



POLICY - FRAUD

ID No: FBC-18-698

Version: 1.0

Applies to: All staff, contractors, and volunteers

Applicable Legislation:

- Aged Care Act 1997
- National Disability Insurance Scheme Act 2013
- NDIS Quality and Safeguards Commission
- Aged Care Quality and Safeguards Commission
- Associated Incorporations Act 1964

Contractual Obligations:

- Current Enterprise Agreement
- Individual Contracts of Employment

No concise legal definition of fraud exists. The term is used to describe acts such as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts, and collusion.

For practical purposes, and for this policy, fraud may be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation, or causing loss to another party.

This policy is concerned with occupational fraud ie fraud committed by Family Based Care Tasmania (FBC) employees or contractors in the course of their work.

Description

Occupational fraud and abuses fall into four main categories:

- theft, the misappropriation or misuse of assets for personal benefit;
- bribery and corruption;
- false accounting and / or making fraudulent statements with a view to personal gain or gain for another, for example falsely claiming overtime, travel and subsistence, sick leave, or special leave (with or without pay);
- externally perpetrated fraud against FBC.

Policy Statement

FBC is committed to preventing fraud and corruption from occurring and to developing an anti-fraud culture. To achieve this FBC will:

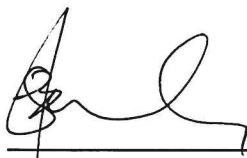
- develop and maintain effective controls to prevent fraud;
- ensure that if fraud occurs a vigorous and prompt investigation takes place;
- take appropriate disciplinary and legal action in all cases, where justified;
- review systems and procedures to prevent similar frauds;
- investigate whether there has been a failure in supervision and take appropriate disciplinary action where supervisory failures occurred; and
- record and report all discovered cases of fraud.

Central Principles

FBC staff must have, and be seen to have, the highest standards of honesty, propriety, and integrity in the exercise of their duties.

FBC will not tolerate fraud, impropriety, or dishonesty and will investigate all instances of suspected fraud, impropriety, or dishonest conduct by FBC staff, contractors, or clients.

FBC staff must not defraud FBC, other FBC staff, FBC clients, or FBC contractors, in any way.

Authorised by: 

A | President of the Board

Date: 15/11/2021
