

Site Attendance Guidelines

Company representatives are permitted fair and reasonable access to Peninsula Health but are expected to maintain an appropriate standard of behaviour as outlined below.

Attending On-site

- Visits to **Procurement & Supply Chain Department** are **by appointment only**
Tel: 9784-7781 or supplycustomerservice@phcn.vic.gov.au
- Representatives are **not permitted** to visit **any department** without an appointment
- Representatives must wear an **identification badge** clearly showing your name and company
- All visitors must comply with Peninsula Health's health and safety requirements
- All Peninsula Health sites are smoke-free environments

Prior Approvals Required

Representatives are to contact the **Procurement & Supply Chain Department** before:

- delivering any products for trial and evaluation;
- leaving product samples in any Ward or Department;
- introduction of any Biomedical Equipment.

The appropriate documentation, user and service manuals must accompany all products and equipment for evaluation.

Supply of Goods

All Goods are to have an official Peninsula Health Purchase Order.

Suppliers **must not** accept a verbal order (even if a PO number is provided) **EXCEPT**:

- where prior arrangements have been approved by the Procurement & Supply Chain Department; or
- when consignment stock is replaced

Peninsula Health **will not pay** any invoice that **does not include** an official Purchase Order number **except** in the case of **urgent deliveries** where approval has been given by the **Procurement & Supply Chain Department**.

Gifts, Benefits and Favours

Representatives are expected to comply with Peninsula Health's Code of Conduct which states:

"... The general principle to be followed is that individuals should not seek or accept favours, benefits or gifts from anyone who could benefit by influencing them; this includes the awarding of tenders, suppliers, and the appointment of staff. This also includes accepting any gifts, benefits or favours from pharmaceutical or medical supply companies as an inducement for research or in the provision of medical treatment or medication. ..."

Breach of Guidelines

Representatives found in breach of these guidelines may **be refused** access to Peninsula Health sites.



**Peninsula Health
is Smoke Free**

FINES MAY APPLY