



### Squash Australia Ltd

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### Affiliations

World Squash Federation  
Australian Commonwealth Games Association  
Oceania Squash Federation  
Confederation of Australian Sport  
Australian Olympic Committee

# ANTI-CORRUPTION AND FRAUD POLICY

*(Regulation 18 – Anti-corruption and Fraud Policy)*



## VERSION CONTROL

Version 1.0	August 2018
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Principal Partner



Official Ball



# SQUASH AUSTRALIA POLICY

<b>Title:</b>	Anti-corruption and Fraud
<b>Document Number:</b>	Regulation 18
<b>Last Review Date:</b>	August 2018
<b>Next Review Date:</b>	August 2020
<b>Responsible Person:</b>	CEO
<b>Authority</b>	This Policy is made under clauses 11 and 19 of the SA Constitution. It is binding on all Members of SA and is to be interpreted in accordance with the SA Constitution.

## 1. INTRODUCTION

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The purpose of this Policy is to assist in the prevention of fraud and corruption occurring within Squash, and to prescribe the action to be taken if fraud or corruption occurs or is alleged to have occurred.

## 2. DEFINITIONS

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Fraud is the act of deception deliberately practiced in order to secure unfair or unlawful gain. It extends beyond the legal definition of fraud to benefits obtained that can be both tangible and intangible. It encompasses activities and/or behaviours broader than misuse of monies.

Corruption is an act undertaken with the intent to give some advantage inconsistent with official duty and the rights of others. It includes bribery, extortion, and the misuse of inside information.

## 3. SCOPE

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This Policy covers all Squash organisations and their Members. This Policy should be read in conjunction with other SA policies in the SA integrity framework.

## 4. POLICY

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SA regards and treats corruption and fraud seriously. SA is committed to protecting public money and property from any attempt, either by Members, members of the public, contractors, sub-contractors, agents, recipients, intermediaries or its own staff, to gain by deceit, financially or through other benefits. In this regard, SA:

- a. maintains a 'zero tolerance' attitude towards corruption and fraud;
- b. will provide adequate security for the prevention of fraud and corruption. This includes the provision of secure facilities for the storage of property, and procedures to deter corrupt activity or theft from occurring;
- c. requires that any case of suspected or detected corruption or fraud must be reported immediately to the SA CEO;
- d. adopts a risk management approach to the prevention, detection and investigation of suspected fraudulent activity that is incorporated into its business processes, management practices, internal controls and related activities;

- e. commits to training personnel in ethics, privacy and fraud awareness activities; and
- f. applies other appropriate sanctions against those who have committed fraud.

#### **4.1 SA Personnel (contractors, volunteers and staff) Responsibilities**

SA personnel (contractors, volunteers and staff) are responsible for the following actions in a manner that is reasonably practicable. SA personnel must:

- a. conduct their functions and duties with honesty and integrity;
- b. adhere to the Policy and other SA policies and guidelines that are put in place to deter and manage fraud or corruption. A breach of the Policy could result in SA taking disciplinary action against the offending personnel including immediate termination of employment or contract;
- c. exercise due care for the property that is in their control, and reporting to their supervisor situations they are aware of in which property is at risk of theft;
- d. immediately advise their supervisor of any fraudulent or corrupt conduct of which they become aware; and
- e. report other personnel or third parties involved in fraud or corruption in accordance with the Policy.

#### **4.2 International**

As SA expands its development reach across International borders, it should also be noted that other cultures view corruption and fraud differently. SA and its Members representing Squash shall not engage in any corruption or fraud that will bring SA into disrepute. In societies with a culture of ritualized gift giving, the line between acceptable and unacceptable gifts is often hard to draw and members should use their discretion in dealings outside Australia and if unsure contact the SA CEO.

Discouraging corruption and fraud overseas also assists developing countries in bringing about a sustainable reduction in corrupt behaviour for the purpose of improving economic and social development.

#### **4.3 What to Report?**

To report allegations or concerns that fraud occurred or is occurring, the complainant should provide as much detail and information as possible. At first instance, the information should include:

- a. name/s of parties involved;
- b. name of activity;
- c. brief details of detected/suspected fraud or corruption; and
- d. any other relevant information.

Information on the identity of someone reporting fraud is strictly confidential and will not be released without the consent of the complainant.

#### **4.4 Further Information**

For further information or to report any suspected or detected fraud that may have occurred or is occurring on any SA financed or related activity, please contact:

**Chief Executive Officer**

Squash Australia

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150 Caxton Street

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