

Acceptance of free products and discounts offered to NSWFB employees

Please note: *This policy relates only to general offers of free products and discounts made to NSWFB employees as a whole. Offers of gifts, benefits and hospitality made to individual employees or specific groups of employees are covered by the NSWFB Gifts, Benefits and Hospitality Policy located on the Corporate Governance page on the intranet, and should be dealt with in accordance with that policy.*

Policy

From time to time organisations contact the NSWFB to make offers of free products or of discounts for NSWFB employees. Such offers may be, and often are an expression of gratitude for the work of firefighters in protecting the people, environment and economy of NSW. At other times, however, these offers are made to obtain a benefit.

Acceptance of such offers needs to be carefully considered to avoid any perception that the arrangement in any way obligates the NSWFB or compromises our capacity to carry out our functions fairly and impartially.

Offers of free products or discounts may only be accepted where the offer:

- is from a reputable company
- is to be generally available to NSWFB employees, and not restricted to a class of employees with whom the company does, or may do business
- does not require the NSWFB to explicitly or implicitly endorse the product or company
- does not require the NSWFB to make any contribution to the cost of the offered products or services

Opportunities to take advantage of free products or discounts need to be offered to NSWFB employees in ways which ensure probity and equity. This means:

- the opportunity to take up such offers should be made to all staff (within the relevant geographical area), except staff who may:
 - have a regulatory role in relation to the company making the offer
 - be decision makers in relation to engagement of the company to undertake work on behalf of the NSWFB may not participate
- as far as practicable, allocation of limited offers should be shared among different staff each time

Implementation Guidelines

What sort of offers might a company make?

Examples of offers the NSWFB has received include:

- free tickets to theatre shows and movies
- discounted accommodation at holiday resorts
- 'two for one' memberships at gyms
- discounts on the purchase of computers and whitegoods

How might offering a free product or discount benefit a company?

The benefits sought by companies vary, but may include:

- ensuring a 'full' audience for a performance on otherwise slow nights, who are in turn likely to spend on food, drinks and, in some venues, gambling opportunities
- increased volume of sales
- increased membership and hence membership fees
- access to a large number of potential customers, and 'word of mouth' advertising within NSWFB

How might accepting an offer be seen as creating an obligation?

Potential perceptions might include, for example:

- that the company might get preferential treatment in relation to compliance with building fire safety standards
- that the company might get preferential treatment in the event of an emergency
- that products or services are being endorsed by the NSWFB

What should I do if an offer is made to me?

If you are offered a free product or discount because you work for the NSWFB, and the offer is clearly available to all NSWFB employees, you may accept the offer if it:

- is from a reputable company
- is to be generally available to NSWFB employees, and not restricted to a class of employees with whom the company does, or may do business
- does not require the NSWFB to explicitly or implicitly endorse the product or company
- does not require the NSWFB to make any contribution to the cost of the offered products or services

If the offer is made only to you or to your work group, and is not available to NSWFB staff as a whole, you should deal with the offer in accordance with the NSWFB Gifts, Benefits and Hospitality Policy.

If a company representative contacts you and proposes to make a free product or discount available to all NSWFB employees, you should advise the person that you cannot make a decision on the offer, and either:

- ask them to contact the Events Coordinator on 9265 2905
- or take their details and arrange for the Events Coordinator to contact them.

Keeping records regarding accepted offers

Accepted offers of free products or discounts will be recorded by the Events Coordinator, on a file kept for that purpose. It is not necessary for individual officers who take up offers to record these in the NSWFB Gifts Register.

For further information or assistance, call the Events Coordinator on 9265 2905 or the Manager Corporate Risk on 9265 2864.