



## PURPOSE

To prevent, detect and respond to fraud and corruption within Mill Park Primary School.

## AIM

- To provide a clear statement to employees and volunteers that fraudulent, corrupt or improper conduct is not acceptable and will not be tolerated.
- To ensure that employees, management and volunteers are aware of their responsibilities for establishing controls and protocols for the prevention and detection of fraudulent conduct.
- To ensure that employees, management and volunteers are aware of their responsibilities for reporting suspicions of fraud and how such reports should be made.
- To build a culture that supports employees and volunteers to report conduct they suspect may be fraudulent, corrupt or improper.
- To ensure that appropriate action is taken if fraudulent conduct is detected.

## GUIDELINES

- The Department of Education and Training (DET) and related statutory authorities have a **zero tolerance** approach to fraudulent and corrupt conduct.
- It is a mandatory requirement that all cases of suspected or actual fraud be reported and action taken.
- All employees and volunteers have an obligation to report all instances of suspected fraud and corrupt or improper conduct:
  - **Fraud** is defined as dishonest activity causing actual or potential loss to DET (including theft of moneys or other property) and where deception is used.
  - **Corrupt conduct** is where a manager, employee, contractor or volunteers dishonestly uses and abuses their position to achieve some personal gain or advantage for him or herself or for another person or entity which is contrary to the interests of DET.
  - **Improper conduct** includes corrupt conduct; substantial mismanagement or misuses of public resources; conduct involving substantial risk to public health and safety or the environment which is proven may constitute a criminal offence or reasonable grounds for termination.

## IMPLEMENTATION

If a staff member suspects a fraud is occurring involving management, employees, contractors, volunteers or other external parties such as suppliers, he/she must report the matter to:

- the Principal or Business Manager and/or
- directly to the General Manager, Portfolio Governance and Improvement Division via phone 03 9637 3158 or email [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au) or
- in some circumstances confidential reporting arrangements under the *Whistleblower Protection Act 2001* by contacting the Protected Disclosure Coordinator via phone 03 9637 3535 or email [twisse.colin.c@edumail.vic.gov.au](mailto:twisse.colin.c@edumail.vic.gov.au)
- employees and volunteers should not attempt to conduct a local investigation.

## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.