



SAIPATM
YOUR WEALTH

IN THE KNOW

WHAT SHOULD I REPORT TO TIP-OFFS ANONYMOUS?

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!

Any wrong doing

Theft, Fraud, Crime Syndicate Activities

Not obeying company policies or procedures

Over-riding controls
Sharing of user ID's or access badges inaccurate disclosure of one's business mileage

Not obeying the law

Alcohol/Drug abuse
Non-Roadworthy vehicles
Illegal Pollution

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 - Solitaire
Exaggerations or incorrect information on timesheets
Extended lunches
Prolonged personal calls

Bribery and corruption

A supplier offers a kickback to the employee to gain the tender

WHAT SHOULD NOT BE REPORTED TO Tip-offs Anonymous?

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

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

Tip-offs
contact
details:

FreeCall: 0800 077 078
E-mail: saipa@tip-offs.com
Freepost: KZN 138, Umhlanga Rocks, 4320

Freefax: 0800 00 77 88
Website: www.tip-offs.com

Deloitte.



www.saipa.co.za



info@saipa.co.za



SOUTH AFRICAN INSTITUTE OF
PROFESSIONAL ACCOUNTANTSTM

■ YOUR WEALTH