

## Procurement Policy

All procurement is to be conducted within the approved authority level, maintaining compliance with Dump It and contractual obligations. Procurement is to be undertaken in a manner that sustains efficiency, minimises waste and meets the ethical standards and Dump It values.

Dump It procurement activities shall pursue value for money where the required quality is procured for the optimum price. Procurement will be conducted in a manner that encourages competition, reliability, sustainability, safety and quality.

Dump It procurement shall be conducted in accordance with the following, open, honest and cooperative business relations with colleagues and suppliers ensuring:

- Procurement is to be conducted in accordance with the requirements prescribed in the procurement procedure;
- The confidentiality and privacy of personal and commercial information obtained in performing the procurement and contracting function is maintained;
- Where conflict of interest exists, that the conflict is declared and the procurement decision is made by an independent person;
- The offer of any remuneration, benefit or advantage, gift, hospitality or travel, from present or potential suppliers is declared to the procurement manager;
- Where any gifts, hospitality or travel that is authorised with a value of greater than \$50, it is to be recorded on the Dump It entertainments register;
- All procurement activities are to be conducted in a professional, transparent and ethical manner.

Dump It is committed to ensuring a high standard of probity in all phases of the procurement process this is to ensure ethical behaviours such as honesty, integrity, diligence, fairness, trust, respect and consistency are adhered to.

All procurement transactions, pricing and contracts are commercial in confidence, and are not to be communicated via any means to third parties, clients or competitors. All procurement activities and decisions are accountable to the Operating Board.

A handwritten signature in blue ink, appearing to read "Matthew Calleija".

*Matthew Calleija*  
Director