

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 wrongdoing

- Theft, fraud, crime syndicate activities

Not obeying company policies or procedures

- Overriding controls
- Sharing of user IDs 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 by colleague to run own business

Collusion with external and internal parties

- Backhanding

Theft of time

- Playing computer games, such as Solitaire, on company time
- Exaggerations or incorrect information on timesheets
- Extended lunches
- Prolonged personal calls

Bribery and corruption

- A supplier offering a kickback to an employee to gain a tender

REMEMBER

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

MAKE THAT CALL

Free Call: 0800 222 584

Free Post: KZN 138, Umhlanga Rocks 4320

Free Fax: 0800 00 77 88

Email: csir@tip-offs.com

www.tip-offs.com

WHAT SHOULD NOT BE REPORTED TO Tip-offs Anonymous?

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