



# Statement of Business Ethics

The Department of Communities works together to provide responsive services that build safe, inclusive and empowered communities.

The Department is committed to maintaining the highest level of ethical standards at all times and expects those doing business with us do the same. We invite you to become familiar with our Statement of Business Ethics.

## Our Approach to doing Business

### What you can expect from us:

That we:

- act in accordance with the Public Sector Code of Ethics and the Department's Code of Conduct.
- comply with any legislation, policies and procedures set for the public sector.
- act with integrity, fairness and respect.
- protect and responsibly manage the Department's resources and assets.
- acknowledge that "thank you" is enough. We do not seek nor accept gifts, financial or non-financial benefits from our business partners without approval.
- declare and manage any situations that involve or could be perceived to involve a conflict of interest.
- protect commercial in confidence information.
- work cooperatively with you to resolve any disputes.
- report unethical behaviour, misconduct and corruption.

### What we expect from you:

That you:

- act lawfully.
- act with integrity, being fair and respectful in your dealings with us.
- act responsibly when using the Department's resources.
- understand and comply with policies, procedures and practices, conditions and requirements stated in documents supplied by the Department.
- act in accordance with the terms and conditions of any contracts you have with us.
- do not offer staff gifts, financial or non-financial benefits.
- manage business risks to prevent fraud and corruption.
- declare any actual, potential and perceived conflicts of interest.
- treat all information you receive from the Department as confidential unless otherwise indicated.
- respect the Department's intellectual property rights and formally negotiate any use of them.
- report unethical behaviour, misconduct and corruption involving Department staff.

# Reporting Concerns

Should you have concerns with any dealings you have with the Department of Communities, you can discuss this with:

## Department of Communities Misconduct Assessment Team

 **Phone:** 0466 511 957 (24/7 confidential hotline)

 **Email:** [misconduct.reporting@communities.wa.gov.au](mailto:misconduct.reporting@communities.wa.gov.au)

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## Public Sector Commission

 **Phone:** 6552 8888

 **Email:** [minormisconduct@psc.wa.gov.au](mailto:minormisconduct@psc.wa.gov.au)

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## Corruption and Crime Commission

 **Phone:** 9215 4888

 **Email:** [info@ccc.wa.gov.au](mailto:info@ccc.wa.gov.au)

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## WA Police Force (for criminal matters)

 **Phone:** 131 444

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## Crimestoppers

 **Phone:** 1800 333 000

 **Online:** <https://www.crimestopperswa.com.au/report/>