

# Statement of Business Ethics





## Statement of Business Ethics

This statement provides guidance to all stakeholders and service providers (referred to as 'service providers' in this Statement) of the New South Wales Crime Commission (the Commission) about the behaviours expected of them when doing business with the Commission. Compliance with this statement is expected of the Commission's employees, and is a condition of all service providers doing business with us.

The Commission plays a central role in the disruption of organised and other serious crime in New South Wales. Commission staff work with law enforcement partner agencies to achieve the aims of the *Crime Commission Act 2012* (NSW) and the *Criminal Assets Recovery Act 1990* (NSW). In doing so, the Commission is committed to conducting itself in an honest, ethical, fair and consistent manner.

Service providers<sup>i</sup> to the Commission are required to acknowledge and respect the way the Commission conducts its business, and ensure that they maintain a similar level of ethical behaviour.

### Our values

The Commission's values of **Integrity**, **Professionalism**, **Trust**, **Accountability** and **Collaboration** are the underlying attitudes that consistently affect all of the Commission's actions and decision-making processes. In line with the Commission's values, we will exercise our functions and conduct our business activities with honesty, fairness and consistency.

### What to expect from the Commission

Commission staff are expected to:

- deal fairly, honestly and ethically with all individuals and organisations
- avoid and manage any conflicts of interest that arise (either real, potential or perceived conflicts)

- respond to reasonable requests for information without delay
- protect commercial-in-confidence or confidential information
- decline gifts, benefits and hospitality from service providers
- comply with applicable policies and procedures, including this Statement
- ensure that public resources are not wasted or used improperly.

### What we expect from you

Service providers to the Commission are expected to:

- perform all services in a diligent manner with the necessary skill and care expected
- comply with all obligations under Commission-related legislation, policies, contracts, and conditions and requirements stated in documents the Commission supplies to you (including this Statement) and immediately report any breaches
- not engage in inappropriate practices, including offering Commission staff any gifts, benefits and hospitality
- disclose any actual or perceived conflicts of interest immediately
- prevent the disclosure of privileged or confidential information
- provide accurate and reliable information when required
- assist the Commission to prevent fraud, corruption and unethical practices in business relationships by reporting wrongdoing (see who to contact overleaf).

## Why compliance is required

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Stakeholders should be aware of the consequences of not complying with the Commission's ethical requirements when doing work with the Commission.

Not complying with this Statement and/or demonstrated unethical or corrupt conduct could lead to:

- disqualification of tender bids or termination of contracts
- possible loss of future work and damage to reputation
- matters being referred for corruption or criminal investigation.

## Communication

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All communication between Commission staff and service providers should be clear, direct, accurate and timely.

To minimise any potential or perceived risks to the business relationship, significant decisions impacting on the relationship are to be documented and communicated in writing.

## Conflicts of interest

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Commission staff are required to disclose any potential, actual or perceived conflicts of interest. The Commission will put in place strategies to manage any actual, perceived or potential conflict of interest that may arise.

## Gifts, benefits and hospitality

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The Commission discourages potential, current or past service providers from offering or giving gifts or benefits to any Commission staff.

Commission staff are expected to decline gifts and benefits offered to them during the course of their work.

## Confidentiality and intellectual property

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The Commission expects service providers to take all reasonable steps to protect any confidential Commission information to which they have access, unless required to disclose it by law. The same expectation applies to Commission staff.

In business relationships with the Commission, parties will respect the intellectual property rights of others, and will formally negotiate any access, license or use of intellectual property.

## Use of the Commission's resources and information

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All Commission equipment, resources and information should only be used for its proper official purpose.

### Who to Contact

If you have any questions regarding this Statement, or you wish to provide information about any conduct that could involve unethical behaviour, maladministration, fraud, or serious or substantial waste, you may contact:

Governance Unit  
New South Wales Crime Commission  
453 – 463 Kent St, Sydney NSW 2000  
Telephone: (02) 9269 3888

Note: Allegations of fraud and corruption will be treated confidentially, as far as the law allows.

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<sup>i</sup> Includes contractors and subcontractors. Commercial partners and suppliers are responsible for making any of their sub-contractors aware of this statement.