



AUSTRALIAN
**CRIMINAL
INTELLIGENCE
COMMISSION**

ACIC Statement of Integrity in Business Practice and Procurement

Table of Contents

ACIC Statement of Integrity in Business Practice and Procurement	3
Standards expected of ACIC staff members	3
Standards framework	3
Conflicts of interest.....	3
Gifts and benefits	3
Hospitality	4
Bribery.....	4

ACIC Statement of Integrity in Business Practice and Procurement

Standards expected of ACIC staff members

Australian Government officials are required to perform their duties ethically, accountably and transparently. It is important that officials are impartial—and are seen to be impartial—when exercising their official powers, and in procurement.

As a law enforcement agency under the jurisdiction of the *Law Enforcement Integrity Commissioner Act 2006*, the ACIC expects its staff members to adhere to the highest standards of professionalism, propriety and integrity.

If you are concerned about the conduct of an ACIC staff member, you should raise the issue in the first instance with the ACIC Integrity Assurance Team via integrity.assurance@acic.gov.au. Any information provided to the ACIC in this way is received in-confidence. In many cases, service providers under a Commonwealth contract to ACLEI can also seek the protections of the Public Interest Disclosure (PID) Scheme; to give you added assurance when disclosing information about misconduct or waste.

Standards framework

ACIC staff members must adhere to the [Australian Public Service Values and Employment Principles](#) and [Code of Conduct](#), as well as internal policies relating to integrity and standards of conduct. In addition, the *Law Enforcement Integrity Commissioner Act 2006* provides a mechanism for the investigation of allegations of corrupt conduct relating to ACIC staff were any to arise.

Conflicts of interest

ACIC staff members are required to report any known interest or association that may give rise to real or perceived conflict with official duties, as well as anything else that may put his or her—or the ACIC's—integrity at risk. This reporting regime helps protect the integrity of staff members by ensuring they are not self-managing risk, and the integrity of the ACIC by ensuring that possible conflicts of interest are managed appropriately.

Gifts and benefits

With few exceptions, ACIC staff members must declare any gift or benefit that they receive in the course of their duties.

The ACIC prefers that gifts or benefits are not offered to ACIC staff members by suppliers and business partners. Offering an ACIC staff member a gift could create an actual or perceived conflict of interest with his or her official duties. Accepting a gift could affect—or be perceived to affect—the staff member's ability to carry out these duties impartially. ACIC staff have been instructed to decline any offer of a gift or benefit that is made in connection with a tender or purchasing process, or that may give rise to a conflict of interest.

If a supplier to the ACIC were to provide a gift in a way in which the recipient is not able to refuse (e.g. as a delivery), it is unlikely that the recipient would be permitted to keep the gift. Gifts that are impractical to return are either donated to charity or retained by the ACIC, and not the individual for whom the gift was intended.

Hospitality

Offers of hospitality also have the potential to cause perceived or actual conflicts of interest. Other than in specifically approved circumstances, ACIC staff members are not permitted to accept offers of entertainment or hospitality—such as invitations to social functions, expenses-paid travel, accommodation or meals.

Bribery

Bribing or attempting to bribe a Commonwealth public official, or accepting or offering a bribe as a Commonwealth public official, are offences under the *Criminal Code Act 1995* (Cth). These offences are punishable on conviction by a substantial fine or up to ten years' imprisonment.