

	Fraud Reporting Guidelines	<Department>
	March 2022	3
Target audience:	<ul style="list-style-type: none"> All Staff 	
Contact person:	Chris Riorden, Legal	
Policy owner:	Mark Graham, Chief People Officer	
Related Standards:		Related Guidance documents:
<ul style="list-style-type: none"> Nil 		<ul style="list-style-type: none"> Nil
Effective date:	Updated as per:	Modification:
3 March 2022	September 2021	Updated Template
Approved by:		Approved on:
Chris Riorden, General Counsel		1 March 2022
<p>Group Policy compliance</p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

I. PURPOSE OF THE POLICY

Fraud is a criminal act and is taken most seriously at RGF Staffing APEJ. These guidelines set out the procedure to be followed in the instance of employee and/or contractor-initiated fraud. Examples include supplying false timesheets or invoices, 'inventing' a false employee, and use of CMG or client orders to obtain goods, services, or monies for personal use.

There are very serious consequences for anyone who commits or is involved in a fraud, including recovery actions, fines, termination of employment or engagement and, potentially, imprisonment.

In relation to any other instances of suspected fraud, contact your manager (in the first instance) for direction, and if unsure, contact P&C or Legal for guidance, or otherwise action in accordance with CMG's Whistleblower Policy.

II. SCOPE OF THE POLICY

This Policy applies to all employees of, and third parties acting for or on behalf of RGF Staffing APEJ, including Entities over which RGF Staffing APEJ has control or which are trading under the name of RGF Staffing APEJ.

III. COMPULSORY ITEMS

Understanding the steps to report a fraud issue.

IV. GOLDEN RULES

Escalate fraud or suspected fraud to your manager immediately.

V. GLOSSARY

Official term	Explanation
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