Fraud and corruption control plan

Definition of fraud

Fraud is defined by Australian Standard AS8001-2008 as: "*Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity*".

Fraud includes any practice that involves deceit or other dishonest means by which a benefit is obtained. The benefits may be obtained by:

- staff members (known as 'internal' or 'workplace' fraud). Staff members includes permanent, fixed term contract and casual employees
- persons external to the Social Research Centre (SRC) either with or without assistance from SRC staff members (known as 'external' or 'customer' or 'client' fraud).

Fraud can take many forms, including (but not limited to):

- theft or obtaining property, financial advantage or any other benefit by deception
- false timesheets, sick or annual leave claims
- providing false or misleading information, or failing to provide information where there is an obligation to do so
- causing a loss, or avoiding or creating a liability by deception
- making, using or possessing forged or falsified documents
- unlawful use of computer systems, telephones and other property or services
- manipulating expenses or salaries.

Fraud is a serious criminal offence, punishable by a term of imprisonment in Australia.

Definition of corruption

Corruption is defined by Australian Standard AS8001-2008 as: "*Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity*".

Corruption is any conduct that is improper, immoral or fraudulent and may include (but not limited to):

- conflict of interest
- dishonestly using influence
- blackmail
- acceptance of gifts and hospitality
- acceptance of a bribe
- misuse of information systems, internet or email
- un-authorised release of confidential, private information or intellectual property.

Corruption is a serious criminal offence, punishable by a term of imprisonment in Victoria.

Statement of the SRC's attitude to fraud and corruption

The SRC has a zero tolerance to fraud and corruption. Fraud and corruption are serious criminal offences and will be treated accordingly.

The SRC is committed to integrity and accountability through the effective management of fraud and corruption risks.

The SRC has a responsibility to ensure that all necessary measures are taken to ensure staff members act ethically and with integrity and are held accountable for their actions.

All SRC staff members are responsible for assessing the risk of fraud and corruption in their business area, identifying and reporting suspected fraud or corruption, and promoting a culture of integrity in the workplace.

Code of conduct

The SRC has a code of conduct that is available to all staff via the company intranet. The code of conduct is given to each new staff member and they are required to sign that they have read and understood it. The policy is reviewed every two years and staff are notified of the review and directed to read the updated policy and confirm they have read and understood the policy.

Other fraud prevention activities

The SRC has the following in place; Financial Delegations Policy, Fraud Prevention and Risk Management Policy and Plan Policy and Conflicts of Interest Policy. These are all available on the company intranet and are part of the induction pack for new staff. When these documents are reviewed staff are notified that the policies have been updated and encouraged to read them.

The SRC has an Audit, Risk & Privacy Committee that meets monthly. The committee reviews, discusses and oversees risk management at SRC. Terms of reference are available on the company intranet and the committee comprises senior staff from across the organisation.

Further to this our staff are members of relevant professional bodies that mandate ethical behaviour, for example research staff are The Research Society members and finance staff are members of CPA. Other staff are members of bodies relevant to their field.

Roles and accountabilities for fraud control

Role	Accountability
ADIA: • maintains ISO 20252 standard and ensures compliance from member organisations • sets our Privacy code for the Research Industry.	Ensures standards and codes are relevant and updated. Ensures compliance from member organisation.
The Research Society: • sets out the Code of Conduct for Research professionals • covers professional behaviour, including activities must be legal, honest, not act in a way to discredit the profession and activities must be legal.	Researchers must ensure ethical behaviour.
CPA Australia: • sets out the Code of Conduct for Accounting professionals.	Accountants must ensure ethical behaviour.

s 47G

Role	Accountability

s 47G

Role	Accountability

s 47G

Planning and resourcing

	Accountability

s 47G

Fraud and corruption prevention

	Accountability

s 47G

	Accountability
s 47G	

Fraud and corruption detection

	Accountability
s 47G	

Responding to detected fraud and corruption incidents

	Actions
s 47G	

Social Research Centre

Fraud and corruption control plan

Definition of fraud

Fraud is defined by Australian Standard AS8001-2008 as: "*Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity*".

Fraud includes any practice that involves deceit or other dishonest means by which a benefit is obtained. The benefits may be obtained by:

- staff members (known as 'internal' or 'workplace' fraud). Staff members includes permanent, fixed term contract and casual employees
- persons external to the Social Research Centre (SRC) either with or without assistance from SRC staff members (known as 'external' or 'customer' or 'client' fraud).

Fraud can take many forms, including (but not limited to):

- theft or obtaining property, financial advantage or any other benefit by deception
- false timesheets, sick or annual leave claims
- providing false or misleading information, or failing to provide information where there is an obligation to do so
- causing a loss, or avoiding or creating a liability by deception
- making, using or possessing forged or falsified documents
- unlawful use of computer systems, telephones and other property or services
- manipulating expenses or salaries.

Fraud is a serious criminal offence, punishable by a term of imprisonment in Australia.

Definition of corruption

Corruption is defined by Australian Standard AS8001-2008 as: "*Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity*".

Corruption is any conduct that is improper, immoral or fraudulent and may include (but not limited to):

- conflict of interest
- dishonestly using influence
- blackmail
- acceptance of gifts and hospitality
- acceptance of a bribe
- misuse of information systems, internet or email
- un-authorised release of confidential, private information or intellectual property.

Corruption is a serious criminal offence, punishable by a term of imprisonment in Victoria.

Statement of the SRC's attitude to fraud and corruption

The SRC has a zero tolerance to fraud and corruption. Fraud and corruption are serious criminal offences and will be treated accordingly.

The SRC is committed to integrity and accountability through the effective management of fraud and corruption risks.

The SRC has a responsibility to ensure that all necessary measures are taken to ensure staff members act ethically and with integrity and are held accountable for their actions.

All SRC staff members are responsible for assessing the risk of fraud and corruption in their business area, identifying and reporting suspected fraud or corruption, and promoting a culture of integrity in the workplace.

Code of conduct

The SRC has a code of conduct that is available to all staff via the company intranet. The code of conduct is given to each new staff member, and they are required to sign that they have read and understood it. The policy is reviewed every two years and staff are notified of the review and directed to read the updated policy and confirm they have read and understood the policy.

Other fraud prevention activities

The SRC has the following in place; Financial Delegations Policy, Fraud Prevention and Risk Management Policy and Plan Policy and Conflicts of Interest Policy. These are all available on the company intranet and are part of the induction pack for new staff. When these documents are reviewed staff are notified that the policies have been updated and encouraged to read them.

The SRC has an Audit, Risk & Privacy Committee that meets monthly. The committee reviews, discusses and oversees risk management at SRC. Terms of reference are available on the company intranet and the committee comprises senior staff from across the organisation.

Further to this our staff are members of relevant professional bodies that mandate ethical behaviour, for example research staff are The Research Society members and finance staff are members of CPA. Other staff are members of bodies relevant to their field.

Roles and accountabilities for fraud control

Role	Accountability
ADIA: • maintains ISO 20252 standard and ensures compliance from member organisations • sets our Privacy code for the Research Industry.	Ensures standards and codes are relevant and updated. Ensures compliance from member organisation.
The Research Society: • sets out the Code of Conduct for Research professionals • covers professional behaviour, including activities must be legal, honest, not act in a way to discredit the profession and activities must be legal.	Researchers must ensure ethical behaviour.
CPA Australia: • sets out the Code of Conduct for Accounting professionals.	Accountants must ensure ethical behaviour.

s 47G

Role	Accountability

s 47G

Role	Accountability

s 47G

Planning and resourcing

	Accountability

s 47G

Fraud and corruption prevention

	Accountability

s 47G

s 47G

	Accountability

Fraud and corruption detection

s 47G

	Accountability

Responding to detected fraud and corruption incidents

s 47G

	Actions

Fraud and corruption control plan

Definition of fraud

Fraud is defined by Australian Standard AS8001-2008 as: "*Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity*".

Fraud includes any practice that involves deceit or other dishonest means by which a benefit is obtained. The benefits may be obtained by:

- staff members (known as 'internal' or 'workplace' fraud). Staff members includes permanent, fixed term contract and casual employees
- persons external to the Social Research Centre (SRC) either with or without assistance from SRC staff members (known as 'external' or 'customer' or 'client' fraud).

Fraud can take many forms, including (but not limited to):

- theft or obtaining property, financial advantage or any other benefit by deception
- false timesheets, sick or annual leave claims
- providing false or misleading information, or failing to provide information where there is an obligation to do so
- causing a loss, or avoiding or creating a liability by deception
- making, using or possessing forged or falsified documents
- unlawful use of computer systems, telephones and other property or services
- manipulating expenses or salaries.

Fraud is a serious criminal offence, punishable by a term of imprisonment in Australia.

Definition of corruption

Corruption is defined by Australian Standard AS8001-2008 as: "*Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity*".

Corruption is any conduct that is improper, immoral or fraudulent and may include (but not limited to):

- conflict of interest
- dishonestly using influence
- blackmail
- acceptance of gifts and hospitality
- acceptance of a bribe
- misuse of information systems, internet or email
- un-authorised release of confidential, private information or intellectual property.

Corruption is a serious criminal offence, punishable by a term of imprisonment in Victoria.

Statement of the SRC's attitude to fraud and corruption

The SRC has a zero tolerance to fraud and corruption. Fraud and corruption are serious criminal offences and will be treated accordingly.

The SRC is committed to integrity and accountability through the effective management of fraud and corruption risks.

The SRC has a responsibility to ensure that all necessary measures are taken to ensure staff members act ethically and with integrity and are held accountable for their actions.

All SRC staff members are responsible for assessing the risk of fraud and corruption in their business area, identifying and reporting suspected fraud or corruption, and promoting a culture of integrity in the workplace.

Code of conduct

The SRC has a code of conduct that is available to all staff via the company intranet. The code of conduct is given to each new staff member and they are required to sign that they have read and understood it. The policy is reviewed every two years and staff are notified of the review and directed to read the updated policy and confirm they have read and understood the policy.

Other fraud prevention activities

The SRC has the following in place; Financial Delegations Policy, Fraud Prevention/Identification Policy and Conflicts of Interest Policy. These are all available on the company intranet and are part of the induction pack for new staff. When these documents are reviewed staff are notified that the policies have been updated and encouraged to read them.

The SRC has an Audit, Risk & Privacy Committee that meets monthly. The committee reviews and updates a detailed Risk Register. Terms of reference are available on the company intranet and the committee comprises senior staff from across the organisation.

The SRC is also part of our parent company ANU Enterprise (ANUE)'s, Audit and Risk Committee. This committee meets four times a year and has oversight of the company's risk.

Further to this our staff are members of relevant professional bodies that mandate ethical behaviour, for example research staff are The Research Society members and finance staff are members of CPA. Other staff are members of bodies relevant to their field.

Roles and accountabilities for fraud control

Role	Accountability
ADIA: • maintains ISO 20252 standard and ensures compliance from member organisations • sets our Privacy code for the Research Industry.	Ensures standards and codes are relevant and updated. Ensures compliance from member organisation.
The Research Society: • sets out the Code of Conduct for Research professionals • covers professional behaviour, including activities must be legal, honest, not act in a way to discredit the profession and activities must be legal.	Researchers must ensure ethical behaviour.
CPA Australia: • sets out the Code of Conduct for Accounting professionals.	Accountants must ensure ethical behaviour.

s 47G

Role	Accountability

s 47G

Planning and resourcing

	Accountability

s 47G

Fraud and corruption prevention

	Accountability

s 47G

	Accountability

s 47G

Fraud and corruption detection

	Accountability

s 47G

Responding to detected fraud and corruption incidents

	Actions

s 47G

	Actions

s 47G

Fraud and corruption control plan

Definition of fraud

Fraud is defined by Australian Standard AS8001-2008 as: "*Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity*".

Fraud includes any practice that involves deceit or other dishonest means by which a benefit is obtained. The benefits may be obtained by:

- staff members (known as 'internal' or 'workplace' fraud). Staff members includes permanent, fixed term contract and casual employees
- persons external to the Social Research Centre (SRC) either with or without assistance from SRC staff members (known as 'external' or 'customer' or 'client' fraud).

Fraud can take many forms, including (but not limited to):

- theft or obtaining property, financial advantage or any other benefit by deception
- false timesheets, sick or annual leave claims
- providing false or misleading information, or failing to provide information where there is an obligation to do so
- causing a loss, or avoiding or creating a liability by deception
- making, using or possessing forged or falsified documents
- unlawful use of computer systems, telephones and other property or services
- manipulating expenses or salaries.

Fraud is a serious criminal offence, punishable by a term of imprisonment in Australia.

Definition of corruption

Corruption is defined by Australian Standard AS8001-2008 as: "*Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity*".

Corruption is any conduct that is improper, immoral or fraudulent and may include (but not limited to):

- conflict of interest
- dishonestly using influence
- blackmail
- acceptance of gifts and hospitality
- acceptance of a bribe
- misuse of information systems, internet or email
- un-authorised release of confidential, private information or intellectual property.

Corruption is a serious criminal offence, punishable by a term of imprisonment in Victoria.

Statement of the SRC's attitude to fraud and corruption

The SRC has a zero tolerance to fraud and corruption. Fraud and corruption are serious criminal offences and will be treated accordingly.

The SRC is committed to integrity and accountability through the effective management of fraud and corruption risks.

The SRC has a responsibility to ensure that all necessary measures are taken to ensure staff members act ethically and with integrity and are held accountable for their actions.

All SRC staff members are responsible for assessing the risk of fraud and corruption in their business area, identifying and reporting suspected fraud or corruption, and promoting a culture of integrity in the workplace.

Code of conduct

The SRC has a code of conduct that is available to all staff via the company intranet. The code of conduct is given to each new staff member and they are required to sign that they have read and understood it. The policy is reviewed every two years and staff are notified of the review and directed to read the updated policy and confirm they have read and understood the policy.

Other fraud prevention activities

The SRC has the following in place; Financial Delegations Policy, Fraud Prevention/Identification Policy and Conflicts of Interest Policy. These are all available on the company intranet and are part of the induction pack for new staff. When these documents are reviewed staff are notified that the policies have been updated and encouraged to read them.

The SRC has an Audit, Risk & Privacy Committee that meets monthly. The committee reviews and updates a detailed Risk Register. Terms of reference are available on the company intranet and the committee comprises senior staff from across the organisation.

The SRC is also part of our parent company ANU Enterprise (ANUE)'s, Audit and Risk Committee. This committee meets four times a year and has oversight of the company's risk.

Further to this our staff are members of relevant professional bodies that mandate ethical behaviour, for example research staff are The Research Society members and finance staff are members of CPA. Other staff are members of bodies relevant to their field.

Roles and accountabilities for fraud control

Role	Accountability
ADIA: • maintains ISO 20252 standard and ensures compliance from member organisations • sets our Privacy code for the Research Industry.	Ensures standards and codes are relevant and updated. Ensures compliance from member organisation.
The Research Society: • sets out the Code of Conduct for Research professionals • covers professional behaviour, including activities must be legal, honest, not act in a way to discredit the profession and activities must be legal.	Researchers must ensure ethical behaviour.
CPA Australia: • sets out the Code of Conduct for Accounting professionals.	Accountants must ensure ethical behaviour.

s 47G

Role	Accountability

s 47G

Planning and resourcing

	Accountability

s 47G

Fraud and corruption prevention

	Accountability

s 47G

	Accountability

s 47G

Fraud and corruption detection

	Accountability

s 47G

Responding to detected fraud and corruption incidents

	Actions

s 47G

	Actions

s 47G