



**South
Metropolitan**



South Metropolitan TAFE Statement of Business Ethics

2023 - 2025

INTEGRITY IN EVERY ACTION
TAFE



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Acknowledgement

We acknowledge the Noongar peoples of the Whadjuk and Gnaala Karla areas as the Traditional Custodians of the lands that South Metropolitan TAFE campuses are situated upon. We acknowledge the wisdom of Aboriginal Elders past and present, and pay respect to Aboriginal communities of today. We recognise the rich and diverse culture of Aboriginal and Torres Strait Islander peoples, and the valuable contribution this diversity brings to our college and country.

South Metropolitan TAFE Statement of Business Ethics



Overview

This Statement of Business Ethics provides guidance to business partners, contractors and suppliers on the values and ethical standards that South Metropolitan TAFE (SM TAFE) upholds when conducting business. It also outlines what SM TAFE expects from its business partners, contractors and suppliers in return.

Our Values

The SM TAFE Staff Code of Conduct sets out principles and standards of behaviour that all staff must observe when performing their duties and is intended to promote accountable and ethical decision-making.

It includes the following values which guide the way SM TAFE works:

INTEGRITY: We are committed to achieving our vision and delivering on our purpose, we work collaboratively, we are ethical and accountable in all our dealings with our students, our partners and ourselves.

EXCELLENCE: We are excellent at what we do, we have a quality focus and quality lens in the services and training delivery that we perform. We exude and execute professionalism in all our dealings.

AGILITY: We are flexible, inclusive, agile and easy to do business with. Servicing is done with the customer in mind and at the centre of all our decisions and actions. We are outcomes focused and we respond.

INNOVATION: We are future focused, keeping pace with customers and market needs, we look for solutions, and encourage creative thinking and continuous improvement.

Our approach to doing business

We always observe the highest standards of integrity and expect those doing business with us do the same to help us deliver public value.

WHAT YOU CAN EXPECT FROM US

SM TAFE will maintain and update all relevant policies, protocols and procedures to reflect legislation and industry best practice to guide employees' actions and decisions and ensure they are reasonable and fair.

You can expect SM TAFE employees to:

- Act in accordance with the Public Sector Code of Ethics and our Staff Code of Conduct.
- Comply with any legislation, policies and procedures set for the public sector.
- Treat you with transparency, fairness, and respect.
- Disclose any actual, potential or perceived conflicts of interest as well as any pecuniary and non-pecuniary interest.
- Utilise public resources efficiently and effectively.
- Not seek gifts, financial and non-financial benefits for performing our official duties.
- Secure and protect your proprietary and commercial-in-confidence information.
- Work cooperatively with you to resolve any disputes.
- Report unethical behaviour, misconduct and corruption.

WHAT WE EXPECT FROM YOU

SM TAFE expects all business partners, contractors and suppliers (and any of their sub-contractors) to become familiar with this Statement and be aware of SM TAFE's obligations and commitment to comply with the law and applicable legislation.

We expect all business partners, contractors and suppliers to:

- Become familiar with this statement.
- Act lawfully.
- Act with integrity, being fair and respectful in your dealings with us.
- Understand and comply with policies, procedures and practices, conditions and requirements stated in documents supplied by us.
- Act in accordance with the terms and conditions of any contracts.
- Not offer our staff any gifts, financial or non-financial benefits.
- Manage business risks to prevent fraud and corruption.
- Declare any actual, potential and perceived conflicts of interest including any pecuniary and non-pecuniary interest.
- Treat all information you receive from us as confidential unless otherwise indicated.
- Respect our intellectual property rights and formally negotiate any use of them.
- Report unethical behaviour, misconduct and corruption involving SM TAFE staff.

Why compliance is important

Compliance with this Statement will enable fair and ethical partnerships to be built to the advantage of both parties. SM TAFE takes a zero-tolerance approach to unethical behaviour, including fraud and corruption.

Non-compliance with this Statement can result in negative consequences which may include:

- Termination of contracts and loss of future work with SM TAFE.
- Exclusion from quotation and tendering processes.
- Damage to business reputation.
- Referral to investigative bodies including the Corruption and Crime Commission and the Public Sector Commission.
- Referral for criminal investigation.



Practical Guidelines

ETHICS AND ACCOUNTABILITY

SM TAFE's business partners, contractors and suppliers must understand and comply with the relevant public sector requirements when [supplying to WA State Government](#).

The WA State Government Procurement Rules – Procurement Direction 2021/02: [Section B: Act Ethically – With Integrity and Accountability](#) details a supplier's ethical obligations.

SM TAFE employees must act in accordance with the WA Public Sector Code of Ethics.

STAFF CODE OF CONDUCT

All SM TAFE employees are bound by the college's Staff Code of Conduct.

CONFLICTS OF INTEREST

All employees must abide by the college's Managing Interests in Procurement and Managing Interest's policies and disclose any actual, perceived or potential conflicts of interest and any pecuniary or non-pecuniary interests.

INCENTIVES, GIFTS AND HOSPITALITY

SM TAFE employees do not expect, and will not seek, from business partners, contractors and suppliers any incentives, gifts or acts of hospitality for carrying out normal business activity.

MISCONDUCT

Where a breach of this Statement is suspected it should be reported in a confidential matter via the options listed below.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

SM TAFE will take all reasonable steps to protect your proprietary and commercial-in-confidence information. Such information will not be released without your permission or as required by the *Freedom of Information Act 1992* or other applicable legislation.

The specific requirements of copyright laws and individual contracts must be adhered to in relation to confidentiality and intellectual property.

COMMUNICATION AND COOPERATION

SM TAFE and its business partners, contractors and suppliers will maintain business relationships based on open and effective communication, respect and trust and adopt a non-adversarial approach to dispute resolution.

SECONDARY EMPLOYMENT

Business partners, contractors and suppliers must not offer SM TAFE employees secondary employment that conflicts with the employee's public duties.

PUBLIC COMMENT

Employees or representatives of business partners, contractors and suppliers must not make any public comment or statement that may lead anyone to believe that they are representing SM TAFE.



Who to contact?

If you have any questions regarding this Statement or wish to provide information about suspected corruption or misconduct, please contact the college using the options below:

REPORTING TO SM TAFE

Office of the Managing Director

T: 08 9229 9302

E: officeofthemanagingdirector@smtafe.wa.edu.au

M: 1 Fleet Street, Fremantle WA 6160

Public Interest Disclosure Officers

SM TAFE does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of its public functions, and is committed to the aims of the *Public Interest Disclosure Act 2003*.

The *Public Interest Disclosure Act 2003* and the *Corruption, Crime and Misconduct Act 2003* protect persons who disclose misconduct from reprisal or detrimental action and ensure disclosures are properly assessed and dealt with.

If you wish to make a disclosure, please contact the Office of the Managing Director to obtain more information regarding SM TAFE's Public Interest Disclosure Policy. You can also contact the Public Sector Commission Advisory Line on (08) 6552 8888 (or 1800 676 607 for country callers) for general information about the disclosure process.

REPORTING TO EXTERNAL AGENCIES

Information on how to make disclosures to the following external agencies can be obtained by visiting their websites below:

Public Sector Commission

(Minor misconduct)

publicsector.wa.gov.au

Corruption and Crime Commission

(Major misconduct)

ccc.wa.gov.au

Western Australia Police Force

(Criminal misconduct)

police.wa.gov.au



 **1800 001 001**

 **info@smtafe.wa.edu.au**

 **southmetrotafe.wa.edu.au**

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