

Fraud and Anti-Corruption Policy

Purpose

1. To outline Public Skills Australia's policy for responding to fraud and corruption-related incidents.

Objectives

2. To raise awareness among Public Skills Australia staff and contractors about the actions that may be considered fraudulent or corrupt, and to outline reporting requirements and disciplinary procedures.

Scope

3. This policy is to be read in conjunction with the Constitution of Public Safety Skills Australia Limited and all Public Skills Australia policies; no policy is a standalone document.
4. All Public Skills Australia policies are to be read in conjunction with following Australian Government Department of Employment and Workplace Relations (DEWR) documents:
 - *Jobs and Skills Councils Code of Conduct*
 - *Jobs and Skills Councils Integrity Framework*
 - *Jobs and Skills Councils Performance Framework*
 - *Jobs and Skills Councils Program Guidelines*
 - *Performance and Monitoring Framework* (under development)
 - *Training Package Organising Framework (TPOF)*
 - *Stage 2 Grant Agreement.*
5. All Public Skills Australia policies apply to staff and Company office holders, as well as contractors, subcommittees, networks, and working groups when undertaking work on behalf of Public Skills Australia.

Definitions and examples

Fraud	For the purposes of this policy, fraud may include: • dishonest activity that may cause actual or potential financial loss • theft of monies or property where deception is used • falsification, destruction or concealment of documentation • misuse of Company resources (vehicles, computers, stationery etc.) • false medical certificates, timesheets, allowances, utilised leave • accounting fraud, asset misappropriation, tender fraud • sale or use of the Company's intellectual property.
Corruption	For the purposes of this policy, corruption may include: • abuse of a position of trust • acts contrary to the best interests of Public Skills Australia to gain personal advantage or benefit for another • serious conflict of interest • accepting or paying bribes • release of confidential information.
Modern slavery	Modern slavery¹ should be avoided by all Public Skills Australia staff and contractors, and for the purposes of this policy may include practices involving: • exploitation, servitude, human trafficking, forced labour • the use of coercion, threats, or deception to exploit victims and undermine their freedom.

Reporting

Staff obligations

- Public Skills Australia staff and contractors should report any instances of fraud, corruption, or modern slavery to the executive team within 24 hours of identifying such conduct.

¹ Australian Government, Attorney General's Department: Modern Slavery
<https://www.ag.gov.au/crime/people-smuggling-and-human-trafficking/modern-slavery>

7. Should Public Skills Australia staff and contractors engage in instances of fraud, corruption, or modern slavery, this may result in dismissal.

Public Skills Australia obligations

8. Public Skills Australia is required to report instances of fraud and/or corruption to the Commonwealth Government within 5 business days of becoming aware of such activity.
9. Public Skills Australia is required to report instances of modern slavery to the Commonwealth Government as soon as practicable after becoming aware of such activity.
10. Public Skills Australia will comply with any reasonable directions from the Commonwealth Government in reporting such matters.

Reviewing this policy

11. This policy will be reviewed when applicable and within 3 years.

Version control

Version Number	Date	Comment
Version 1	May 2023	Policy created
Version 2	August 2024	Administrative Style Changes