



IHM[®]
Institute of Health and Management

Fraud and Corruption Prevention and Control Procedure

Purpose

1. This Procedure outlines the Institute of Health & Management's (IHM's) management of allegations of fraud and corrupt conduct and must be read in conjunction with the Fraud and Corruption Prevention and Control Policy.

Scope

2. This Procedure applies to all IHM students, staff and associates who seek to make an internal complaint of corrupt or improper conduct. Any research and academic misconduct by staff and students will be dealt with under the Research Management and Quality Assurance Policy and Procedure, the Academic Honesty and Integrity Policy and Procedure, and Student Misconduct Policy and Procedure.

Definitions

3. **Associates:** contractors, consultants, volunteers, visiting appointees and visitors to IHM
4. **Corruption:** (from the Independent Broad-based Anti-Corruption Commission Act 2011 (Vic) dishonest activity in which an IHM staff member or student acts contrary to the interests of IHM, knowingly or recklessly abuses their position of trust, and adversely affects IHM's effective and honest performance or intends to do so in order to achieve personal gain or advantage for him or herself or for another person or entity. Corruption can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly. Corruption does not occur unintentionally, or through mistaken actions.
5. **Fraud:** 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. IHM considers fraud an act of serious misconduct and grounds for termination of employment, in accordance with the relevant workplace agreements.
6. **Staff:** a member of the academic staff, professional staff, management or senior executive.
7. **Student:** (i) a person enrolled in a course or unit in IHM; (ii) a student of another higher education institution to whom IHM grants rights of access to IHM premises and facilities; (iii) a candidate for an award of IHM whose work has been examined or assessed but on whom the award has not been conferred; (iv) a person who is on leave of absence from or who has deferred enrolment in a unit or course of IHM.
8. **Victimisation:** is when a person subjects (or threatens to subject) another person to a detriment (which includes humiliation and denigration) because that other person has made a complaint or been involved in a complaints procedure, or because the first person thinks the other person intends to make a complaint or be involved in a complaints procedure.

SECTION 2

Procedure

Ethical environment

9. The Staff Code of Conduct sets out IHM's high ethical standards. The Staff Code of Conduct requires staff and associates to:
 - a. Behave ethically, honestly and professionally
 - b. Perform duties diligently and conscientiously

- c. Make objective and ethical decisions
- d. Not misuse positions of trust and
- e. Respect the people they interact with.

Prevention

10. IHM's ethical environment is reinforced through robust corporate governance for improved transparency and accountability, reducing the likelihood that IHM will suffer financial loss as a result of fraudulent and corrupt conduct by IHM staff, students and associates.
11. Because fraud and corruption can occur in various contexts, IHM has a range of preventative strategies and controls including policies and procedures that provide clear guidance to staff about fraudulent and corrupt behaviour in these settings, including the:
 - a. Fraud and Corruption Prevention and Control Policy and Procedure
 - b. Business Related Travel, Accommodation and Reimbursement of Business
 - c. Related Expenses Policy and Procedure
 - d. Delegations of Authority Policy
 - e. Policy and Procedures for Appointing Casual Staff
 - f. Recruitment, Selection and Appointment Policy and Procedure

Detection, reporting and investigation

12. All IHM staff and associates who become aware of suspected fraud and corruption must report to the Chief Financial Officer (or if the matter involves the Chief Financial Officer to the Chief Executive Officer) or Chair of the Audit and Risk Committee and ensure evidence that may be valuable for an investigation is not compromised.
13. A student or a member of the public may report a suspicion or allegation of fraud or corruption to a staff member or an IHM contact point. All such reports must be forwarded to the Chief Financial Officer or Chair of the Audit and Risk Committee in accordance with this Procedure. If the report implicates the Chief Financial Officer, it must be made or forwarded to the Chief Executive Officer.
14. The Chief Financial Officer will seek legal advice regarding the external reporting requirements that apply.
15. Where the Chief Financial Officer forms a reasonable suspicion that corrupt or improper conduct has occurred or may be occurring, and particularly in circumstances where there are reasons why IHM may not wish to conduct an investigation itself, IHM may notify the Independent Broad-based Anti-corruption Commission (IBAC) in accordance with section 57 of the Independent Broad-based Anti-corruption Commission Act 2011 (Vic). In such cases, IBAC may elect to undertake an investigation or it may refer the matter to another body (including back to IHM) to investigate.
16. A complainant seeking the statutory protections afforded by the Public Interest Disclosures Act 2012 (Vic) must take their complaint to the Independent Broad-based Anti-corruption Commission (IBAC).
17. Any report of suspected fraud and corruption needs to provide sufficient information to determine further action. As a guide, the report should include: a description of the alleged incident, who was involved, where and when the incident occurred, an estimate of the impact and any available documentary evidence at hand. For example this may include relevant letters and emails, receipts, invoices, records of conversations, statements or other written material.

18. At any time, reporting of known and suspected fraud and corruption incidents should be kept confidential and may be disclosed to others on a 'need-to-know' basis only.
19. The Chief Financial Officer's response to a report of fraud or corruption is contingent upon the nature and seriousness of the alleged conduct. The Chief Financial Officer may utilise the services of an appropriate independent person as part of their preliminary inquiries into the substance of an allegation.
20. Having formed the view that a formal investigation is warranted, the Chief Financial Officer can commission an investigation by a suitably qualified person or persons. The investigator must ensure that evidence is protected from contamination, tampering or damage and that the chain of evidence is maintained.
21. The investigation will be conducted in accordance with these principles:
 - a. Proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process;
 - b. the investigator must not have a personal, professional, direct or indirect interest in the matter being investigated. The investigator must disclose actual, perceived or potential conflicts of interest to the Chief Financial Officer as soon as they are aware in order that a different investigator can be appointed;
 - c. Confidentiality - information will be disclosed to others on a 'need-to-know' basis;
 - d. All relevant parties to a matter will be given reasonable opportunity to be heard and all submissions considered; and
 - e. The investigator will provide a report to the Chief Financial Officer at the conclusion of the investigation that identifies whether fraud or corrupt conduct has occurred, and other policies and procedures may have been breached, including recommendations.
22. An Incident Register is to be kept of all allegations/incidents and fraud investigations and to be reported to the Audit and Risk Committee. This record shall at a minimum record the following:
 - a. Date and time that the report was made and by who;
 - b. A description of the alleged incident, who was involved, where and when the incident occurred, an estimate of the impact;
 - c. Action taken following discovery; and
 - d. Results, conclusions and actions taken as a result of the investigation.
23. Where an IHM staff member or a student is involved in an incident of fraud or corruption in the course of their IHM duties, IHM will take appropriate disciplinary measures in accordance with the Performance Management Policy and Procedure and Student Misconduct Policy and Procedure.
24. IHM will not tolerate any victimisation against any person who reports wrongdoing. IHM will take appropriate action regarding such conduct, which may include termination of employment, contract or association with IHM.
25. The Chief Financial Officer will notify the Chief Executive Officer if allegations of fraud and corruption have been substantiated. The Chief Executive Officer will ensure that the Tertiary Education Quality and Standards Agency (TEQSA) is notified where required under the Tertiary Education Quality and Standards Agency Act (2011).

26. If found to involve the misappropriation of money, stores or property, the Chief Financial Officer in consultation with the Chief Executive Officer will report fraud or corrupt conduct to the police.
27. IHM will actively pursue the recovery of any money or property lost through fraud or corruption if there is a strong prospect of a net benefit to IHM from such action, as determined by the Chief Executive Officer on the recommendation of the Chief Financial Officer.

Responsibilities

28. The Chief Financial Officer will:
 - a. Implement and oversee the operation of IHM'S internal control framework that will cover fraud and corruption prevention and detection and make improvements where required;
 - b. Ensure that all IHM students, staff and associates are provided with information and training making them aware of their responsibilities under the Fraud and Corruption Prevention and Control Policy and Procedure;
 - c. Report at least annually to the Executive Management Committee and the Audit and Risk Committee on how fraud and corrupt conduct risks are being managed throughout IHM; and
 - d. Notify relevant staff members so that appropriate disciplinary measures for students, staff and associates can be undertaken in accordance with the Performance Management Policy and Procedure and Student Misconduct Policy and Procedure.
29. The Academic Dean is responsible for the independent review and monitoring of the effectiveness of the Academic Honesty and Integrity Policy.
30. The Human Resources Manager is responsible for ensuring that all Executives and Senior Managers undertake relevant induction training as required and that the Performance Planning and Review process clearly supports ethical behaviour, leadership and culture.
31. Academic Directors and Departmental Managers will ensure that fraud and corrupt conduct risks are identified, assessed, mitigated and reviewed in accordance with the Risk Management and Quality Assurance Policy and Procedure.
32. Managers and Supervisors receiving a report of wrongdoing have a responsibility to
 - a. Treat seriously all reports of wrongdoing, and
 - b. Ensure all reports of wrongdoing are dealt with in accordance with the Fraud and Corruption Prevention and Control Policy and Procedure.
33. IHM will use its best endeavours to ensure suppliers are provided with such information as to make them aware of IHM's approach to fraud and corruption (as per the Fraud and Corruption Prevention and Control Policy and Procedure) and responsibilities that may fall on them as individuals or organisations doing business with IHM.
34. Staff will not discuss or report any suspected or proven instance of fraud or corrupt conduct to the media, except with the prior written approval of the Chief Executive Officer.

SECTION 3

Associated Information

Related Internal Documents	Fraud and Corruption Prevention and Control Policy Academic Honesty and Integrity Policy and Procedure Performance Management Policy and Procedure Research Management Policy and Procedure Risk Management and Quality Assurance Policy and Procedure Student Misconduct Policy and Procedure
Related Legislation, Standards and Codes	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 Domain 6
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