

Dear 'Contractor Name',

We wanted to share some important information with you. Transport for NSW is committed to ensuring that our workplaces are safe spaces where our people can thrive.

To enable this Transport for NSW launched a program called *Respect@Transport* which you may have attended. We also have a hotline where you can report inappropriate behaviour – *Speak Up* hotline; and as a contractor at TfNSW and as a valuable member of our organisation we wanted to let you know that you have access to all available resources including the *Speak Up* hotline should you ever experience inappropriate behaviour in the workplace.

**A little about the *Speak Up* hotline:**

The *Speak Up* hotline is available 24/7 and provides you with a way to raise a concern or make a complaint about inappropriate behaviour in the workplace.

The hotline is independently managed by an external partner *Core Integrity* and everything you share is anonymous.

As a guide, inappropriate behaviour can take many shapes and forms. It can include:

- *Bullying*
- *Harassment and Sexual harassment*
- *Fraud and corruption*
- *Discrimination*
- *Maladministration*
- *Serious and substantial waste*  
*Government information contravention*

For more information on appropriate behaviours, please visit:

[Conduct and behaviour - Respect@Transport \(nsw.gov.au\)](#)

All reports are referred to the appropriate area within Transport by the *Core Integrity* team for review and action as appropriate.

**Accessing the *Speak Up* hotline:**

*Speak Up* is available 24/7 via any of the below channels to make a complaint or anonymous report:

- *Phone: 1800 814 813*
- [Online form](#)
- *Email: [transportspeakup@coreintegrity.com.au](mailto:transportspeakup@coreintegrity.com.au)*
- *Post: PO Box 730, Milsons Point 1565*
- *QR Code:*



If you have any questions or would like more information regarding the *Speak Up* hotline please reach out to us directly. Additionally, if you are interested in attending a *Respect@Transport* session, please speak to your Transport Manager as they can coordinate this for you.

Kind regard,

Supplier