Massey University relies on its staff and students to maintain the highest ethical standards in performing their duties and in their interactions with the University. Staff and students should expect other members of the University community to adhere to those same standards.

Any case of suspected or detected fraud or corruption must be reported without delay to any of the following: the Director Governance and Assurance, the Employment Relations Manager, or your manager, in accordance with the [Fraud and Corruption Policy](https://masseyuni.sharepoint.com/:b:/s/RiskAssurancePoliciesProcedures/EVl9d4SdRi5InRNnc3OAJvkBMJjsioKPGl3dzxKhp1_T2g?e=eHwojd).

This form will assist you in making a notification. Please provide as much detail as possible on the form, and where available provide any supporting documentation as separate attachments**. The fields on the form are editable in MS Word and will expand to accommodate paragraphs of text.**

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| **1. GENERAL DETAILS** | |
| Provide a full detail of the fraud or corruption allegation you are making. For ease, please write this in chronological order of events, as it is known. It is important to note as much detail as you can, including times and dates, places, and details of conversations/interactions where applicable.  It is important this information is factual so if you are not sure of the exact time/dates, please note this.  Click or tap here to enter text. | |
| Date/date range of incident | Click or tap here to enter text. |
| Name/title of suspected offender(s) | Click or tap here to enter text. |
| Department/Service Unit of suspected offender(s) | Click or tap here to enter text. |
| Please provides details of any witnesses (where applicable) | Click or tap here to enter text. |
| What information may the above witness be able to provide/substantiate? | Click or tap here to enter text. |

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| **2. Notification history** |
| Are you aware of whether this allegation of fraud or corruption has been notified previously?  Yes  No |
| If yes, please advise if anyone has received this notification or has been advised of this matter:  Click or tap here to enter text. |
| **3. Response** |
| Upon receipt of this notification, further information will be gathered and assessed to determine whether there are sufficient grounds to warrant a full investigation. This will be undertaken in accordance with the [Fraud and Corruption Response Procedures](https://masseyuni.sharepoint.com/:b:/s/RiskAssurancePoliciesProcedures/Ea0dLWciHItBvW5Q3bmC39MBcXcMmO6Cjq5W8NMltFe8WA?e=w5Tcyw).  This initial fact-gathering exercise will be confidential to the investigation team. |

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| **3. YOUR DETAILS** |
| **Anonymous notifications:**  You are able to make this notification anonymously by sending a printed copy of this completed form in the internal mail to the Director Governance and Assurance (PN 124).  Please note that if you do make the notification anonymously, we may be unable to fully investigate the circumstances you have reported or confirm key details if you have not provided sufficient information.  **This is an anonymous notification: YES  No - please provide your contact details**:  Click or tap here to enter text.  **Making a Protected Disclosure**  Disclosures about Serious Wrongdoing at or by Massey University, may be made as a Protected Disclosure, using this form. Please refer to the [Protected Disclosure Policy and Reporting Procedure](https://masseyuni.sharepoint.com/:b:/s/RiskAssurancePoliciesProcedures/EdcK-s0JQPlKsITNZU-IM4gBfMFZMHCx4CTT643Jov-s-g?e=kXFJFu) for further information. If you do wish to make a Protected Disclosure, you will need to enter your contact details above.  I wish to make this a protected disclosure and have entered my contact details: |

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| **3. SUBMITTING THIS FORM** |
| In submitting this form, you declare that the information you have provided is accurate and true to the best of your knowledge.  Misuse of this form to raise meritless or unwarranted claims against another employee will not be tolerated. |