

Probity

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Policy

These guidelines outline the probity policies for Canterbury DHB in relation to purchasing of goods or services, including the appointment of consultants.

Purpose

It is essential that parties responding to invitations to provide goods and services, interested groups, and the public at large, are able to have confidence that tendering and selection processes have been impartial and fair, with no party being given advantage over another or discriminated against. The purpose of these guidelines is to assist all Canterbury DHB employees, consultants and contractors engaged in any purchasing to perform their duties in a way which is ethical, fair, unbiased and not affected by any self interest or personal gain.

Scope/Audience

These guidelines apply to all individuals involved in purchasing goods and/or services including:

- Canterbury DHB's Board of Directors

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- Canterbury DHB's senior managers, employees and consultants working on tasks related to purchasing goods and/or services
- third parties involved in tasks related to purchasing goods and/or services.

Associated documents

- [CDHB Clinical Manual \(volume 11\) - Informed Consent](#)
- [Conflict of Interest – Hospitality Declaration Form](#)
- [Code of Conduct](#)

Policy guidelines

Fundamental principles

All Canterbury DHB board and committee members, senior managers, employees, consultants and contractors involved in purchasing of goods or services must respect and adhere to the following fundamental principles of ethical conduct:

- Ethical principles must be placed above private gain
- Personal financial interests must not be held that conflict with the proper performance of the duty of the individual concerned as employee, consultant, contractor to Canterbury DHB
- Non-public company information must not be used except for the benefit of Canterbury DHB and, in particular, must not be used to further any private interest;
- All actions must be lawful, fair, honest and in the best interests of Canterbury DHB;
- Gifts or gratuities must not be accepted from potential suppliers, contractors or any other person having any interest in a specific project, except on the limited basis outlined in the Conditions of acceptance of business courtesies below. Gratuities include but are not limited to items such as:
 - fees, commissions, or payments
 - entertainment
 - travel
 - accommodation
 - services
 - training.
- Any information on Canterbury DHB's plans or priorities in relation to how suppliers will be selected that is not in the public

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arena must not be disclosed to potential suppliers, contractors or any other person having any interest in a specific project or product, except as may be authorised by the relevant manager.

Conditions of acceptance of business courtesies

If a potential supplier, contractor or any other person having an interest in a specific project or product wishes to extend a general and accepted business courtesy, such as entertainment or a gift, to an individual listed in the Fundamental principles section above, the following procedures must be followed:

- (a) Before accepting the invitation, the individual should consider whether the business courtesy or gift could reasonably be perceived by an independent person to influence the judgement of the individual. If this is the case, the invitation or gift should be declined.
- (b) If the individual wishes to accept an invitation or gift after considering paragraph (a) above, then he or she must comply with the following:

All Employees and Consultants: Direct reports to the Chief Executive must seek consent from the Chief Executive to hospitality or gifts valued over \$100 during a 1 month time period. All other staff must seek prior consent from the person they report to for hospitality or gifts valued over \$100 in any 12 month period.

Senior Managers and the Board of Directors: It is recognised that as part of the regular business environment, board and committee members and senior managers of Canterbury DHB may have contact with individuals and firms associated with a specific project or product or potential suppliers to projects or of products. A senior manager or board or committee member must disclose, on a regular basis, any such contacts so that these contacts can be recorded in the Disclosure Register in accordance with paragraph (c) below. Such contact should be limited to those activities that can be considered general and accepted business practice.

- (c) Details of every invitation or gift accepted by an individual listed in paragraph (b) above must be recorded in the Disclosure Register available within one week of the hospitality or receipt of the gift.
- (d) If an individual is uncertain as to whether a business courtesy, invitation or gift relates to a project or not, the individual should err on the side of caution and follow the above procedure.

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- (e) Under no circumstances should a business courtesy or gift be accepted from a tenderer while a tender is being conducted for the provision of goods or services.

Existing relationships

Individuals should attempt to avoid situations likely to result in a conflict of interest. If a potential conflict of interest does arise or could be seen to be occurring, the individual must declare this in the Disclosure Register.

Declaration

This policy will be provided to all employees, consultants and contractors employed or engaged by Canterbury DHB. All such individuals will be asked to sign a form acknowledging that they have received, read and understood this policy. All gift recipients are required to complete the Conflict of Interest/Hospitality Declaration attached to this Policy, and to give further declarations as required by Canterbury DHB.

Measurement/Evaluation

How this policy will be measured on how it is used, e.g. an audit.

Policy Owner	Corporate Solicitor
Policy Authoriser	Chief Executive Officer
Date of Authorisation	19 March 2015

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