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# Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd

## **FRAUD CODE OF CONDUCT AND POLICY (includes Incident Report Form)**

### **How to Report – Stakeholders**

Stakeholders, including, providers, personnel, employers, participants and subcontractors can access the Organisations' Fraud Control Policy and Risk Management Plan and the Fraud Code of Conduct and Policy online at [www.status.net.au](http://www.status.net.au).

All suspected fraudulent or other improper conduct coming to the attention of any stakeholder must be immediately reported to the Fraud Control Officer.

The reporting of fraud is to be actioned using the Fraud Incident Report form and submitted to the Fraud Control Officer via phone 08 8377 0101 or email address : [raf@status.net.au](mailto:raf@status.net.au)

The information reported should include (if available and without conducting any form of investigation):

- Details and dates of the suspected incident
  - Details of the persons involved (including where relevant, details of the employee, supplier, member of other external party)
  - The estimated value of any loss in respect of the alleged misconduct or fraudulent conduct.
- In the event that fraud is detected, reported or suspected an investigation will be conducted by appropriately skilled and experienced personnel who are independent of the section in which the alleged fraud has occurred.

This independent party may include:

- an external law enforcement agency
- a member of the Board
- a manager or other senior person, or
- an external consultant operating under the direction of a Director of the Organisation
- the Services Australia (Transition to Work) "Tip-Off Line" on 131 524 or the Department of Social Services (Disability Employment Services) Fraud Hotline on 1800 133 611 and National Disability Insurance Scheme Fraud Reporting and Scams Helpline on 1800 650 717 or [fraudreporting@ndis.gov.au](mailto:fraudreporting@ndis.gov.au), may be contacted directly for reports highlighting the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position, and without the need to consult other independent parties.

To be completed by the Fraud Control Officer  
 Report No.: \_\_\_\_\_/20\_\_

Fraud Incident Report Form

|   |  |
|---|--|
| 1. Date of report   |  |
| 2. Details of person taking this report   |  |
| 3. Details of person making report  |  |
| 4. Particulars of the suspected fraud including details of persons suspected of involvement (including position and location if internal), dates of offence, method used to perpetrate the fraud. |  |
| 5. Estimated value of any loss (could include cash, asset values, transaction value, etc)   |  |
| 6. How was the incident detected?   |  |
| 7. Sources of evidence – witnesses, electronic data, documents.   |  |
| 8. Date / time and how notified to line manager   |  |
| 9. Date / time and how notified to the SLG/Board?   |  |
| 10. How did the incident come to the attention of the Organisation?   |  |
| 11. Internal control issues contributing to the incident  |  |
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|---|--|
| 12. Action taken in relation to internal control issues |  |
| 13. Preliminary investigations undertaken and results   |  |
| 14. Further investigations proposed                     |  |

Approved by: Gary Hatwell

Signature: 

Date: 1/7/2023