



Example letter sent to RailCorp suppliers

By fax and email

For the attention of the CEO

July 2009

Dear Sir or Madam

RailCorp Statement of Business Ethics

As a NSW Government Authority, RailCorp delivers a significant volume of services to the public, working in partnership with organisations such as yours. RailCorp requires that its dealings with all suppliers, whether in the private or public sector, are conducted in an ethical manner.

RailCorp is asking all of its suppliers to read the recently revised *Statement of Business Ethics* and confirm in writing that they agree to comply with its requirements. In addition, suppliers are being asked to confirm in writing that they will ensure that all contractors they engage to perform work for RailCorp are also aware of and are required to comply with the revised *Statement of Business Ethics*.

Please visit the RailCorp website to access the revised *Statement of Business Ethics* document at www.railcorp.info/commercial/contracts_and_procurement.

I would ask that an appropriately authorised person in your organisation reads the revised *Statement of Business Ethics*, signs and returns the attached Letter of Acknowledgement to the fax number shown. This will confirm that your organisation and all contractors engaged by you to work for RailCorp have read, understood and agree to comply with the requirements of the revised *Statement of Business Ethics*. Your Letter of Acknowledgement is required to be returned by 5 August 2009.

If you require any further assistance or clarification please view the Frequently Asked Questions on the RailCorp website or call the Statement of Business Ethics Helpdesk on 1800 028 354. Please also contact the Helpdesk if you are not able to access the internet.

Your assistance in this matter is greatly appreciated.

Yours faithfully

Rob Mason
Chief Executive Officer
RailCorp

