

Fraud and Corruption Control model policy

Model policy for portfolio entities

Purpose

To outline [organisation name]'s expectations for effective fraud and corruption control.

Scope

This policy applies to all employees and other workplace participants, including (but not limited to) trainees, university and work experience students, consultants and contractors.

Policy principles

1. Fraud and corruption are taken seriously at [organisation name], with zero tolerance of fraudulent activity or corrupt conduct.
2. Employees and other workplace participants must abide by the *Code of Conduct for Victorian Public Sector Employees* and must not engage in fraud or corruption.
3. Employees and other workplace participants who suspect or have knowledge of fraudulent activity or corrupt conduct have an obligation to immediately report the matter to the Independent Broad-based Anti-corruption Commission (IBAC).
4. Disclosures of fraud or corruption may attract protections under the *Public Interest Disclosures Act 2012*.
5. No employee or other workplace participant is to examine a case or seek evidence about fraud or corruption, other than those authorised to undertake investigations.
6. Investigations and notifications will be coordinated as required by [organisation name] staff that are authorised to undertake investigations, IBAC, Victoria Police and/or any other relevant parties that are authorised to undertake investigations.
7. All suspected fraudulent or corrupt activities will be investigated and may attract criminal, civil, administrative, or disciplinary sanctions.
8. [Organisation name] has appropriate strategies and resources in place to manage its fraud and corruption risks as outlined in the Fraud and Corruption Control Framework (the Framework).
9. [Organisation name] will undertake a fraud risk assessment at least every two years as part of a biennial review of the Framework to ensure that appropriate mitigation actions are in place.

Key related policy, legislation and other documents

Policies

[Add relevant organisational policies ie.

- Appropriate Workplace Behaviour Policy
- Asset Accounting: Theft and Loss Reporting Policy
- Conflict of Interest Policy; Gifts, Benefits and Hospitality Policy
- Public Interest Disclosure Management Policy]

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Procedures

[Add relevant organisation procedures ie. Gifts Benefits and Hospitality, Conflicts of Interest and Public Interest Disclosure Management Procedure]

Forms

N/A

Templates

N/A

Supporting documents

[Add appropriate documents as required, ie. Fraud and Corruption Control Framework and Plan]

Definitions

Fraud is dishonest activity causing actual or potential gain or loss to any person or organisation (including theft of money or other property) by employees or persons external to the organisation, and/or where deception is used at the time, immediately before or immediately following the activity.

Fraud also includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit.

Corruption is the misuse of public power or position. It includes where a public officer abuses their position of trust to achieve personal advantage or advantage for another person or organisation and acts contrary to the interests of the organisation.

Corruption also occurs where a person adversely affects the honest performance of a public officer or public body in the exercise of public functions or powers. For example the manipulation of documents for a permit application may lead to unfair selection.

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Approval and review

Approved by [Insert details or n/a]

Policy owner

Contact

Date issued

Last review date

Review schedule

Replaces

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