

INSYGH T STATEMENT OF BUSINESS ETHICS

As a professional services provider we observe the following principles when doing business with the marketplace:

We:

- ▶ Comply with applicable frameworks, policies, codes of practice as well as our own procurement policies and procedures, and act ethically, fairly and honestly in all dealings
- ▶ Refrain from accepting or offering our employees, contractors and consultants' financial inducements, gifts, benefits, or hospitality to obtain favorable business outcomes or relationships
- ▶ Declare actual, perceived or potential conflicts of interest as soon as such matters are identified
- ▶ Prevent the unauthorised disclosure of confidential information and protect the INSYGH T, INSYGH T Client and INSYGH T Partner intellectual property
- ▶ Prevent the unauthorised access, use and disclosure of personal information and protect the privacy of individuals
- ▶ Assist the prevention of fraud, corruption, and unethical practices in business relationships by reporting wrongdoing to our clients.
- ▶ Review our exposure to modern slavery and encourage businesses of all sizes and industries to assess their exposure. We firmly believe that companies have not only an ethical responsibility to limit their exposure to modern slavery practices, but a financial one.

Our key principles:

- ▶ We deliver value by making or enabling sustained improvements to our clients by applying the following core principles and values:
- ▶ Integrity and impartiality – You can trust us and expect to be treated respectfully.
- ▶ You should tell us about any matter that may create a conflict of interest in your dealings with us.
- ▶ We are committed to the highest ethical standards.
- ▶ We accept and value our duty to provide advice, which is objective, independent, apolitical and impartial.
- ▶ We show respect towards all persons, including employees, clients and the general public.
- ▶ We acknowledge that any conflict of interest issue will be resolved or appropriately managed in favour of the client interest.
- ▶ We are committed to honest, fair and respectful engagement with our clients and the community they serve.
- ▶ Value for Money indicators are reviewed according to social, economic, and environmental impacts.

Accountability and transparency:

- ▶ We are committed to exercising proper diligence, care and attention.
- ▶ We are committed to using client resources in an effective and accountable way.
- ▶ We are committed to managing information as openly as practicable within the legal framework.
- ▶ We value and seek to achieve high standards of service delivery.
- ▶ We value and seek to innovate and continuously improve performance.
- ▶ We value and seek to operate within a framework of mutual obligation and shared responsibility between our clients and consultants.

Conflicts of interest:

- ▶ Our employees, consultants and contractors are required to disclose any potential, actual or perceived conflicts of interest.

INSYGHT will put in place strategies to manage any actual, perceived or potential conflict of interest which could involve removing an employee from a project and resolving the issue to the satisfaction of the client.

Confidentiality and intellectual property:

Confidential information (in any form – electronic, hard copy, multimedia etc.) must be treated as such and protected as appropriate. The specific requirements of copyright laws and individual contracts must be adhered to in relation to confidentiality and intellectual property. If a contract or other arrangement involves the exchange or handling of personal information held by our organisation, we will be bound by any state-based Information Privacy Acts. This would be in addition to any obligation under the Commonwealth privacy legislation.

Expectations regarding all employees. Contractors and Consultants.

All employees, contractors and sub-contractors are required to comply with guidelines in this statement.

Fraud and corruption:

We have zero tolerance for corrupt conduct, maladministration, and waste of public funds, government information contravention, and other forms of misconduct. We will report any conduct or matter that we become aware of where we suspect fraud, corruption or wrongdoing involving our clients or its related entities.

For further information contact:

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