

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