# Fraud and Corruption Incident Report Form

**Fraud and corruption can be committed by an AITSL employee (internal fraud and corrupt conduct) or by persons outside of the company (external fraud and corrupt conduct). It may also be committed jointly by an employee and outside party. Offences of fraud and corruption against the Commonwealth may be prosecuted under a number of different Commonwealth laws.**

**AITSL defines Fraud as ‘dishonestly obtaining a benefit, or causing a loss, by deception or other means’ in accordance with the** [**Commonwealth Fraud Control Framework**](https://www.ag.gov.au/integrity/publications/commonwealth-fraud-control-framework)**.**

**AITSL defines corruption as ‘dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interest of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity’, in accordance with the AS/NZ 8001:2008 – Fraud and Corruption Control.**

**In accordance with the *National Anti-Corruption Commission Act 2012*, corrupt conduct or corruption may be criminal or non-criminal in nature and may affect any aspect of an entity, for example, an employee being offered or accepting a bribe, or engaging in fraud against the entity.**

**If you would like to report a suspected incident of fraud or corruption, please complete this form and email it and any supporting documentation to** **speakup@aitsl.edu.au****. AITSL will treat your contact details as confidential; however, you may be disclosed as the reporter of a fraud or corruption incident in certain circumstances, such as if the fraud or corrupt conduct is prosecuted. You may choose to remain anonymous; however, an anonymous report will significantly hinder the investigation and prosecution of the potential fraud or corruption.**

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| Contact Details |  |
| Report Date | Click or tap to enter the date you are making this report. |
| Anonymity *Please check one of the boxes* |[ ]  I would prefer to remain anonymous. |
|  |[ ]  I have provided my contact details below.  |
| Full Name | Click or tap here to enter your full name. |
| Email Address | Click or tap here to enter your email address. |
| Contact Number | Click or tap here to enter your best contact number. |
| Postal Address | Click or tap here to enter your postal address. |

| Fraud Details |  |
| --- | --- |
| Date Committed | Click or tap here to enter date, dates, or date range the potential fraud or corruption was committed. |
| Person(s) Name(s) | Click or tap here to enter the name(s) of the person(s) who committed the potential fraud or corruption). |
| Company/Organisation | Click or tap here to enter the name of the company/organisation for whom the person that may have committed the fraud or corruption works. |
| Location  | Click or tap here to enter the location the potential fraud or corruption occurred. |
| Approximate Value  | Click or tap here to enter the approximate value of the potential fraud or corruption. |
| Detailed Description  | Click or tap here to enter a detailed description of the potential fraud or corruption. Please include as much detail as possible. |
| Supporting Documentation *Please check one of the boxes* |[ ]  I have supporting documentation |
|  |[ ]  I do not have supporting documentation  |
|  | If you do have supporting documentation, please list each document below and submit them with this form to**speakup@aitsl.edu.au**. |

| Additional Formal Fraud and Corruption Reporting |
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| Have you reported the fraud or corruption to anyone else? (including your manager, the police etc.)*Please check one of the boxes* |[ ]  Yes |
|  |[ ]  No |
| If yes, to whom did you report it? | Click or tap here to enter the full name of the person to whom you reported the fraud or corruption. |
| If yes, when did you report it? | Click or tap here to enter the date you reported the potential fraud or corruption. |

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| AITSL Fraud and Corruption Control Officer |
| Name of Receiver  | Click or tap here to enter your full name. |
| Date Received | Click or tap to enter the date the report was received. |
| Signature  |  |
| AITSL Risk, Audit and Finance Committee (RAFC) |
| Chair of the RAFC | Click or tap here to enter your full name. |
| Date Received | Click or tap to enter the date the report was received. |
| Signature |  |