

Fraud Policy

1. INTRODUCTION

The purpose of this policy is to integrate the Employer's policies and processes into a cohesive response to any event where individuals, whether they be Employees or otherwise, deliberately commit to an action, designed to cause loss to the Employer, or to accrue unauthorised benefit for themselves or others. To minimise the risk of this happening, and to manage it when it may occur, the Employer is committed to development and maintenance of best practices, processes, and procedures to promote an exemplary level of honesty and integrity

2. POLICY

- 2.1 There are a number of policies integrated into the Governance, Management, Fund Management, Funding Contracts, and Stakeholder Management areas, of which all Employees are to be aware, and in particular their individual responsibilities under the particular policy.
- 2.2 Where an individual, or a group of individuals, are believed by an Employee to have deliberately committed to an action designed to cause loss to the Employer, or to accrue unauthorised benefit for themselves or others (Fraud), the following process shall apply:
 - a The Employee discovering the possible fraud will bring it to the attention of the manager.
 - b The Employee will note the time, the date, and the nature of alleged fraud, to make any further investigation by the Employer as precise as possible.
 - c Any such disclosure is covered by the Employer's policy on "Protected Disclosures"
- 2.3 Where a manager has an allegation of fraud brought to their attention they will implement the following process.
 - a Discuss with the Employee reporting the possible fraud, the time the date and the nature of the allegation, and any other facts that they believe may be pertinent.
 - b Record this information in writing .
 - c Where the allegations are made against the Manager, the Employee will report directly to the Chair of the Board.
 - d The Employee **will not** undertake any further investigation of their own, or bring the matter to the attention of the person or persons alleged to have committed the fraud, without being expressly directed to do so by the Manager, or the Chair.
- 2.4 Where the Manager is advised of an allegation of fraud s/he will ascertain as quickly as possible the actual nature, and if possible, the value of the alleged fraud,
 - a advise the Chair of the Board of the allegation, and

Responsibility for Procedure: All Employees

Approving Authority: Manager

Reference: Administration

- b seek expert external advice on the best method of proceeding with any investigation, based on the circumstances of the allegation, and the persons involved.
 - c Where the allegations are made against the Chair of the Board the Deputy Chair shall be advised by the Manager.
- 2.5 Where it is the Manager against whom allegations of fraudulent behaviour are being made, the Chair of the Board will implement any investigation in accordance with 2.4 b above.
- 2.6 Where any investigation establishes that a prima-facie exists against an Employee, the Manager, or the Chair of the Board, will implement the Employer's policy on Discipline and Dismissal for Serious Misconduct
- 2.7 Where the fraudulent behaviour appears to have been perpetrated by someone other than an Employee, the Manager will refer the matter to the Police for investigation, after consultation with the Chair.

3. RESPONSIBILITY

- 3.1 Individual Employees are responsible for bringing to the attention of the Employer, any suspected fraudulent behaviour.
- 3.2 The Manager is responsible for advising the Chair of the Board, and implementing any investigation into allegations of fraud after taking expert advice.
- 3.3 Where the Manager is the subject of the allegation, the Chair of the Board will take over that role.

4. PERFORMANCE MEASUREMENT

- 4.1 Where it has become apparent that an Employee may have been involved in fraudulent behaviour, the Employer will initiate the policy on Discipline and Dismissal for Serious Misconduct.
- 4.2 Where the alleged perpetrator/s of the fraud are in receipt of moneys from the Trust, all such funding shall cease until the investigation has been completed, where it is contractually possible to do this.
- 4.3 Where fraud has been proven, the Employer shall initiate action to recover the full cost of the fraudulent activity, investigation, advice, and any other costs which they have incurred, and which could reasonably be attributed to the fraudulent behaviour.

5. REFERENCES

- 5.1 Protected Disclosures Act 2000
- 5.2 Codes of Conduct
- 5.3 Management Policies

Responsibility for Procedure:	All Employees
Approving Authority:	Manager
Reference:	Administration

- 5.4 Funding Contracts Policies
- 5.5 Governance Policies
- 5.6 Fund Management Policies
- 5.7 Stakeholder Management Policies
- 5.8 Crimes Act 1961