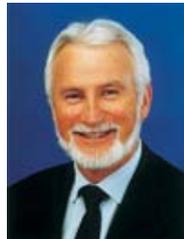


EPA Chair and CEO foreword

This Statement of Business Ethics provides guidance for the business sector, other government agencies and non-government organisations when doing business or having other dealings with the Environment Protection Authority (EPA).

It outlines the EPA's ethical values and what we expect of ourselves, other organisations and individuals when we interact with them.

BARRY BUFFIER
EPA Chair and CEO



EPA's key business principles

The principles of environmentally sustainable practices as well as value for money are the basis of the EPA's business relationships with organisations supplying goods and services. EPA will consider all relevant factors, including cost, quality, reliability, sustainability, experience and timeliness in determining true value for money.

EPA aims to ensure that all our business relationships are honest, ethical, fair and consistent. Our business dealings will be transparent and open to public scrutiny wherever appropriate. EPA sees this as an integral part of delivering its strategic vision of "Healthy Environment, Healthy Community, Healthy Business".

EPA is committed to the purchase of all goods and services through established NSW Government contracts systems.

What you can expect from the EPA

EPA will ensure that its policies, procedures and practices related to leasing, hiring, tendering, contracting, licensing, sponsorships, commercial partnerships or alliances, and the purchase of goods or services are consistent with best practice, Government policies and the highest standards of ethical conduct. Our staff are bound by the agency's comprehensive [Code of Ethical Conduct](#).

When doing business with an organisation EPA staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations
- Avoid any conflicts of interest (whether real or perceived).

All EPA procurement activities are guided by NSW Procurement Policy and by the following core business principles:

- All potential suppliers will be treated fairly and impartially and given equal access to information and opportunities to submit bids
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective scrutiny and performance review of contracts
- Environmental sustainability including environmentally friendly products
- Tenders will not be called unless the EPA has a firm intention to proceed to contract
- EPA will not improperly disclose confidential or proprietary information.

What the EPA asks of you

We require all providers of goods and services and those organisations/individuals we regulate to observe the following principles when doing business and/ or interacting with the EPA:

- Assist the EPA to prevent unethical practices in our business relationships
- Comply with EPA's procurement policies and procedures
- Declare actual or perceived conflicts of interest
- Act ethically, fairly and honestly in all dealings with EPA
- Do not offer EPA employees any inducements
- Value the contributions of Aboriginal people
- Take all reasonable steps to prevent disclosure of confidential EPA information and comply with privacy legislation
- Refrain from discussing EPA business or information with the media
- Comply with all the on-site work health and safety requirements
- Provide accurate and reliable advice and information
- Deliver quality and value for money
- Respect the environment, comply with environmental laws and act sustainably in the use of resources and waste management.

Why is compliance important?

Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Termination of business relationships and partnerships
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Referral for criminal investigation.

Practical guidance notes

Incentives, gifts, benefits

In general, EPA staff do not accept gifts including cash or other monetary equivalents, gift vouchers, benefits including shares, travel or hospitality offered to them during the course of their work. You should not offer such 'incentives' to EPA staff. Any form of gift or benefit offered to EPA employees to influence the way they do work is recorded under EPA policies and procedures.

The EPA only permits its staff to accept gifts in certain limited circumstances. For example where:

- Gifts are of a nominal value
- The gift is a moderate act of hospitality under certain circumstances.

Gifts accepted or declined over a maximum value are recorded in the EPA's Gift and Benefits Register.

Contracting employees

All contracted and sub-contracted employees are expected to comply with the EPA's Statement of Business Ethics. If you employ sub-contractors in your work for the EPA, you must make them aware of this statement and our expectation that they will abide by it.

Intellectual property rights

In business relationships with the EPA, parties must respect each other's intellectual property rights and formally negotiate any access, licence or use of intellectual property.

Confidentiality

All EPA information should be treated as confidential unless its use and/or disclosure is clearly authorised.

Use of EPA equipment, resources and information

EPA equipment, resources and information should only be used for authorised purposes relating to work for EPA.

Conflicts of interest

All EPA staff are required to disclose any potential conflicts of interest. This extends to all those EPA conducts business with.

Sponsorship

Sponsorship provided or received by the EPA must contribute to the government's priorities under the NSW 2021 plan and also align with EPA objectives under the EPA's Strategic Plan.

Bullying, harassment and discrimination

EPA considers workplace bullying, harassment and discrimination unacceptable.

Secondary and post-separation employment of EPA staff

EPA staff require written approval to accept secondary employment outside EPA.

Staff must avoid allowing decisions and actions to be influenced by plans for future employment outside EPA.

Former EPA staff cannot use or disclose confidential or sensitive information acquired while working with the EPA.

Opportunities, tenders and contracts

EPA has some preferred tenderer policies. For this and other information on procurement, refer to the agency's Procurement Manual.

Also refer to [tender opportunities and contract guidelines](#).

Who to contact

Any concerns about a possible breach of EPA's business ethical standards or a possible breach by an EPA employee of the [Code of Ethical Conduct](#) should be reported to the Director Stakeholder Engagement and Governance EPA, either in:

- writing to

Director Stakeholder Engagement and Governance
The Environment Protection Authority
PO Box A290
Sydney South, NSW 1232

- telephone 131 555 (Environment Line) ; email info@environment.nsw.gov.au