



GPI POLICY - ANNEX A TO PROCUREMENT POLICY – THE PROCUREMENT ETHICAL CODE

ANNEX A: THE PROCUREMENT ETHICAL CODE

All staff engaged in purchasing, supply or contracting must carry out their duties in accordance with this Ethical Code.

RULES OF CONDUCT

Staff will:

- a) Maintain an unimpeachable standard of integrity in all their business relationships
- b) Optimise the use of resources for which they are responsible, to provide the maximum benefit to the HM Government
- c) Comply with the letter and the spirit of commercial law and contractual obligations
- d) Reject any practice that might reasonably be deemed improper
- e) Never use their authority or office for personal gain
- f) Immediately report all cases of confirmed or suspected fraud, corruption or impropriety to the Head of PIO or the Governor's Office

In applying these rules of conduct, the following guidance should be observed:

Declaration of Interest

Any personal interest which may impinge or might reasonably be deemed by others to impinge on the staff member's impartiality in any matter relevant to their duties should be declared to the Head of PIO or Governor's Office as appropriate.

Confidentiality of Information

Commercially sensitive information must be kept confidential and never utilised for personal gain or to prejudice fair competition. Subject to the provisions of the Freedom of Information Act and the EU Procurement Directives, information about individual contracts, contracts policy or procedures must not be given to third parties without the authority of line management. It is important to safeguard commercially confidential information so that it is not released by others, inadvertently or otherwise.

Accuracy of Information

Information given in the course of duty should be true and fair and never designed to mislead.

Fair Dealing

Staff should demonstrate to suppliers at all times an impartial and ethical manner towards the use of public funds. Staff should not mislead suppliers, unfairly pressurise a supplier, or ask suppliers to meet or beat another supplier's price.

Competition

Bearing in mind the advantages of a continuing relationship with a supplier, any arrangements that may inhibit the operation of fair competition are to be avoided.

Date Policy last reviewed: 21st October 2021
Date Policy due for next review: October 2023



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Gifts

No gift or money should be accepted from a supplier unless it is of a trivial nature (e.g. box of chocolates, calendar) or to not accept it would be offensive to the supplier.

Any gifts received over the value of NZ\$75 must be declared to the Head of PIO or Governor's Office and recorded in a Gifts Register which should be maintained by the Head of PIO.

Any attempts by suppliers to influence the decisions of staff by the offer of gifts or other inducements should be immediately reported to line management.

Hospitality

It is accepted that the informal contacts created by offers of hospitality may sometimes be beneficial to mutual understanding and efficient conduct of business. However, the provision of hospitality by suppliers can also be seen to represent an attempt to circumvent the rules on acceptance of gifts or to influence the decisions of staff in relation to the awarding of contracts for goods or services.

Modest hospitality may be accepted on isolated occasions with the agreement of the Head of PIO or the Governor's Office (as appropriate) Such hospitality should neither be lavish nor so frequent that it may appear to have influenced a business decision in favour of a particular firm.

Particular care must be taken when suppliers are in the process of tendering for business.

Similar to the acceptance of gifts, hospitality should be recorded if not of a trivial nature.

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