

## 4.10 STAFF SALES

The sale of CSI products and services to CSNSW staff forms part of the CSI market base and provides the opportunity for staff to access the unique and diverse range of CSI products and services.

However, as an essential component of the CSI standards of business conduct it is absolutely essential that staff not be perceived or actually receive personal advantage by such sales. It is also important that staff sales not compromise CSI commercial or business acumen interests. In this regard reference is to be made to CSI policy manual [section 1.8](#) Corruption Prevention including the Commissioner's direction entitled 'Probity and CSI'.

The following controls apply to CSI staff sales:

- 1) The product or service supplied must be supplied from an authorised CSI business operation and be within the capability and technical competency of the relevant business division and business unit.
- 2) As with general orders all sales (including stock and non-stock products) must be covered by a formal request from the staff member setting out clearly the specification of the item/s concerned to avoid the potential for subsequent dispute.
- 3) In the case of orders for CSI stock items, the sale price will be the approved list price.
- 4) In the case of non-stock sales, the sale must be covered by a product pricing schedule constructed in accord with the CSI pricing policy. It is stressed that no discount applies to CSI staff and their families.
- 5) GST, where relevant, is to be charged on staff sales.
- 6) In the case of non-stock sales a deposit of 20% of the total price is to be collected prior to commencement of manufacture.
- 7) All staff sales are to be strictly cash unless separate arrangements have been approved in accord with the CSI credit management policy.
- 8) Staff sales must not be permitted to dislocate production schedules at the expense of fulfilling existing customer delivery or stock production requirements.

- 9) Bartering or exchanging CSI products and services for other products and services with staff and organisations internally and externally is not permitted.

At each location the Industry Manager or his or her representative is to ensure the requirements of this policy are implemented and that a register of staff sales (see Forms Register, Section 4 - Form No. 50) is maintained for audit review.

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