

Standards of Ethical Procurement Behaviour

Procurement

20th February 2009

1. Introduction

BIS Industries Limited expects all employees involved in procurement and purchasing processes to observe the highest standards of ethical conduct.

2. Requirements

- 2.1 We must act with honesty, integrity and confidentiality.
- 2.2 We must comply with duty of confidence we own in relation to any information provided to us by suppliers.
- 2.3 We must comply with Trade Practices Law in every area that BIS Industries Limited does business.
- 2.4 No favour or preference must be shown to any supplier at the expense of BIS or its ability to serve its customers effectively.
- 2.5 Any offers of gifts (other than minor promotional items bearing the suppliers identity) or other inducements must be politely refused and the supplier must be advised that BIS do not permit their employees to accept gifts or inducements.
- 2.6 Offers of meals or other entitlements must be rejected unless they are appropriate in the context of the business relationship between BIS and the supplier and BIS is in the position to reciprocate.
- 2.7 Anything which could be construed as creating conflict between an employee's interests and BIS' interests must be declared immediately by the employee to their manager.
- 2.8 We must ensure our behaviour does not cause BIS Industries Limited embarrassment or bring the image of BIS Industries Limited into disrepute.
- 2.9 We must deal with BIS Industries Limited's suppliers, customers and the community with respect, trust, dignity, fairness and equity.
- 2.10 We also expect our suppliers to reflect these standards.