

## Monash University Policy

<b>Policy Title</b>	Fraud and Corruption Policy
<b>Date Effective</b>	13-December-2012
<b>Review Date</b>	13-December-2015
<b>Policy Owner</b>	Chief Operating Officer and Senior Vice-President
<b>Category</b>	Operational
<b>Version Number</b>	1.2
<b>Content Enquiries</b>	fraud.corruption@monash.edu
<b>Scope</b>	<ul style="list-style-type: none"> <li>• All teaching, learning, research, enabling and support activities of the University;</li> <li>• All staff including the associated workforce; and</li> <li>• All students.</li> </ul> <p>Monash South Africa and Monash University Sunway Campus are required to either adopt this policy or ensure that they have policies in place to implement it, with any necessary variations to reflect applicable local laws.</p>
<b>Purpose</b>	<p>Monash University's approach to fraud and corruption is intended to prevent and minimise incidents as well as improve staff awareness.</p> <p>The aim is to ensure the University's assets, revenues, expenditure and facilities are safe-guarded against fraudulent or corrupt behaviour by staff and others. Prevention, control and reporting (in line with this policy and its supporting procedures) are the responsibility of all staff.</p>
<b>POLICY STATEMENT</b>	

Monash University has a zero-tolerance approach to fraud and corruption and is committed to effective fraud and corruption risk management.

The University will ensure all staff are aware of the Fraud and Corruption Policy and Procedures.

All staff are actively encouraged to report suspected incidents of fraud and corruption.

Fraud and corruption against the University is a serious offence under various provisions of legislation. The University is willing and able to report suspected instances of fraud and corruption to the appropriate legal and regulatory authorities.

Any failure by staff to comply with the Fraud and Corruption Policy and Procedures may result in disciplinary action.

<b>Supporting Procedures</b>	<a href="#">Fraud and Corruption: Reporting Procedures</a> <a href="#">Fraud and Corruption: Control Procedures</a> <a href="#">Conduct and Compliance Procedure - Whistleblowers</a>
<b>Responsibility for implementation</b>	Vice-Chancellor and President Chief Operating Officer and Senior Vice-President Provost

	<p>Portfolio Heads</p> <p>Pro Vice-Chancellors</p> <p>Deans</p> <p>Heads of Schools</p> <p>Faculty Managers</p> <p>Divisional Directors</p> <p>Heads of Units</p> <p>All students and staff</p>
<b>Status</b>	New
<b>Approval Body</b>	<p><b>Name:</b> Council</p> <p><b>Meeting:</b> 8/2012</p> <p><b>Date:</b> 13-December-2012</p> <p><b>Agenda item:</b> 11.4</p>
<b>Endorsement Body</b>	<p><b>Name:</b> Enterprise Risk Management Committee</p> <p><b>Meeting:</b> 2/2012</p> <p><b>Date:</b> 08-November-2012</p> <p><b>Agenda item:</b> 4</p>
<b>Definitions</b>	<p><b>Corruption:</b> A dishonest act which is contrary to the interests of the University and in which a position of trust is abused. May involve, for example, taking or offering bribes or improper use of influence or position. Corruption also includes acts defined as 'corrupt conduct' and 'improper conduct' under the University's Conduct and Compliance Procedures - Whistleblowers - <a href="http://www.adm.monash.edu.au/workplace-policy/conduct-compliance/whistleblowers.html">http://www.adm.monash.edu.au/workplace-policy/conduct-compliance/whistleblowers.html</a></p> <p><b>Employees/Staff:</b> Individuals employed by Monash University and its associated workforce.</p> <p><b>Fraud:</b> The act of dishonestly obtaining a material benefit by deception or other means. Fraud can include, for example, theft, deliberate falsification, concealment or misuse of documentation, or false representation. The University considers fraud an act of serious misconduct and grounds for termination of employment, in accordance with the relevant workplace agreements.</p> <p><b>Workplace Agreements:</b> These include the University's Enterprise Agreements, individual Contracts of Employment and Australian Workplace Agreements.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Audit Act 1994 (Vic)</a></p> <p><a href="#">Criminal Code Act 1995 No. 12 (COM) - in reference to the Criminal Code Amendment (Bribery of Foreign Public Officials) Act 1999</a></p> <p><a href="#">Financial Management Act 1994 (Vic)</a></p> <p><a href="#">Independent Broad-based Anti-corruption Commission Act 2011 (Vic)</a></p> <p><a href="#">Monash University Act 2009</a></p> <p><a href="#">Ombudsman Act 1973 (Vic)</a></p> <p><a href="#">Protected Disclosure Act 2012 (Vic)</a></p>

<b>Related Policies</b>	There are many University policies that are related to and support the Fraud and Corruption Policy. See: <a href="#">List of Related Policies</a> (pdf 78kb)
<b>Related Documents</b>	<p> <a href="#">AS 8001-2008 Fraud and Corruption Control</a> (Australian Standard)  <a href="#">Audit and Risk Committee Terms of Reference</a>  <a href="#">Internal Audit Charter</a>  <a href="#">List of organisations</a> in which Monash is a majority shareholder  <a href="#">Monash University Enterprise Agreements</a> (Academic and Professional Staff; Trades and Services Staff - Building and Metal Trades Staff; Catering and Retail; Cleaning and Caretaking and Miscellaneous Service Staff)  <a href="#">Monash University Ethics Statement</a>  <a href="#">Monash University Student Charter</a>  <a href="#">Risk and Compliance Charter</a>  <a href="#">Document 5 Bulletin - Information Sheet for Bribery and Corruption (Monash University)</a> </p>