

For ad-hoc reporting by line management to senior management

No.	Allegations	Alleged party involved	Reporting Timeline
1	Corruption OR When a) Police report has been made, b) Suspicious Transactions Report (STR) has been made, c) Case has been reported in media	All parties except Senior Management	Initial case details ¹ within 48 hours (next update within 5 working days)
2	Fraud	Internal staff (HOD and below)	Initial case details within 48 hours (next update within 5 working days)
		External	Within 5 working days
3	Other wrongdoings	All parties except Senior Management	Monthly

¹ Initial case details refer to details concerning any relevant information available, including and not restricted to, nature of allegation(s) and any transaction(s) or grant(s) affected. To note that this is different from Preliminary investigation.