

Responding to corrupt conduct

INTERNAL INVESTIGATIONS CHECKLIST	Yes	No
Does your agency have an internal investigations policy and procedures?		
Does your agency have suitably trained and experienced staff to conduct internal investigations?		
Does your agency have provisions to use an outside provider if necessary?		
Does your agency's internal investigations policy and procedures outline what to do if corruption (e.g. fraud) is suspected?		
<p>Does your agency's internal investigations policy and procedures:</p> <ul style="list-style-type: none"> a. identify who is responsible for managing and conducting internal investigations? b. emphasise the need for confidentiality to be maintained as far as possible? c. provide staff and supervisors with clear instructions as to what to do if involved in an internal investigation? d. include provisions to discipline staff who breach the confidentiality of a Protected Disclosure? <ul style="list-style-type: none"> a. make clear statements of policy to guide those conducting the investigation? b. state that the provisions of the relevant awards or legislation are to be observed? c. provide information for those who might become involved (as witnesses etc)? e. ensure that the officer responsible for reporting section 11 matters to the ICAC is made aware of internal investigations? 		
Is internal investigations training and professional development for identified staff positions part of the organisation's Corruption Prevention Policy and Plan?		
Have your internal investigation policy and procedures been reviewed in the last two years?		
<p>If your organisation has been the victim of a suspected serious crime in the past five years, was any person:</p> <ul style="list-style-type: none"> a. convicted of an offence? b. charged, but not convicted, of an offence c. allowed to resign with a reference? d. allowed to resign without a reference e. dealt with administratively and allowed to remain employed. <p>If you answered as follows – no to (a) and (b), yes to (c), (d) and (e) - review the reasons why and review your policy and procedures.</p>		