



Be a Fraud Fighter – Set the Tone!



How can you prevent Fraud?

APPLY THE POLICIES AND PROCEDURES OF THE UNIVERSITY

Policies and procedures include various processes and internal controls to minimize fraud.

BE PROACTIVE

Understanding which activities, behaviours and transactions might be questionable can assist in incorporating necessary controls, awareness and preventative measures to detect or prevent fraud. Attend fraud awareness training sessions and observe fraud related communication and circulars to assist in identifying potential fraud.

BE AWARE OF THE RED FLAGS

Remain vigilant and trust your instincts. If you observe something that does not seem right, you should evaluate the situation. Then, if you still have doubts or suspicions, it might be necessary to take action.

REPORT IRREGULARITIES

Report irregularities through the available reporting structures:

- Line Management
- Senior Management
- Protection Services
- HCM Employee Relations
- Student Discipline
- Whistleblowing Hotline



LEAD BY EXAMPLE

- Be a Role Model for Positive Ethics
- Discuss fraud risks and how to prevent fraud from occurring
- Make ethically sound decisions

UJ Whistleblowing Hotline

- Toll-free number: **0800 872 846**
- SMS: **30916**
- Website: **www.thehotline.co.za/report**
- Email: **uj@thehotline.co.za**
- Download the **Vuvuzela Hotline** Mobile App from the Google Play Store and the App Store

Resources: <https://www.fraudweek.com/>