



FRAUD AND CORRUPTION PREVENTION GUIDELINES

Fraudulent or corrupt conduct can occur at any level in an organisation. Unacceptable behaviour includes such things as the misuse of information obtained in the course of business, dishonest or improper use of a person's position or the acceptance of bribes or unauthorised gifts with the promise of favouritism being shown to a customer or supplier. Even if the practice is longstanding, it does not legitimise the corrupt nature of the action.

EMPLOYEES' ACTIONS

Fraud and corruption involving Hunter's Hill Council employees constitutes a breach of the public trust, and it is also bad for business. Actions such as taking bribes to engage substandard contractors can affect profits and create safety risks for fellow employees, customers and the general public. Being free of corruption and fraud is not only good in itself, it also makes good business sense. This is an important point because honest employees may rationalise and justify corrupt conduct, thinking that cutting corners can help meet production or efficiency targets. It is important for those who rationalise in this manner to understand that fraud and corruption will ultimately injure Council.

OUR COMMITMENT

Hunter's Hill Council is committed to being free of fraud and corruption. All reported cases of fraud and corruption will be independently investigated, and where evidence exists to support the allegation, disciplinary action will be taken. In cases which may involve criminal or corrupt conduct, management has an obligation to report these to the police and/or the Independent Commission Against Corruption (ICAC).

REPORTING CASES

Employees are encouraged to report suspected cases of fraud or corruption. If you discover or suspect practices of a fraudulent or corrupt nature, I urge you to report the practice to the General Manager. If you do not wish to report the matter to that person, you should contact the Group Manager, Corporate Governance.

The General Manager or, in that person's absence, the Group Manager Corporate Governance will investigate all cases of reported fraud or corruption.

All reported cases will be investigated in the strictest confidence and you will be advised of their outcome. The Protected Disclosure Act 1994 protects employees against liability or reprisal when making a genuine complaint or report.

Hunter's Hill Council is totally committed to taking all necessary action to eliminate fraudulent or corrupt conduct. Your assistance will be greatly appreciated.

Barry Smith

General Manager