

FRAUD & CORRUPTION CONTROL

Civic Disability Services (Civic) is committed to creating and maintaining a culture of corporate compliance and ethical behaviour in which directors, employees, contractors and volunteers are responsible and accountable, behave with honesty and integrity, and are able to raise concerns about unethical, unlawful or undesirable conduct, without fear of reprisal.

Civic does not tolerate any form of fraudulent or corrupt conduct by its directors, employees, volunteers, contractors, suppliers and other relevant third parties. Any fraudulent or corrupt conduct is deemed to be serious misconduct, and may result in termination of employment or contract or prosecution by a governmental agency.

Civic will:

- Ensure that all directors, employees, contractors and volunteers are aware of their responsibilities for identifying and reporting any suspected or actual corrupt or fraudulent activities.
- Provide guidance to directors, employees, contractors and volunteers on what is required when they suspect corrupt or fraudulent activities may be occurring.
- Encourage all directors, employees, volunteers and contractors and to speak up if they suspect fraudulent, corrupt or improper activity, and fosters an environment where all directors, employees, contractors and volunteers are aware of Civic's relevant policy and procedures.
- Provide safety, protection and guidance to directors, employees, contractors and volunteers in circumstances where they are, or could be, victimised as a result of reporting, investigating or being a witness to fraudulent activities.
- Manage risks of fraud and corruption through its Enterprise Risk Management System, and undertakes regular health checks on existing systems and processes to ensure effective prevention, detection and response to allegations of fraud and corruption.
- Undertake investigations into alleged fraudulent and corrupt activity in a thorough and independent manner, and will inquire and investigate all suspected fraud and corruption tip-offs regardless of the source, or if made anonymously.
- Co-operate with any investigation by external authorities into fraud, corruption or improper conduct as required, and report instances of fraud and corruption to external authorities as required by law.
- Seek to recover losses sustained through acts of fraud or corruption through all available avenues.

Civic's procedures on preventing, detecting and responding to allegations of fraudulent and corrupt conduct are found in the Fraud & Corruption Control Guide.