

## **CODE OF ETHICS POLICY**

E-Waste Recycling Australia (ERA) is committed to its employees, customers and contractors. This policy outlines the mutual obligations, roles and constraints of all parties.

ERA requires its employees and contract staff to:

- Comply with ERA's policies and procedures
- Show fairness in their treatment of all individuals or organisations that supply goods or services to ERA
- Encourage fair and open competition while seeking value for money
- Protect commercial-in-confidence inform
- Deal honestly with suppliers and pay accounts on time
- Always be accountable and act in the public interest
- Avoid situations where private interests conflict with public duty
- Not solicit or accept financial or other benefits from a supplier for services
- Respond to reasonable requests for advice and information without delay.

Suppliers, consultants and contractors are expected to:

- Respect the conditions and requirements stated in documents supplied by
- Present information concisely
- Respect the obligation of ERA
- Not act fraudulently or secretly
- Prevent the unauthorised release of privileged or confidential information, such as commercial-in confidence information
- Not discuss ERA dealings with the media, without consulting
- Respond to reasonable requests for advice and information
- Not offer ERA employees or contract staff any financial or other inducements which may lead to, or be seen as leading to, gaining an unfair advantage in dealings with ERA