Tip-offs Anonymous
TRUST US, TALK TO US

Issues that cannot be resolved by using the company's normal internal communication channels should be reported to Tip-offs Anonymous.
If you are not sure, report it anyway!

WHAT SHOULD I REPORT TO Tip-offs Anonymous?

- ✓ **Any wrong doing**
  Theft, Fraud, Crime Syndicate Activities
- ✓ **Not obeying company policies or procedures**
  Not following due process in the awarding of contracts
- ✓ **Fraud**
  Submission of false documents during the recruitment process
  Industry fraud schemes through submitting false overtime claims, private expenses as business expenses
  Manipulation of change controls i.e. accounting system for personal gain
  Use of petty cash for private expenses
- ✓ **Highly sensitive issues**
  Sexual Harassment, Nepotism, Racism
- ✓ **Abuse of Company Property and Equipment**
  Making personal calls on the company's telephone account
  Use of the internet, fax machine and company equipment to run your own business
- ✓ **Collusion with external and internal parties**
  Backhanding
- ✓ **Theft of Time**
  Playing computer games in company time - Solataire
  Extended lunches
  Prolonged personal calls
- ✓ **Bribery and corruption**
  Accepting bids that are late without complying with regulations

Remember

- You can remain totally anonymous
- You can call us 24 hours a day 365 days a year

WHAT SHOULD NOT BE REPORTED TO Tip-offs Anonymous?

- ✗ **Petty arguments amongst staff**
- ✗ **Product complaints**
- ✗ **Service complaints**
- ✗ **Personality clashes**
- ✗ **Salary complaints**

Make that call

Free Call:	**0800 867 423**
Free Post:	**KZN 138** **Umhlanga Rocks** **4320**
Free Fax:	**0800 00 77 88**
Email:	**cms@tip-offs.co.za**
Website:	**www.tip-offs.com**

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