seeks to enable the best possible outcome. However, obtaining competitive pricing will not be achieved at the expense of safety, ethical and quality standards, timeliness of supply, whole of life costs and relevant service benchmarks.

#### Social and Environmental Responsibility

ChemCentre is committed to providing services to the diverse WA community in a fair and non-discriminatory manner. ChemCentre does not condone behaviour that takes advantage of, or discriminates against, socially disadvantaged or minority groups. ChemCentre is committed to environmentally sustainable business practices and will seek to procure products and services that minimise environmental impact.

### Safety

ChemCentre is committed to ensuring the safety of the public, contractors, agents, and employees. Service providers are required to observe the safety requirements as advised and prescribed by ChemCentre.

### Excellent Service

ChemCentre listens to their customers, treats them courteously and ethically and strives to provide an exceptional level of service to the public.

### Transparency and accountability

All purchasing activities shall comply with relevant legislation and ChemCentre's policies and be free from bias. Purchasing decisions will be documented and capable of review to ensure the efficient, effective, and proper expenditure of public monies.

### Contracting Workers

All contractor workers including sub-contracted employees should be made aware of and required to comply with this Statement.

## 3 What you can expect from ChemCentre

ChemCentre will ensure it complies with its policies, procedures and practices relating to contracting that are consistent with public sector requirements and relevant legislation.

Our staff are bound by the *ChemCentre Code of Conduct*. When dealing with contractors, staff are accountable for their actions and are required to:

- Deal with individuals and organisations with integrity and in an ethical manner;
- Provide a work environment and culture free of discrimination;
- Avoid any actual or perceived conflicts of interest;
- Ensure training for our staff and service providers;
- Not seek or accept personal benefits, incentives or gifts whilst engaged in the process of seeking quotations/tenders, expressions of interest or rendering services (including entertainment) in accordance with ChemCentre's gift policy; and
- Unless in the public domain or required to be provided by law, we will respect confidentiality of information provided and it will not be disclosed to unauthorised persons or accessed for personal reasons.

## 4 The commitments we seek from contractors

ChemCentre requires all suppliers of products and/or services to:

- Abide by all terms and conditions of the contract;
- Comply with Australian Laws and adhere to policies, guidelines and procedures outlined by ChemCentre;
- Act with integrity in an ethical manner when dealing with ChemCentre and the public;
- Commit to providing quality services to ChemCentre;
- Provide accurate and reliable information and advice;
- Take all reasonable measures to prevent the unauthorised disclosure of confidential information;
- Not take actions that would inappropriately influence the independence of ChemCentre officers and the integrity of the contract process including refraining from offering incentives, gifts and personal benefits;

- Declare actual or perceived conflicts of interest as they become known;
- Report any fraudulent or corrupt practices;
- Agents and Contractors are not permitted to make unauthorised comment or disclosure to the media or respond to any inquiries received from media organisations or other community groups, these should be referred in the first instance to ChemCentre.

## 5 Why Compliance is important

By complying with ChemCentre's Statement of Business Ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all ChemCentre suppliers of goods and services are required to comply with this Statement.

## 6 Suspected Misconduct

Where a breach of the Statement or procurement activity is suspected during a business activity, it should be reported in a confidential manner to ChemCentre's Chief Executive Officer, our Public Interest Disclosure Officer or external agencies via details listed on our website.