



TIP-OFFS ANONYMOUS

Issues that can be resolved by using TEBA's normal internal communication channels should not be reported to Tip-offs Anonymous.

TRUST US, TALK TO US

What should I report to tip-offs anonymous?

- ✓ **Any wrong-doing**
Theft, fraud, crime syndicate activities
- ✓ **Not obeying company policies or procedures**
Over-riding and ignoring controls
Sharing of user IDs
Inaccurate recording/disclosing of one's business mileage
- ✓ **Not obeying the law**
Alcohol/drug abuse
Unauthorised use of company's vehicles
- ✓ **Abuse of company property and equipment**
Making personal calls on the company's telephone account
Use of the internet, telephone and company equipment to run personal businesses
- ✓ **Collusion with external and internal parties**
Unapproved personal/family interests in company contracts
Supplying confidential company information to third parties without permission
- ✓ **Theft of time**
Playing computer games in company time
Extended lunches/slack timekeeping
Prolonged personal calls
- ✓ **Bribery and corruption**
Selling of jobs
Selling of records of service

What should not be reported to tip-offs anonymous?

- ✗ **Petty arguments amongst staff**
- ✗ **Product complaints**
- ✗ **Service complaints**
- ✗ **Personality clashes**
- ✗ **Salary complaints**
- ✗ **Sexual harassment, nepotism, racism**

MAKE THAT CALL

Free Call: 0800 87 22 14
SMS (SA only): 32840
International: +27 31 571 8727
Free Post: KZN 138
Umhlanga Rocks
4320
Free Fax: 0800 00 77 88
Email: teba@tip-offs.com
Website: www.tip-offs.com

REMEMBER

You can remain totally anonymous – this means your name is not disclosed
You can call us 24 hours a day, 365 days a year

If you are not sure, report it anyway!