



Government of **Western Australia**
Department of the Registrar,
Western Australian Industrial Relations Commission

STATEMENT OF BUSINESS ETHICS

(Acknowledgement: this statement is modelled on the Public Sector Commission Statement)

Our approach to doing business.

The Department of the Registrar, Western Australian Industrial Relations Commission (the Department) expects all staff, contractors and those interacting with the Department to maintaining the highest level of integrity in their interactions with the Department and their external activities that have the potential to impact upon the reputation of the Department.

The Department always observes the highest standards of integrity and expect those doing business with us do the same to ensure the confidence of the community.

| What you can expect from us | What we expect from you |
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| <p>We:</p> <ul style="list-style-type: none">• act in accordance with the Public Sector Code of Ethics and our Code of Conduct.• comply with any legislation, policies and procedures set for the public sector.• timely payment of invoices in accordance with Treasurer's Instructions.• treat you with transparency, fairness and respect. | <p>You:</p> <ul style="list-style-type: none">• become familiar with this statement.• 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 us. |



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| <ul style="list-style-type: none">• protect and responsibly manage the Department and State's resources.• do not seek gifts, financial and non-financial benefits for performing our official duties.• 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. | <ul style="list-style-type: none">• act in accordance with the terms and conditions of any contracts• do not offer our staff any 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 us as confidential unless otherwise indicated.• respect our intellectual property rights and formally negotiate any use of them.• report unethical behaviour, misconduct and corruption involving departmental staff. |

Susan Bastian Chief Executive Officer
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