



Actual or Suspected Fraud, Improper or Corrupt Conduct Policy

Date of Policy:

Date of last major review:

Date of next major review:

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1. Rationale, Aim, Implementation

RATIONALE

Cudjee Primary School has a zero tolerance policy to Fraud. An employee who has knowledge of a fraud incident, or has reason to suspect that a fraud has occurred, is obliged to report to the relevant officials.

AIM

To ensure the proper reporting of fraud, improper or corrupt conduct or dishonest activity causing actual or potential loss, either financial or non financial to Cudjee Primary School or the Department of Education and Early Childhood Development.

IMPLEMENTATION

- If fraud is suspected you should not conduct local investigation, but rather raise your concerns with your Principal or Manager who can seek advice from the Regional office and seek assistance from the **Director of the Audit & Risk Branch** at head office telephone **03 9631 3650** or e-mail: fraud.control@edumail.vic.gov.au to investigate the reported incident.
- If you suspect improper or corrupt conduct you should raise your concerns with your Principal or Manager who can seek advice from the Regional Office and seek the assistance of the Conduct and Ethics Branch at head office. Telephone 03 9637 2595 or email conduct.ethics@edumail.vic.gov.au regarding appropriate course of action in relations to allegations of serious misconduct.
- In some circumstances you may consider confidential reporting arrangements under the Whistleblower's Protection Act No.36 2001. Report to the Protected Disclosure Co-ordinator at the Department, 03 9651 3650, or e-mail dwyer.melissa.j@edumail.vic.gov.au

Or

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