### Suspected instance of fraud or corruption:

- **Do** Document your observations
- **Do** Report immediately in accordance with appropriate processes
- **Do not** investigate the matter yourself
- **Do not** talk to others about this matter

# Report the suspected fraud or corruption to the most appropriate person:

- Your direct supervisor, manager or Principal
- EDU SERBIR
- Senior Executive Service (SES) level staff

#### **SERBIR**

Any instance of suspected fraud or corruption <u>MUST</u> be reported to the SERBIR to consider appropriate action.

If the need for a formal investigation is determined, the SERBIR will seek the appropriate method for investigation.

If the suspected or instance of corruption is serious or systemic then the SERBIR <u>must</u> report to the Integrity Commissioner

## **SES Officers**

### **External Investigation**

A matter may be referred to an external investigator such as the Australian Federal Police and where required the Deputy Public Prosecutor.

#### **Internal Investigation**

A preliminary assessment will be conducted with support from EDU People and Performance.

Should it be required, the matter will be referred to the ACT Public Sector Standards Commissioner for investigation by the Professional Standards Unit or an external investigation service provider selected from the Administrative Reviews, Investigations and Related Services (ARIRS) panel.

### **Integrity Commissioner**

Refer all suspected or actual cases of serious or systemic corrupt conduct to the Integrity Commissioner.

## **Monitoring and Review**

The SERBIR will monitor the ongoing investigation, whether internal or external, and provide notification of outcomes to impacted staff and managers, in accordance with established legal and policy requirements.