



NSW RURAL FIRE SERVICE STATEMENT OF BUSINESS ETHICS

PROFESSIONAL STANDARDS FACT SHEET

February 2018

The NSW Rural Fire Service (NSW RFS) *Statement of Business Ethics* is part of the Service's Corruption Prevention Framework, to guide and protect all NSW RFS members, clients and stakeholders in our business activities.

The NSW RFS values its ongoing business relationships. The Statement provides our suppliers of goods and services, and NSW RFS members, with an ethical framework for commercial transactions. It also provides guidelines on what suppliers can expect from NSW RFS members, and what we expect from them when engaging in business activities.

The Statement sets out the standards and procedures by which, together, we promote a culture of legal compliance and integrity at the NSW RFS. If you are unsure about what to do, when faced with a situation involving business activities or your duties with the NSW RFS, refer to the Statement of Business Ethics or the Code of Conduct & Ethics.

The Statement of Business Ethics includes general guidelines on:

- > Ethical Communication between the Private Sector and NSW RFS Members
- > Conflicts of Interest
- > Gifts, Benefits, Hospitality and Promotions
- > Donations and Fund Raising
- > Sponsorship
- > Confidentiality
- > Intellectual Property
- > Secondary Employment and Post Separation Employment
- > Use of NSW RFS Equipment, Resources and Information
- > Work, Health and Safety
- > Public Comment
- > Public Interest Disclosures

All NSW RFS members who are engaged in business activities or procurement activities with external clients, stakeholders and suppliers and the community generally should be aware of the Statement of Business Ethics. Where any contractual or commercial matters arise, a copy of the Statement of Business Ethics should be provided to the individual, or company involved.

The NSW RFS Statement of Business Ethics is available on the RFS website, MyRFS and the Professional Standards Unit Intranet site.



For further information regarding the NSW RFS Statement of Business Ethics, please contact procurement@rfs.nsw.gov.au or professional_standards@rfs.nsw.gov.au