



MANNA GUM COMMUNITY HOUSE FRAUD RISK MANAGEMENT POLICY

Purpose of Policy:

The purpose of this Policy is to:

Ensure that all parties are aware of their responsibilities regarding the identification and prevention of fraudulent activity.

Ensure that staff/volunteers/contractors understand who to report to in the event that they suspect fraudulent activity.

Provide a step-by-step guide to respond to an allegation regarding fraudulent activity.

Express a clear statement to staff/volunteers/contractors forbidding fraudulent activity for the benefit of the organisation.

Policy Statement:

Manna Gum Community House will not tolerate fraud in any aspect of its operations.

Manna Gum Community House will investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service or relationship with the organisation of any party who might be the subject of such investigation.

Any fraud shall constitute grounds for dismissal. Any serious case of fraud, whether suspected or proven, shall be reported to the relevant and appropriate authorities such as the police and the ombudsman.

Any person who suspects the commission of a fraud, related to the operations of Manna Gum Community House, is required to immediately report it to a manager / appropriate person in authority within Manna Gum Community House. Any person reporting a fraud, or a suspected fraud, shall not be penalised for raising a concern of this nature.