

CSIR FRAUD AND ETHICS HOTLINE

Issues that cannot be resolved by using CSIR's normal internal communication channels should be reported to the Fraud and Ethics Hotline

IF YOU ARE NOT SURE, REPORT IT ANYWAY!



WHAT SHOULD BE REPORTED to the Fraud and Ethics Hotline

Any wrongdoing

- Theft, fraud, crime syndicate activities, misconduct

Not obeying company policies or procedures

- Overriding controls and processes
- Breaching safety and access controls
- Breaching all other internal policies and procedures

Not obeying the law

- Regarding safety, health and environmental issues
- On irregular, fruitless and wasteful expenditure
- By undertaking regulated activities without valid licences, permits or registrations
- Which applies to CSIR activities

Highly sensitive issues

- All forms of harassment, victimisation, nepotism, racism, professional jealousy or sabotage

REMEMBER

- You can remain completely anonymous
- You can call 24 hours a day, 365 days a year

MAKE THAT CALL

Free Call: 0800 222 584

Email: csir@thehotline.co.za

SMS: 30916

Fax: 0800 726 1681

Website: <https://www.thehotline.co.za/report-use-0800222584-to-report>

Post: PO Box 10512, Centurion 0046

Vuvuzela hotline mobile app: Download from the Play Store and use 0800 222 584 to report

Abuse of company property and equipment

- By unlawfully accessing and using CSIR assets (all types of assets) for personal gain

Collusion with external and internal parties

- Syndicated conduct aimed at misusing or causing loss to the CSIR
- Disclosing or using private CSIR information for personal gain
- Interfering with procurement processes in favour of any party
- Inflating quotations and creating tenders in favour of any party
- Manipulation of research work or results (plagiarism, academic/research dishonesty)

Theft of time

- Exaggerations or incorrect information on:
 - Timesheets
 - Extended lunches
 - Prolonged personal calls
 - Unauthorised leave

Bribery and corruption

- A supplier offering bribes or favours to an employee to gain a tender
- A potential candidate offering bribes or favours to a recruiting manager, staff or agent

WHAT SHOULD NOT BE REPORTED TO Tip-offs Anonymous?

- Petty arguments among staff
- Product complaints
- Service complaints
- Personality clashes
- Salary complaints
- All matters that can be resolved through the Grievance Procedure of the CSIR