

## ACTUAL OR SUSPECTED FRAUD, IMPROPER OR CORRUPT CONDUCT POLICY

### PURPOSE

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.

### SCOPE

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.

### POLICY

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 Executive Director, Integrity and Assurance Division on (03) 3631 3650 or email: [fraud.control@edumail.vic.gov.au](mailto: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 Business Manager who can then seek advice/assistance of Conduct and Ethics Branch at DET, telephone 03 9637 2595 or e-mail [conduct.ethics@edumail.vic.gov.au](mailto: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 DET telephone 03 9651.3650 or e-mail [dwyer.melissa.j@edumail.vic.gov.au](mailto:dwyer.melissa.j@edumail.vic.gov.au)

or

The Independent Broad-based Anti-corruption Commission (IBAC)  
Level 1, North Tower  
459 Collins Street  
Melbourne Vic 3000  
Postal address: GPO Box 24234, Melbourne VIC 3001  
Telephone: 1300 735 135  
Website: [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)

### RELATED POLICIES AND RESOURCES

#### REVIEW CYCLE

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

This policy was last approved: 15 March 2021 and is scheduled for review February 2022

Signed:   
School Council President

Date: 15/3/21 Signed:   
Principal Date: 15/3/21

