

# Probity Protocols for Site Visits Supplier Representatives

“*Probity*” is the evidence of ethical behaviour.

“*Ethical behaviour*” encompasses the concepts of honesty, integrity, diligence, fairness, trust and respect.

The representatives of suppliers to a project site visit should note the expectations of the Principal for probity and integrity. Supplier representatives at the Principal’s site visit can meet these probity requirements by following some basic protocols.

The Principal’s staff and representatives are committed to both fair dealing and confidentiality

Where supplier representatives are also dealing with the Principal in the normal course of business on other projects, strict communications principles need to be upheld to control the fairness, equity and consistency in the information flow.

*The Principal expects supplier representatives to **always act ethically and reasonably.***

## **Probity Principles:**

- The Principal’s Project Staff will:-
  - **Never** provide any prospective vendor with project timelines unless that is provided equally to all prospective vendors; or
  - **Never** speak in any comparative terms of any one vendor against another or others; or
  - **Never** indicate to a vendor that any product, technology or solution is more or less likely to be preferred or otherwise, unless it is informed to all prequalified suppliers, or
  - **Never** provide a vendor with, or provide any opportunity to obtain, privileged information of any kind, or
  - **Never** accept gifts, benefits, or solicitations of any kind; and
  - **Always act ethically**, objectively and impartially.
- Note that all project information other than what is in the tender documents or authorised for release will be Confidential.
- No information should be relied upon unless it is provided in writing in the tender or by the Contact Officer.

## **Probity Protocols:**

- Information must be **provided equitably** across all vendors.
- **Information will be provided consistently.**
- Always act **reasonably and in good faith.**
- **Disclose any conflicts of interest** to the Project Director.
- **Do not provide material** of any sort unless required in writing by the Principal. The principal will not accept it at the site visit. Send material to the Contact Officer
- **No gifts or benefits of any kind** can be accepted.
- **Do not provide individual hospitality**, accommodation, meals, or transport.
- **Do not make any overtures or solicitations.**
- Any **offer of employment to the Principal’s staff** could be seen as an attempt to influence.