Bayside Special Developmental School

Actual or Suspected Fraud, Improper or Corrupt Conduct Policy 2015

Rationale:

- Bayside Special Developmental 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.

Aims:

- To provide ensure the proper reporting of fraud, improper or corrupt conduct or dishonest activity causing actual or potential loss, either financial or non-financial to Bayside Special Developmental 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 Business Manager who can seek advice from the Regional Office and seek the assistance of the General Manager, Portfolio Governance and Improvement Division at head office telephone 03 9637 3156 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 then seek advice from the Regional Office and seek the assistance of Conduct and Ethics Branch at head office telephone 03 9637 2565 or e-mail conduct.ethics@edumail.vic.gov.au regarding appropriate course of action in relation to allegations of serious misconduct.

- In some circumstances you may consider confidential reporting arrangements under the Whistleblowers Protection Act 2001. Report to the Protected Disclosure Co-ordinator at head office telephone 03 9637 3535, or e-mail twisse.colin.c@edumail.vic.gov.au.

Evaluation:

- Procedures should be reviewed annually to confirm/enhance internal control.

CERTIFICATION

Signed .................................. Date 3/12/14
School Council President

Signed .................................. Date 3/12/14
Principal

This policy was ratified by School Council 3rd December 2014