



## BUSINESS PARTNERSHIP POLICY

### INTRODUCTION

The Queensland Secondary Principals' Association (QSPA) is the professional association for Principals, Deputy Principals and Heads of Department employed in Queensland Government secondary schools. QSPA members are employees of the Queensland Department of Education (DoE) and are governed by the *Code of Conduct for the Queensland Public Service* <http://education.qld.gov.au/corporate/codeofconduct/>. As public servants, QSPA members and staff are required to demonstrate the highest levels of integrity and accountability in the performance of their duties. QSPA recognises and respects these expectations and seeks the same high standard from Business Partners and Sponsors.

### PURPOSE

The purpose of this policy is to establish a framework and protocols that support positive and ethical engagement between QSPA and private industry, business, not for profits and other non-government organisations.

### PRINCIPLES

1. The relationships between QSPA and Business Partners are based on a shared commitment to the QSPA Vision *A Profession of Leaders and Learners Delivering World Class State Education for all*.
2. QSPA seeks to engage partners of high moral, ethical and financial standing within their relevant business or industry sphere.
3. QSPA members lead and manage highly complex school environments. Engagement and interaction with business and industry is an expected aspect of that role. QSPA helps enable that engagement in ways that support responsible and ethical decision making.
4. Partnering with QSPA will not influence the decision making of QSPA or its members, particularly in relation to purchasing and procurement.
5. Partnering with QSPA does not guarantee any/increases in sales or revenue. Agreements with QSPA do not bind members to any obligation to conduct business with business partners. QSPA members will carry out all required due diligence and will make appropriate purchasing decisions as per Queensland Government purchasing policies and Standing Offer Arrangements.
6. QSPA is pleased to introduce a Business Partner to QSPA members and schools. QSPA does not endorse any product or service provided by a business partner. Products or services must stand on their own merit with a decision to purchase at the discretion of individual QSPA members under DoE guidelines.
7. Should a current or prospective QSPA Business Partner be in breach of contract with a Queensland state school or with the DoE more broadly, QSPA reserves the right to review all agreed partnership agreements. This review may result in a termination of the agreement/s.
8. QSPA accepts partnerships as additional sources of revenue generation provided that all business partnerships are developed and maintained within the context of this policy.
9. All business partnership affiliations must be consistent with other QSPA policies.

## POLICY

1. QSPA draws to the attention of Business Partners the DoE Supplier Code of Conduct [DoE Supplier Code of Conduct \(qed.qld.gov.au\)](http://qed.qld.gov.au) which strictly prohibits suppliers from offering employees, or the parents, spouse/partner or children of an employee, gifts, hospitality or other incentives that could influence their purchasing decisions-or might reasonably be seen as such. Money or any items which are readily convertible into cash, including lottery tickets and “scratch-its” must not be offered at any time.
2. All DoE employees are obligated to follow ethical practices outlined in the *Code of Conduct For the Queensland Public Service* <http://education.qld.gov.au/corporate/codeofconduct/> and DoE Standard of Practice [Standard of Practice February 2016 \(qed.qld.gov.au\)](http://qed.qld.gov.au). In accordance with the *DoE Standard of Practice*, employees must not endorse organisations, individuals or products or services. Endorsement can be perceived or actual. Examples include recommending or promoting products or services in testimonials, quotes, comments, videos or recordings. Suppliers must not request or seek endorsements from DoE employees that, if provided, would result in a breach of the DoE Standard of Practice.
3. Partnering with QSPA, its Conferences, programs or events entitles partners to only those inclusions as outlined in the yearly QSPA Partner Prospectus.
4. All business partnerships are commercial-in-confidence.
5. Requests for partnership agreements are made through the Expression of Interest form included in the yearly QSPA Partner Prospectus.
6. Platinum and Gold Business Partnerships commence when an Expression of Interest and applicable payment are received by QSPA (unless otherwise agreed) and remain current until the end of the calendar year in which the agreement was reached.
7. Conference partnerships commence no earlier than March 1 each year when an Expression of Interest and applicable payment are received by QSPA (unless otherwise agreed) and conclude at the end of the calendar year in which the agreement was reached.
8. Business Partner and Sponsor Payment Schedule is as follows:
  - Platinum/Gold Partnerships-50% payment within 14 days of the signed Expression of Interest being received by QSPA, with the balance to be paid 7 days prior to the yearly QSPA Conference, or as otherwise agreed.
  - Silver Conference Partnerships-50% payment within 14 days of the signed Expression of Interest being received by QSPA, with the balance to be paid 7 days prior to the yearly QSPA Conference, or as otherwise agreed.
9. The *Code of Conduct for the Queensland Public Service* requires that departmental employees avoid accepting gifts that may be intended to influence a decision-making process or might reasonably be seen as such.
10. At any QSPA event, Business Partners are requested not to offer any gift, hospitality, personal incentive or benefit that could place a QSPA member in a position of non-compliance with the Code of Conduct.
11. Any items provided to QSPA members in the context of a promotional activity must be able to be either directed to the benefit of the students or become the property of the member’s school. Examples of items that would be considered to be directed to the benefit of the students include school uniforms, sporting equipment, classroom equipment or school equipment (e.g. tablet devices (iPads) for use in a library) etc.
12. Examples of items that would not be considered to be directed to the benefit of the students and should not be provided include staff uniforms, coffee machines, tablet devices for personal use, holidays, hospitality, picnic hampers, etc. DoE’s procedure for receipt of gifts and benefits requires that employees refuse gifts that are likely to (or could be perceived to) affect the performance of their duties and/or create a conflict of interest.
13. Business partners often provide promotional items at QSPA Conferences. Items may be single items (pens, mugs, mouse mats, free samples of goods) or pre-packed sample bags, where a number of items, brochures, information etc. are provided to attendees.

**COVERAGE**

This policy covers all QSPA events including, but not limited to, the state conference, regional conferences and regional member meetings.

**RESPONSIBILITY**

QSPA Executive has ownership of this policy and is responsible for its implementation and regular review. State and regional conference and meeting organisers are required to adhere to this policy in planning and undertaking any QSPA event.