Statement of Business Ethics

The State Transit Authority of New South Wales (State Transit) operates efficient, safe and reliable bus services and Newcastle ferry services, consistent with our legislative responsibilities. We conduct our business in an ethical manner having regard to NSW Government and State Transit policies. State Transit is certified under AS/NZS ISO 9001:2008 as a quality service provider, and is committed to the principle of continuous improvement in all areas of our business to ensure that our passengers get to where they want to go, when then want to go.

This Statement of Business Ethics provides an ethical framework for dealings between State Transit and suppliers. It provides guidelines on what to expect from State Transit and explains mutual obligations, roles and constraints on all parties. These ethical standards are integral to good business practice.

State Transit will demonstrate and practice a professional and ethical approach to all its business activities. Our staff are expected to conduct their activities in accordance with our Code of Conduct, observe a high standard of probity, ethical behaviour and integrity in their business dealings, and comply with NSW Government and State Transit policies.

Our Values

Our corporate values go to the centre of being commercial and ethical. State Transit requires our employees to understand and support these values. We ask that suppliers doing business with State Transit respect and acknowledge the way we conduct our business, ensure that they maintain a similar level of ethical behaviour in their dealings with us, and work with us in promoting our values, which are:

- Customer centric – we are responsive to, and proactively seek to address the needs of our customers and are dedicated to the improvement and delivery of customer focussed services.
- Safety – we are committed to the health, well being and security of our customers and employees.
- Integrity – we are committed to working honestly, ethically, transparently and fairly.
- Accountability – we seek to achieve the best possible use of our resources and take responsibility for our decisions and actions.
- Cooperation – we work together in dynamic, integrated teams and partnerships to deliver high quality transport results for NSW.

State Transit’s Procurement

State Transit undertakes the procurement of goods and services in compliance with the NSW Government Procurement Policy (July 2004) and State Transit’s Procurement Policy.

In undertaking our business and in addition to obtaining "value for money", our procurement processes require that:

- a high standard of probity, ethics and integrity, is maintained from all parties in the supply chain;
- a fair opportunity is given for prospective suppliers to compete for State Transit business; and
- there is accountability and consistency by State Transit in our procurement practices.

It is important to know that value for money does not always mean the lowest price. State Transit will balance all relevant factors including initial and on-going costs, compliance with specifications, quality, reliability, timeliness and service in determining the most suitable supplier.
What you can expect from State Transit:
State Transit is committed to acting ethically by:

- Complying with the Law, NSW Government and State Transit policies and procedures.
- Maintaining a high level of probity and integrity in all our procurement processes.
- Being honest, fair and dependable in all our thinking, behaviour and relationships.
- Ensuring our staff comply with our Code of Conduct.
- Being transparent in our dealings with suppliers and contractors by disclosing any situation where private interests conflict or have the potential to conflict with public duty.
- Not asking for, or accepting, gifts or other benefits from a potential, current or past supplier.
- Promoting and encouraging fair, open and effective competition and seeking the best value for money.
- Being impartial in the treatment of all tenderers for the supply of goods and services.
- Being information centred, basing our decisions on available evidence and data.
- Being open and candid in our communications, and responding to reasonable requests for advice and information without delay.
- Protecting confidential information and intellectual property.

What State Transit expects of you:
State Transit expects our suppliers to act ethically by:

- Respecting the obligations placed upon State Transit staff to comply with our procurement policies and procedures, and our Code of Conduct.
- Complying with State Transit’s procurement policies and procedures.
- Providing accurate, concise and reliable information when required.
- Being honest, fair and dependable in all dealings with State Transit.
- Declaring any actual or perceived conflicts of interests as soon as you become aware of them.
- Preventing the unauthorised disclosure of State Transit confidential information by your organisation and employees.
- Refrain from offering State Transit staff inducements, incentives, gifts or other benefits that may lead to, or may be seen as leading to, an unfair advantage in dealings with State Transit.
- Ensuring that your organisation and employees do not discuss State Transit business in the media.
- Not engage in any form of collusive practices.
- Assist State Transit to identify and eradicate unethical practices in our business relationships and to report to State Transit as soon as practicable any serious wrongdoing related to State Transit’s work, e.g. corruption, fraud, maladministration, serious and substantial waste, or breaches of the Government Information (Public Access) Act 2009.

Safety
State Transit is committed to the highest levels of health and safety as part of our business. We attach a high priority to the continuous improvement of work health & safety and workplace injury management as part of our procurement processes. We are committed to a workplace that is alcohol and drug free. Contractors must be able to demonstrate their commitment and approach to work health & safety and workplace injury management, including adhering to State Transit’s drug and alcohol policy. Indeed, all workers including contractors and consultants are not permitted to consume alcohol or drugs while working on State Transit sites.
Environment
State Transit is committed to delivering safe, reliable and environmentally sustainable services. We expect our business partners to demonstrate a diligent, committed and systematic approach to protection of the environment and environmental management.

Incentives, Gifts & Benefits
State Transit staff are not to solicit or request any gift or benefit for themselves or anyone else in connection with their employment. We expect our staff to decline personal gifts, benefits, travel or hospitality offered during the course of their work. Suppliers and contractors should refrain from offering any such “incentives” to our staff – all such offers will be formally reported and recorded in a Gifts & Benefits register.

If suppliers or contractors would like to convey their appreciation for the work of State Transit, or the efforts of a particular staff member, consider providing feedback to our 131500 Feedback line or writing to State Transit’s Chief Executive.

Conflicts of Interest
Our customers, suppliers and employees need to be confident that all decisions made by State Transit are impartial. All State Transit employees are required to avoid conflicts of interest and to disclose any potential conflicts of interest. These include an interest by a State Transit employee or a member of their family, close relative or associate, that could (or could be seen to) influence the way in which public duties are carried out. State Transit extends this requirement to our business partners and suppliers through our Statement of Business Ethics.

Confidentiality
State Transit expects each of its suppliers to take all reasonable steps to protect any confidential information received unless required to disclose by law. The information could be in various formats such as hard copy documents or electronically stored.

Your employees and sub-contractors
Our suppliers are to ensure that all their employees as well as sub-contractors working on State Transit business are made aware of this Statement.

Intellectual property rights
In business relationships with State Transit, parties will respect each other’s intellectual property rights and will formally negotiate any access, license or use of intellectual property.

Use of State Transit equipment or resources
Where suppliers to State Transit are required and authorised to use State Transit equipment or resources, such use must only be for its proper official purpose.

Lobbying
A lobbyist is any person or organisation whose business includes being contracted or engaged to represent the interests of a third party to a government representative. Where suppliers feel that their potential communication with State Transit may place them in this category they are advised to consult the Department of Premier and Cabinet’s website (www.dpc.nsw.gov.au) and ensure that they are registered prior to making contact with State Transit.
Communication between parties
To minimise the risk of perceived inappropriate influence being brought to bear on the business relationship, all communication should be clear and timely. Suppliers and contractors are not permitted to discuss State Transit's business or information in the media.

Consequences for not complying
By complying with our Statement of Business Ethics, suppliers will be able to advance their business objectives in a fair and ethical manner. Suppliers should be aware of the consequences of not complying with State Transit’s ethical requirements when doing business with us. Demonstrated corrupt or unethical behaviour could lead to:

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation.

Protections for those who report wrongdoing and Public Interest Disclosures
State Transit will take steps to protect anyone from reprisal action who comes forward to report wrongdoing. Certain contractors may be considered Public Officials according to the Public Interest Disclosures Act 1994. The Act provides reporters of wrongdoing with extra legal protections when reporting corruption, maladministration, serious and substantial waste or breaches of the Government Information (Public Access) Act 2009, using the contact channels below.

Who to Contact
To report wrongdoing, breaches of this Statement, or to get advice, you can contact:

Internal:
Coordinator, Fraud & Corruption Prevention
T (02) 9245-5657

External:
Independent Commission Against Corruption (ICAC)
For matters of corruption involving NSW public officials
T 1800 436 909
E icac@icac.nsw.gov.au

Audit Office of NSW
For serious and substantial waste
T 02 9275 7100
E mail@audit.nsw.gov.au

NSW Ombudsman
For matters of maladministration
T 9286 1000 or 1800 451 524 (outside Sydney metro)
E nswombo@ombo.nsw.gov.au

Office of the Information Commissioner
For breaches of the GIPA Act.
T 1800 463 626
E oicinfo@oic.nsw.gov.au

Peter Rowley
Chief Executive