

# MADEC Organisational Policy



<b>Title:</b>	<b>Document Number:</b> MOPO 1-1-15/08-02
<b>Fraud Control Policy</b>	<b>Custodian:</b> Chief Executive Officer

## Purpose

This Fraud Control Policy complements MADEC's Whistleblower Policy and Procedures that defines deception and dishonest behaviour, lists staff responsibilities and describe the process for controlling and reporting fraud and corrupt conduct. Fraud includes theft and criminal deception by electronic or other means and/or making false representations to gain an unjust advantage and/or abuse of MADEC property or time. Corrupt Conduct includes improper use of influence and/or position and/or information or other improper acts or omissions of similar nature.

The Responsible Officer (Corporate Services Manager or delegate) coordinates the investigation of allegations of fraud and corrupt conduct. If an allegation of fraud and corrupt conduct is against the Corporate Services Manager the responsible officer will be the Chief Executive Officer.

## Policy Statement

MADEC is committed to prevent fraud, corruption, deception and dishonest conduct throughout the organisation. MADEC has risk management strategies in place including referee checks before employment to assist in avoidance of fraud and corruption problems.

All staff must be committed to prevent fraud and corruption. Reports of incidents of fraud and corrupt conduct can arise from within MADEC and also externally. Disclosures under MADEC's Whistleblower's Policy must be dealt with according to MADEC's Whistleblower's Procedure.

All staff who are involved in or become aware of a fraud, theft or corrupt conduct investigation must keep the details and results of investigation confidential. All staff must not discuss with nor report to the media any suspicion of or proven case of fraud, theft or corrupt conduct except with the approval of the Corporate Management Team.

## Associated Documents

MADEC Governance Framework for Fraud, Theft, Corruption & Illegal Activities  
MADEC Organisational Fraud Control Plan  
MADEC Organisational Whistleblower Policy  
MADEC Organisational Whistleblower Procedure

## Review

This policy will be reviewed every two years (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Reviewed: 16.01.08 – Authorised by CMT

Reviewed: 22.04.09 – Authorised by CMT

## Custodian

Pat Thorburn  
Chief Executive Officer