



**POLICY ON FRAUD, CORRUPTION AND NON-COMPLIANCE**



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## TITLE AND COPYRIGHT

<b>Title</b>	<b>Policy on Fraud, Corruption and Non-Compliance</b>
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## DOCUMENT CONTROL DETAILS

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## 1. PURPOSE

The University maintains a zero tolerance policy with regard to fraudulent activities and intentional non-compliance with policy, rules and procedures.

Employees shall not use their authority or position for personal gain and shall seek to uphold and enhance the standing of the university by maintaining an unimpeachable standard of integrity in all their business relationships, both inside and outside the university.

The University subscribes to and supports the government anti-Fraud, Bribery and Corruption efforts in terms of the Corruption Act 94 of 1992, Public Finance Management Act 1 of 1992 and Protected Disclosure Act 2 of 2000 (Whistle Blowers Protection Act).

## 2. DEFINITIONS

In this document, unless otherwise indicated, the following words and phrases shall have the following meanings:

**2.1 "Fraud"** means any act by a staff member, direct or through another person or organisation, which is a false representation to gain unjust advantage, that has a negative bearing on the integrity, honesty and the welfare of the institution;

**2.2 "Corruption"** means an act by a staff member, direct or through another person or organisation, which is meant to receive or give direct or indirect compensation or payment to whom it is not due, for something he/she should not do or for not doing something he/she should have done; and

**2.3 "Non-compliance"** means any deliberate act by a staff member not in line with or against the policy, rules and procedures of the institution.

## 3. RULES

**3.1** All staff members have to acquaint themselves with all policies, rules and prescribed procedures of the University. Non-compliance with any of the aspects will be regarded as a transgression and will be dealt with in terms of the disciplinary code and procedures of the University.

**3.2** Every staff member has an obligation to report any suspected fraudulent act or non-compliance once it has come under his/her attention.



3.3 The person laying charges must decide what appropriate channel should be used.

3.4 The channel must ensure confidentiality.

3.5 Any suggestion to prevent an incident, or the repetition thereof, should be addressed to the Internal Audit.

## 4. PROCEDURE

4.1 In line with the government's quest to eliminate fraud and corruption within the South African community, the University encourages members of its community to report fraud and corruption. In accordance with the Protected Discloser Act 2 of 2000, The University will ensure protection of the individual reporting fraud and corruption and will investigate the report as such.

4.2 A distinction should be made between:

- Non-material issues, e.g. gossips and hunches, for financial inspection.
- Material issues, e.g. reasons for an internal audit.
- Corruptive issues, e.g. reasons for a forensic audit.

The factual correctness of a concern or incident should be determined.

4.3 All issues must be reported confidentially to the "Fraud Hotline" or Internal Audit Unit, Chairperson of Audit Committee or members of Council who are not staff members.

4.5 In the event of sensitive matters, complete confidentiality can be assured by directly contacting the Internal Audit Department or the contracted Internal Audit Firm.

This policy must be seen in context to the Code of Conduct for staff, especially with reference to conflict of interest, bribery, gifts and entertainment.

## 5. FORMS

None

## 6 RELATED POLICIES AND DOCUMENTATIONS

## 7 REGULATORY FRAMEWORK

GAAP

King III report on Corporate Governance



Higher Education Act (Act 107 of 1997)

**8 REVIEW DATE**

This policy will be reviewed after three years or as and when the need arises.

**9 RECORD OF CHANGES**

REVISION	DATE	AUTHOR(S)	DESCRIPTION

**10 APPROVAL**

A handwritten signature in black ink, appearing to be 'R. Q. J.', written over a horizontal line.

Registrar (Secretary of Council)