

DSBD IS COMMITTED TO ZERO TOLERANCE TO FRAUD AND CORRUPTION

CODE OF CONDUCT

The Code of conduct for Public Service requires every employee irrespective of position to report corruption to the appropriate authorities. Prevention and Combating Corrupt Activities Act no 12 of 2004 requires a person in position of authority in both public and private sector to report corruption.

The Risk and Ethics Management Unit encourages all officials and citizens to report fraud and corruption!

WHAT TO REPORT

To report allegations of corruption, please provide as much information and detail as possible, including **who, what, when, where, why and how**. For example, if you are reporting allegation of fraud, state:

- **Who** committed the fraud? Give the name(s) of the perpetrator (s), and rank. Was he alone? Who else is implicated?
- **What** happened? Describe the act and the amount involved if applicable.
- **When** did it happen? Provide dates, time and how often.
- **Where** did it happen?
- **How** did it happen?



FORMS OF REPORTING

Open Reporting:

The Unit receives reports through Walk-in, emails, telephone via the Deputy Director: Risk and Ethics Management: Ms. Q Ramaboa @ (012) 394 1622/QRamaboa@dsbd.gov.za.

Director: Internal Audit Ms. Nobuhle Buthelezi @ 012 394 1757 /NButhelezi@dsbd.gov.za.

Director: Legal Services Ms. Priya Paideya @ 012 394 1877 /PPaideya@dsbd.gov.za.

You can also talk to the Minister, Deputy Minister and Director-General via the Department's website.

Closed reporting:

Anonymous - 0800 701 701 (National Anti-Corruption Hotline) It's a free call - make it - Blow the whistle on Fraud and Corruption.

ACTION IS TAKEN ONCE REPORTED

- The Risk and Ethics Management Unit maintains a register of allegations reported to the Unit for investigation.
- All cases reported are allocated a reference number for tracking purposes.
- Allegations reported to the Department are screened / assessed by Internal Audit to establish whether they meet the minimum elements of fraud, corruption and/or serious maladministration and to determine on a preliminary basis the strategy to act in response to the allegations made.
- Officials/members of the public can acquire progress update/feedback from Risk and Ethics Management Unit or at Internal Audit once the allegations have been reported using the reference number provided when the matter was reported.



**small business
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Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA