

## Managing Fraud and Dishonest Behaviour Policy

### What is the policy about?

This policy outlines the Society's approach to preventing, detecting and responding to fraud and dishonest behaviour.

### Why do we need to have this policy?

The Society has zero tolerance for fraud and dishonest behaviour, whether it is for personal gain or for the benefit of the Society.

Our policy provides clear guidance on what constitutes fraud and dishonest behaviour; roles and responsibilities for all parties within the Society; and procedures to report cases of suspected fraud or dishonest behaviour.

### What does the policy ask of us?

The policy outlines how the Society will proactively prevent, detect and respond to fraud and corruptions. All Society members, volunteers and employees help create a culture that encourages and supports ethical workplace practices and responsibility across the Society.

Members can help prevent fraud or dishonest behaviour by:

- Adhering to the Society's Code of Conduct
- Adhering to this policy and seeking advice or support on how to implement it
- Reporting immediately any instances of known or suspected fraud, dishonesty, theft or serious waste of Society money or resources (see below)

Members can help prevent fraud and dishonest behaviour and support the effective implementation of related policies by:

- Managing actual or potential conflicts of interest.
- Ensuring any expenditure is approved in line with approved delegations, as outlined in the Delegations of Authority Policy.
- Ensuring Conference, Regional and Central Council funds are managed in accordance with the Cash Handling Policy and the Store Cards Policy.

**If a Member suspects fraud or dishonest behaviour may be occurring, they should report this to their Conference President immediately, who will escalate it as appropriate.**

Alternatively, if a case of suspected fraud or dishonest behaviour involves a Conference President, members can report their concerns through the whistleblower hotline (1300 304 550) or by emailing [vinniesnsw@stoline.com.au](mailto:vinniesnsw@stoline.com.au).

The State Council President will be kept informed of any allegations of fraud relating to members.