

Philippines-Australia
Public Financial Management Program (PFMP)

REQUEST FOR PROPOSAL

Technical Assistance to the Department of Transportation
(DOTr) on Information Systems Assessment

18 November 2016

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1. INTRODUCTION

Coffey International Development Pty Ltd (Coffey) as Managing Contractor of the DFAT-funded Philippines-Australia Public Financial Management Program (PFMP) is seeking proposals from qualified organisations/firms to undertake an assessment of Information Systems of the Department of Transport (DOTr).

The Proposal should be submitted according to the guidelines and requirements in this document.

2. STANDARD CONDITIONS

2.1 **Confidentiality.** Information provided by organisations will be treated as confidential.

2.2 **Payment Type.** The Contract will be outputs-based and shall be paid in accordance with the requirements set out in the approved TOR. The budget proposal should be expressed in Australian Dollars (AUD) and should be a fixed price inclusive of all costs needed for the duration of the contracted activity. PFMP holds a VAT exemption which provides that all supplies, motor vehicles, professional and technical materials and services provided for or procured for the implementation of the activities under PFMP are subject to zero-rate for purposes of VAT.

2.3 **Compliance with DFAT Policies.** Organisations shall comply with DFAT Policies in delivering services under any contract. Specific policies include:

- Environmental Management Guide for Australia's Aid Program
- Guide to Gender and Development
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- Development for All: Towards a Disability-Inclusive Australian Aid Program
- Information Privacy Principles under the Privacy Act 1988 and obligations under the Privacy Amendment (Private Sector) Act 2000.

The policies can be downloaded through the www.dfat.gov.au web site.

2.4 **Conflict of Interest.** Organisations are requested to disclose if they have ongoing work with the Department of Transport, Coffey International or the Australian Department of Foreign Affairs (DFAT) that could run in conflict with this Request for Proposal. Organisations submitting a proposal acknowledge that they understand the impact of conflict of interest on this and future possible work. If the Selection Panel assesses that the organisation has a conflict of interest, it reserves the right in its absolute discretion to reject their Proposal.

2.5 **Organisation's Acknowledgement.** The Proposal is submitted on the following basis:

- no legal obligation or agreement whatsoever is intended to be or is created between the DFAT/PFMP/ Coffey International Development/DOTr and any Organisation by virtue of the proposal submission process (including but not limited to statements included in this RFP) unless and until contract negotiations

are completed and a formal written agreement is entered into and executed by an authorised officer of Coffey International Development and by the successful Organisation, if any;

- the Organisation acknowledges and agrees that Coffey International Development/ PFMP Program Office, its employees, agents and advisers are not, and will not be responsible, or liable for the accuracy or completeness of any information contained in this RFP;
- the Organisation attest that their organisation (and partner organisations, if any) are not linked to nor are members of an illegal organisation; and
- the Organisation warrants that where a conflict of interest (real or perceived) arose in the preparation of this Proposal, the Organisation has notified the PFMP Program Office on submission of the Proposal. And the Organisation warrants that, where a conflict of interest arises during the Proposal submission process, the Organisation will notify the PFMP Program Office immediately.

2.6 **Applicable Law.** The laws of the Philippines apply to the RFP and the RFP process.

3. PROPOSAL REQUIREMENTS

3.1 **Organisations.** Organisations must include all the information specified in this Request for Proposal (RFP) in their Proposal. See Proposal Format in Annex A.

3.2 **Authorised Person.** Is a person having authority to lodge the Proposal and enter into a contract on behalf of the Organisation.

3.3 **Proposal Submission.** Proposals must be received on or prior to **7 December 2016, Wednesday, no later than 5:00PM Manila time.** For submission of hardcopy, Proposals must be received at the Manila Office of PFMP marked “**Information System Assessment (DOTr)**” to the attention of PFMP Program Manager based on prescribed date and time. For electronic submissions, Proposals must be submitted via [Virgie Ongkiko@pfmp.org.ph](mailto:Virgie_Ongkiko@pfmp.org.ph) also based on prescribed date and time.

3.4 **Selection Outcome.** The result of the selection resulting from the deliberation and decision of the Selection Panel is final.

3.5 **DFAT/Coffey Rights.** The DFAT/Coffey reserves the right at any time and for any reason whatsoever in its absolute discretion to cease to proceed with the RFP, suspend or vary the RFP or call for new Proposals.

DFAT/Coffey may exercise this right without any liability for costs, losses or expenses or damages incurred by the Organisation and are not required to give any grounds for their actions.

- 3.6 **Contracting Entity with Coffey.** The contract between the highest ranked Organisation and the PFMP shall be between that Organisation and Coffey International Development.
- 3.7 **Nominated Core Team.** The Selection Panel will not consider substitution of the Organisation's nominated core team unless there is an unavoidable or extraordinary reason such as death or medical incapacity. If a substitution takes place for other reasons, the proposal may be disqualified.
- 3.8 **Confidentiality of the Proposal Process.** The assessment process is confidential and will be executed by the Selection Panel independently. Information concerning the results, evaluation, clarification, confirmation and recommendations for the award of the contract shall not be disclosed to Organisations or any person not officially concerned with the process until the award to the successful Organisation has been announced. Any efforts by an Organisation to influence the Selection Panel's processing of Proposals will result in the rejection of the Organisation's proposal.
- 3.9 **Complaint Process.** Any Organisation who have objection to the result of the evaluation, may submit their written complaint by email to the PFMP Program Manager at the following email address: Virgie_Ongkiko@pfmp.org.ph

The email needs to be send by the authorised person from the organisation and should include the person's name, address and phone number and if it is related to an organisation, the organisation name.

This email needs to be received by the PFMP Program Manager not later than five calendar days after they receive the outcome of the Proposal selection process. The email should include any evidence to support any assertions made about their treatment or the fairness of the process related to the selection process. Only complaints relating to processes associated with the RFP document will be considered. Any relevant response will be within 5 working days.

4. PROPOSAL ASSESSMENT PROCESS

- 4.1 The Selection Panel will assess the Proposals based on technical merit and price. The assessment will be made against a total score of 100 points, which is allocated at 70 points for technical score and 30 points for price score.
- 4.2 The Technical Assessment of the Proposal will account for 70% of the total score using the following formula:

$$\text{Technical Score} = \frac{\text{Organisation's Weighted Technical Score (out of 100)}}{\text{Highest Weighted Technical Score (out of 100)}} \times 70\%$$

- 4.3 The following selection criteria and corresponding weightings will be used:
- **Organisational Capability – 20 points.** This should highlight the experience of the organisation in undertaking similar activities, its internal capability to provide technical backstop support to its nominated experts and its capability to immediately provide a replacement to any or both of its nominated personnel,

if/when the need arise. Organisations should cite similar projects undertaken in the past.

- **Approach and Methodology – 15 points.** This should highlight the manner by which the Organisation planned to address the scope of work and meet the deliverables in efficient and timely fashion, given activity duration and potential issues and risks to implementation.
- **Personnel – 65 points.** This should briefly describe the individual capability, specific roles & responsibilities, and allocated total person-days of nominated experts (as per table below). A pro forma for CVs is found also in Annex A.

Table on Two Nominated Consultants

Names/Position	Field/s of Expertise	Roles & Responsibilities	Proposed Allocated Person-days

4.4 The price assessment will represent 30% of the overall score. The formula for scoring and ranking of Proposals on the basis of price is:

$$\text{Price Score} = \frac{\text{Organisation's Price of the Lowest Priced Technically Suitable Proposal}}{\text{Proposal Price}} \times 30\%$$

4.5 The Organisation achieving the highest combined technical and financial scores will be declared as the highest ranked Organisation and invited for negotiations.

PROPOSAL FORMAT AND SUPPORTING DOCUMENTS

Proposals are to be submitted in the name of the entity with which PFMP would enter into the contract and include the name of the person authorised to negotiate and conclude a contract. The submission should be accompanied by the following documents. If the Proposal fails to submit any of the following documents, their submission will not comply with this RFP and may be rejected.

- 1 Covering Letter of Proposal in prescribed format (further below)
- 2 Letter of association (if applicable)
- 3 Proposal of **not more than 15 pages** and with the following main sections:
 - i) Response to technical criteria, as described under section 4.3 of this RFP; and
 - ii) Proposed budget in prescribed format (further below).

Format of Covering Letter of Proposal

(Please use organisation letterhead or lead firm letterhead of the consortium)

Date Month Year

Ms Virgie V. Ongkiko,
PFMP Program Manager
“Information Systems Assessment (DOTr)”
Third Floor, JMT Building, ADB Avenue, Ortigas Centre
Pasig City 1605, PHILIPPINES

Subject: Covering letter for Proposal submission

Dear Sir/Madam

The person whose signature is attached below is authorised to sign and submit these documents:

Name of person :
Position :
Name of Organisation :
Organisation Address :
Phone number of the Organisation :
Fax number of the Organisation :
Email address of the Organisation :

In accordance of the Request for Proposal document for the activity <TITLE>, we submit the following documents.

- 1 Covering Letter on prescribed format
- 3 Letter of association (if applicable)
- 5 Proposal comprised of:
 - i) Organisational Capability;
 - ii) Approach and Methodology;
 - iii) Personnel, including their CVs; and
 - iv) Proposed Budget, based on prescribed format.

I also declare that the information contained in this Proposal is correct and up to date.

Signature:

Date:

Format for Curriculum Vitae format (max 4 pages per person)

Curriculum Vitae

Name:

Date of Birth:

Nationality:

Specialist Fields of Expertise of Nominated Consultant:

•	•
•	•
•	•
•	•

Current or Permanent Address:			
Phone:		Business Phone:	
Fax:		Business Fax:	
Mobile:		Email:	

Academic Qualifications:

Professional Affiliations/Organisations:

Training Attended (Recent):

Countries of Work Experience (if applicable)

Professional Experience

<Start MM/YY> <Finish MMY> <Position> <Name of Activity/ Project>
<Name of client> <Name of Company>, <Location>

Description of duties, responsibilities and achievements

<Start MM/YY> <Finish MMY> <Position> <Name of Activity/ Project>
<Name of client> <Name of Company>, <Location>

Description of duties, responsibilities and achievements

Please add as required

Referee 1

Name:

Position:

Organisation:

Work Phone:

E-mail:

Referee 2

Name:

Position:

Organisation:

Work Phone:

E-mail:

Certification:

I certify that to the best of my knowledge, this Curriculum Vitae describes me, my qualifications, and my experience. I understand that any wilful misstatement in this CV may lead to my disqualification or dismissal, if engaged. I acknowledge my willingness to participate in the PFMP as part of this organisation's submission. I have read and understood the Code of Conduct and will comply with it if asked to undertake a role within the PFMP.

Signature:**Date:****Format for Budget Proposal**

Names of Nominated Team Members	Proposed Professional Fee of Nominated Consultants (in AUD)	Duration of engagement or allocated total person-days	Proposed Total Cost of Nominated Consultants (in AUD)
Consultant 1			
Consultant 2			
Total Personnel Cost			
Add: Fixed Management Cost (provide a breakdown of items and corresponding costs)			
TOTAL FIRM QUOTE			

TERMS OF REFERENCE

Activity Summary

Activity Name	DOTr Information Systems Assessment
Duration	4 weeks
Resources	Two consultants (to be provided by a company)
Activity Location	Department of Transportation, Manila, Philippines

PFMP Background

The Philippines-Australia Public Financial Management Program (PFMP) has been supporting PFM reforms since 2011. During that time, PFMP has assisted the Government with the design and implementation of some key reforms, including the *Unified Account Code Structure*, the *Treasury Single Account*, the *Budget and Treasury Management System* (to go live in 2017), and a range of budget reforms including the introduction of the *Performance Informed Budget*, the *two tier budget approach*, and the introduction of the *Budget Cycle Analytics tool* in DBM.

PFMP is now in a one year extension phase, which will take the Program through to June 2017. During this period, PFMP will continue to support the Government's PFM reforms but at the same time will increase its focus on the transport infrastructure sector.

This focus recognises critical importance of the sector to the country's continued growth, and the priority it is accorded by the Administration. PFMP is therefore building a program of support for the Department of Transportation (DOTr) – as the key agency in the sector – to help address critical spending obstacles.

DOTr is responsible for a wide range of functions including policy, planning, regulation and delivery of transport services and infrastructure. However, the Department faces a number of challenges, which come into sharp focus as infrastructure budgets grow aggressively, and as political and public attention focuses squarely on addressing the country's transport challenges.

PFMP analysis early in 2016 identified a range of issues at the Department. Key among these were:

- *A fragmented planning process*, with weak coordination across different modes of transport, coordination across agencies (eg with DPWH, NEDA, DBM, PPP Centre, DOF), locations, and levels of Government.
- *Inefficient project preparation*, with particular difficulties in procurement and right of way acquisition.
- *Underlying organisational issues*, including the need to operationalise the Department's new organisation structure (put in place in July 2016 following the change in Administration), human resource issues (in particular to address the Department's over-reliance on job order staff), strengthen its technical skills base, and improve its information systems.

Activity Background

As a major infrastructure and service delivery Department, DOTr requires strong, functional systems that meet external reporting requirements, as well as – more importantly – internal

requirements for collation, reporting, monitoring, information sharing, and analysis. However, DOTr's systems are currently limited in their ability to do this.

The DOTr Management Information Service, through the Information Services Division is responsible for the aggregation of financial and operational reports from the different transport sector agencies including key operating units and attached agencies.

In terms of its existing systems, DOTr has utilised Oracle since 1989 for major support systems including finance, accounting, HR, payroll, purchasing and project monitoring. (Other related agencies use systems other than Oracle.) However it appears that the potential of this systems is not fully utilised, and there is also a backlog of maintenance issues.

On the operations side, the Department itself has limited systems. However, it is understood several key agencies attached to DOTr have a range of systems, but there is little systematic information exchange between the various entities, meaning DOTr does not have access to useful information relevant to its policy making and service delivery performance.

As the Department's budget continues to grow – along with public expectations – having timely, relevant, and reliable information will be critical. DOTr MIS staff have indicated that the new leadership of the Department are 'computer-literate' and have high expectations regarding information services. It is therefore timely to consider what can be done to bridge the gap between expectations and current capability.

Purpose

Following from the above, a primary initial requirement for DOTr is to have a complete, up to date inventory of its systems, and those of its key partnering agencies/operating units.

This will provide the basis from which DOTr can then make decisions about priorities for and possible approaches to strengthening its systems in support of its mandate, and to meet Administration's priorities for transport.

Scope of Work

A company will be appointed to undertake a basic information systems assessment at DOTr. It will be responsible for technical oversight and backstopping during activity implementation. It is also expected to have access to information about relevant trends and current practices on information system. A company with experience in transportation or the transport sector would be preferable.

It is expected that two consultants will work with DOTr portfolio staff to:

- Develop an inventory of existing information systems at DOTr, the Land Transportation Office (LTO), the Land Transport Franchising and Regulatory Board (LTFRB), the Toll Regulatory Board (TRB), and Metro Rail Transit (MRT).
- Examine the adequacy of those systems in terms of their current levels of performance. Identify any hardware constraints, maintenance issues or other performance concerns raised during consultations.
- Provide recommendations on:
 - Urgent actions required to ensure effective continued operation of existing systems.
 - Possibilities to make better use of existing systems, for example through better systems integration or interfacing.
 - Initial recommendations on the functions related to information systems that need to be staffed by DOTr on a permanent basis. Analysis should define all basic functions and indicative staffing levels as a basis for further analysis by DOTr.

- Approaches to developing a systems development strategy for the longer term (eg ten years). The Consultants are not expected to *produce* a systems strategy, but outline the key issues that need to be considered, and further analysis required, taking into account current capability, expectations, and opportunities provided by current technology that is relevant to DOTr's needs.

In performing the above, the Consultants will take into account:

- The stated information requirements of DOTr management, in particular senior executives.
- The institutional structure of the transport portfolio in which the entities listed above operate largely as independent entities, although notionally under the control of the DOTr itself;
- Current initiatives and trends within the transport sector in the Philippines. These include: implementation of major new transport infrastructure projects (by DOTr); improvement of traffic conditions within Manila; greater connectivity for freight and passengers throughout the Philippines; enhanced, efficient information for regulatory and compliance requirements of transport entities both public and private.
- Any relevant Government-wide policies relevant to systems development.

Outputs

The Consultant will produce a report that meets all of the above requirements, including a systems inventory, analysis of key issues, and recommendations for DOTr action. The report will be informed by thorough consultations and analysis. The Consultants will present their findings to PFMP and DOTr (and related agency officials as necessary).

Reporting

The Consultant will report to the PFMP Team Leader, and work under the guidance of PFMP's Transport Specialist and Information Systems Adviser. The Consultants will work collaboratively with PFMP and DOTr staff.

Inputs

In terms of contributions to the activity, PFMP will engage a company to provide the consultants to undertake the assignment, and cover all costs associated with their engagement.

DOTr will:

- Provide access to the information and personnel required for the assignment to be completed.
- Provide strategic direction and decision-making as required.
- Provide any work space required, and assist with arranging necessary meetings, including with any attached agencies.

Selection Criteria

A Company will provide two specialists who between them meet the following criteria.

1. Tertiary qualifications in an IT related discipline and relevant experience.
2. Sound knowledge of public and private sector information technology, management information systems, and related requirements within the National Government of the

Philippines. The Consultants should have experience with IT systems in support to government sector.

3. Experience in the transport sector.
4. An understanding of digital technology/big data capabilities will also be considered positively, whilst a strong understanding of Oracle, which is a primary tool within DOTr and other systems offered by Microsoft is essential. Knowledge of other Philippines transport sector systems will be an advantage.
5. Strong, effective consultation skills. Demonstrated effective oral and written communication skills and proven ability to liaise effectively with Government agencies in a cross-cultural environment.
6. Strong administrative skills, with excellent time management skills to meet challenging deadlines and manage conflicting priorities.
7. Sound judgement and strong analytical ability.

CODE OF CONDUCT

COFFEY INTERNATIONAL DEVELOPMENT: CODE OF CONDUCT

1. PURPOSE

The purpose of a Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. It underpins our commitment to a duty of care to all Staff, stakeholders and clients receiving our services. The document explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard of behaviour expected from Staff.

2. SCOPE

This policy applies to all Staff of Coffey International Limited and all of its subsidiaries and related entities.

This policy applies in respect of conduct which relates to or is connected with, in any way, work with a Coffey company, or in connection with a Coffey Group Company provided benefit.

This includes, but is not limited to, Staff who are:

- (a) on Company Premises;
- (b) while on duty in any place where Staff of any Coffey company are working;
- (c) representing a Coffey company;
- (d) at a work function organised by a Coffey company; or
- (e) travelling for business related purposes.

3. REFERENCES

Nil

4. DEFINITIONS

“Company Premises” means any place or thing used by any Coffey company in the course of conducting its business, (whether or not owned by or within the exclusive control of a Coffey company) including, but not limited to:

- (a) vehicles;
- (b) offices;
- (c) car parks;
- (d) client worksites;
- (e) demountables;
- (f) workshops;
- (g) warehouses; and
- (h) kitchens;

“Staff” means Employees as well as other non-Employees (such as independent and sub-contractors) who perform work for a Coffey Group Company.

5. RESPONSIBILITIES

Managers and Supervisors

Managers and supervisors are responsible and accountable for:

- Undertaking their duties and behaving in a manner that is consistent with the provisions of Code of Conduct;
- The effective implementation, promotion and support of the Code of Conduct in their areas of responsibility.
- Ensuring Staff under their control understand and follow the provisions outlined in the Code of Conduct.

Staff

All Staff are responsible for:

- Undertaking their duties in a manner that is consistent with the provisions of the Code of Conduct;
- Reporting suspected corrupt conduct; and
- Reporting any departure from the Code of Conduct by themselves or others.

6. PROCEDURES

6.1. Overview

Coffey International is a complex organisation, which involves a diversity of relationships. These relationships may be defined by differences in power, status, cultural diversity, organisational structures, contracting relationships, differing country laws, labour laws, international relationships and or national governments. It is essential in such a community that all staff recognises and respects not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of Coffey.

Coffey also recognises that many of their professional Staff are also bound by codes of conduct or ethics defined by learned or professional societies or groups. It is recognised that these codes are not always in harmony. It is an obligation of a staff member to weigh the importance of these codes in each particular set of circumstances and notify an appropriate officer of Coffey where such conflict may arise.

6.2. Personal and Professional Behaviour

You should not behave in a way which has the intent or effect of offending or embarrassing other Staff or the public in a manner contrary to legislative requirements.

When carrying out your duties, you will:

- Obey any lawful direction from a person who has the authority to give the direction. If you have a dispute about carrying out a direction you may appeal to your senior Manager;
- Behave honestly and with integrity. You will avoid behaviour that could suggest that you are not following these principles. This will include a duty to report other Staff who are behaving dishonestly;
- Make sure that you carry out your work efficiently, economically and effectively as you are able and that the standard of your work reflects favourably on yourself and the company;
- Follow the policies of the company in all aspects of work to achieve outcomes that are socially responsible and sustainable.
- Treat Staff, clients and stakeholders with respect.
- Maintain individuals' rights to privacy and undertake to keep personal information in confidence.
- Do not use, possess or distribute pornographic or offensive materials.
- Comply with all national and international laws.
- When representing the Company in public forums:

Staff at all levels represent the Company in the course of their employment including when travelling on Company business, attending functions on behalf of the Company or internal Company meetings, conferences, training programs, seminars or any other function.

Your behaviour in all these circumstances reflects on the Company and its image. As such, you should act in an appropriate business-like manner that will in no way harm the image of the Company or infringe any other Company policy including the Discrimination Free Workplace Policy.

Where any Company function or meeting is held that involves the availability of alcohol, steps should be taken to ensure that it is not abused. You should be aware that being work-related, behaviour in those situations can be subject to disciplinary procedures.

6.3. Conflict of Interest

Potential for conflict of interest arise when it is likely that you could be influenced, or it could be perceived that you are influenced by a personal interest when carrying out your duties. Conflicts of interest that lead to biased decision making may constitute corrupt conduct.

Some situations that may give rise to a conflict of interest include situations where you have:

- Financial interests in a matter the company deals with or you are aware that your friends or relatives have a financial interest in the matter;
- Directorships/Management of outside organisations;
- Membership of Boards of outside organisations;
- Personal relationships with the people the company is dealing with which go beyond the level of a professional working relationship;

- Secondary employment, business, commercial, or other activities outside of the workplace which impacts on clients and/or Staff of the company;
- Involvement in party political activities; and
- Access to information that can be used for personal gain.

You may often be the only person aware of potential for conflict. Therefore it is your responsibility to avoid any financial or other interest that could compromise your ability to perform your duties impartially. It is also your responsibility to report any potential or actual conflicts of interest to your manager.

If you are uncertain whether a conflict exists, you should discuss that matter with your manager and attempt to resolve any conflicts that may exist.

You must not submit or accept any bribe, or other improper inducement. Any advances of this nature are to be reported to senior management. If you are dealing with, or having access to, sensitive information, you should be particularly alert to inappropriate attempts to influence you.

Outside employment/Other external business activities

If you work full time for the company and you wish to engage in paid employment/other business activities (including participation in family company) outside your official duties you are required to seek the approval of your manager and Human Resources. The approval should not be unreasonably withheld. However if there is any real or potential conflict of interest the duties of your position with the company must come first.

If you work for the company on a part time or casual basis, you are required to advise your manager and Human Resources of any real or potential conflict of interest between your employment for the company and any other employment.

The company can request the details of any other employment in the event of allegations of conflict of interest.

6.4. Public Comment

Individuals have a right to give their opinions on political and social issues in their private capacity as members of the community.

Staff must not make official comment on matters relating to the company unless they are:

- authorised to do so by the Managing Director and CEO; or
- giving evidence in court; or
- otherwise authorised or required to by law.

Staff cannot release the contents of unpublished or privileged knowledge unless they have the authority to do so

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6.5. Use of Company Resources

Staff must ensure responsible management and security in the use of Coffey resources and any resources managed by them for or on behalf of others.

Requests to use company resources outside core business time should be referred to management (or person authorised to handle such matters), for approval.

If Staff are authorised to use company resources outside core business times they must take responsibility for maintaining, replacing, and safeguarding the property and following any special directions or conditions which apply. Company resources can include equipment, typing facilities, photocopiers, computers, tools, motor vehicles etc.

Staff using company resources **without** obtaining prior approval could face disciplinary and/or criminal action. Company resources are not to be used for any private commercial purposes (eg. for 'profit' purposes) under any circumstances.

6.6. Security of Information

Staff is to make sure that confidential and sensitive information in any form (eg documents, computers files) cannot be accessed by unauthorised persons. Sensitive material should be securely stored overnight or when unattended.

Staff must ensure that confidential information is only discussed with people who are authorised to have access to it. It is considered a serious area of misconduct to deliberately release confidential documents or information to unauthorised persons, and may incur disciplinary action.

6.7. Intellectual Property/Copyright

The term 'intellectual property' includes the rights relating to scientific discoveries, industrial designs, trademarks, service marks, commercial names and designations, and inventions.

Coffey is the owner of intellectual property created by Staff in the course of employment unless a specific prior agreement has been made. Staff must clarify the intellectual property position before making any use of that property.

6.8. Discrimination, Harassment and Workplace Bullying

Staff must not harass, discriminate, or support others who harass and discriminate against colleagues or members of the public on the grounds of sex, pregnancy, marital status, age, race (including their colour, nationality, descent, ethnic or religious background), physical or intellectual impairment, homosexuality or transgender. Staff also must not participate in any form of workplace bullying or support others who do so.

Managers must make sure that the workplace is free from all forms of harassment, unlawful discrimination and workplace bullying. They should understand and apply the principles of Equal Employment Opportunity and ensure that the Staff they supervise are informed of these principles and are made aware of the Grievance Handling procedures.

6.9. Child Protection

The onus is on Staff to use common sense and avoid actions or behaviours that could be construed as child abuse when working for Coffey.

When carrying out your duties, you will:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child, the child is below the age of consent or the act(s) are an offence under relevant laws;
- wherever possible, ensure that another adult is present when working in the proximity of children;
- not invite unaccompanied children into your home, unless they are at immediate risk of injury or in physical danger;
- not sleep close to unsupervised children unless absolutely necessary, in which case you will obtain your supervisor's permission, and ensure that another adult is present if possible;
- use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see below regarding the use of children's images for work related purposes);
- refrain from physical punishment or discipline of children (excluding your own children);
- refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- comply with all relevant legislation, including local and international labour law in relation to child labour; and
- immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

When photographing or filming a child for work related purposes, you will:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- obtain consent from the child or a parent or guardian of the child before photographing or filming a child and in doing so, you must explain how the photograph or film will be used;
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts; and
- ensure file labels do not reveal identifying information about a child when sending images electronically.

Breaches of this child protection code of conduct may result in disciplinary and/or criminal action.

6.10. Corrupt Conduct

Commonly it involves the dishonest or partial use of power or position which results in one person/group being advantaged over another. Corruption can take many forms including, but not limited to:

- official misconduct;
- bribery and blackmail;
- unauthorised use of confidential information;
- fraud; and
- theft.

Any form of corrupt conduct will not be tolerated by the company. Disciplinary action up to and including dismissal will be taken in the event of any Staff member participating in corrupt conduct.

6.11. Occupational Health & Safety

It is the responsibility of all Staff to act in accordance with the occupational health and safety legislation, regulations and policies and their respective organisations and use security and safety equipment provided.

Specifically all staff members are responsible for safety in their work area by:

- following the safety and security directives of management;
- advising management of areas where there is potential problem in safety and reporting suspicious occurrences; and
- minimising risks in the workplace.

6.12. Conduct of Current / Former Staff

Staff should not misuse their position to obtain opportunities for future employment.

Staff should not allow themselves or their work to be influenced by plans for, or offers of employment outside of Coffey. If they do there is a conflict of interest and their integrity and that of Coffey is at risk.

Former Staff should not use, or take advantage of confidential information obtained in the course of their official duties that may lead to gain or profit, until it has become publicly available.

6.13. Breaches of the Code of Conduct

Staff should note that breaches of certain sections of this Code of Conduct may be punishable under laws and legislation.

Breaches of this Code of Conduct may lead to disciplinary action. The process for disciplinary action is outlined in Coffey policies and guidelines, relevant industrial awards and agreements I have read and understood the above statement and will strive to comply with its contents

Name: _____

Signed: _____

Manager, Coffey International Development Pty Ltd
Acknowledged:_____