Appendix E: Flowchart for managing reports of fraud and corruption

1. **Person makes a report of suspected fraud and/or corruption to a University Officer**

2. **The University Officer in receipt of an appropriate report refers it to the Senior Deputy Vice-Chancellor and Registrar (SDVCR) as soon possible and in a confidential manner**

3. **SDVCR makes notification to the Commission**

   - **Yes**: **SDVCR has reasonable grounds to suspect misconduct?**
     - **No**: **Misconduct as defined by the CCM Act**
     - **Yes**: **University requires investigation to be carried out?**
       - **No**: **University conducts investigation in accordance with the industrial and other governing instruments, as applicable**
       - **Yes**: **University conducts investigation in accordance with directions of the Commission, industrial and other governing instruments, as applicable**

4. **Commission requires investigation to be carried out?**

   - **Yes**: **University requires investigation to be carried out?**
     - **No**: **University conducts investigation in accordance with the industrial and other governing instruments, as applicable**
     - **Yes**: **University conducts investigation in accordance with directions of the Commission, industrial and other governing instruments, as applicable**

5. **The Commission and University report findings of investigations to determine further action and/or penalty**

6. **Misconduct found?**

   - **Yes**: **Potential prosecution by Police**
   - **No**: **No disciplinary action**

7. **Misconduct under applicable industrial instrument found?**

   - **Yes**: **Potential disciplinary action by University**
   - **No**: **No disciplinary action**

8. **Confidential advice on the appropriateness of a report is available from the Associate Director, Risk and Legal, the Director, Human Resources and the Manager, Complaint Resolution Unit.**

   A copy of any report that is not deemed appropriate must be provided to the Manager, Complaint Resolution Unit.

9. **A report should be made to the supervisor of the University Officer that is the subject of suspicion. Where this is not possible or appropriate, to the next-level supervisor or a Senior Manager, e.g. Director, Human Resources or Manager, Complaint Resolution Unit.**

   A person who makes a report should be aware of their responsibilities under 3.8 of the Policy.