

1. PURPOSE

Employees engaged in procurement activities shall at all times conduct their responsibilities ethically and with integrity in accordance with the organisation's Code of Conduct, Financial Code of Practice and related policies and guidelines so as to promote public confidence in the integrity of our procurement processes.

2. DEFINITIONS

N/A.

3. TARGET AUDIENCE

All Staff involved in Procurement for WHCG

4. POLICY

4.1 Employees engaged in procurement **must not** accept gifts, benefits or hospitality from suppliers or their representatives or from organisations, firms or individuals with whom they have official dealings. Corporate sponsorship when there is demonstrable benefit to the organisation, a campus or a department, may be accepted by approval of the Chief Procurement Officer (CPO) only. Sponsorship must in no way influence procurement.

5. EVALUATION

Complaints made from Suppliers via the WHCG Website

6. KEY ALIGNED DOCUMENTS

Nil

7. KEY LEGISLATION, ACTS & STANDARDS

IBAC Report, Riskman 1670 (220326)

8. REFERENCES

9. POLICY HISTORY AND DETAILS

Prepared by: David Siddall Procurement & Contracts Manager

Reviewed by: Audit & Risk Committee

Date Issued: 29/04/2016

Revised:

10. KEYWORDS

N/A.