

Policy Anti Fraud

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Policy	Anti-Fraud
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1. Introduction.

- 1.1. This document sets out the policy and procedures of AreYou - Training and Consultancy against fraud and other forms of dishonesty.
- 1.2. It applies to Directors, staff and volunteers. Anybody associated with AreYou - Training and Consultancy who commits fraud, theft or any other dishonesty or who becomes aware of it and does not report it will be subject to appropriate disciplinary action.

2. Statement of intent

- 2.1. AreYou - Training and Consultancy will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest. We will not condone any behaviour that falls short of these principles.

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- 2.2. All members of AreYou - Training and Consultancy have a responsibility for putting these principles into practice and for reporting any breaches they discover.

3. Definitions

- 1.1. **Fraud:** A deliberate intent to acquire money or goods dishonestly through the falsification of records or documents. The deliberate changing of financial statements or other records by either; a member of the public, someone who works or is a volunteer for AreYou - Training and Consultancy. The criminal act is the attempt to deceive and attempted fraud is therefore treated as seriously as accomplished fraud
- 1.2. **Theft:** Dishonestly acquiring, using or disposing of physical or intellectual property belonging to AreYou - Training and Consultancy or to individual members of the organisation.
- 1.3. **Misuse of equipment:** Deliberately misusing materials or equipment belonging to AreYou - Training and Consultancy for financial or material benefit.
- 1.4. **Abuse of position:** Exploiting a position of trust within the organisation for financial or material benefit.

4. Culture

- 1.1. AreYou - Training and Consultancy fosters honesty and integrity in its entire staff. Directors, staff and volunteers are expected to lead by example in adhering to policies, procedures and practices. Equally, members of the public, service users and external organisations (such as suppliers and contractors) are expected to act with integrity and without intent to commit fraud against the company.
- 1.2. As part of this, AreYou - Training and Consultancy will provide clear routes by which concerns may be raised by Directors, staff and volunteers. Details of this can be found in our Whistle Blowing policy.
- 1.3. Senior management are expected to deal promptly, firmly and fairly with suspicions and allegations of fraud or corrupt practice
- 1.4. Every member of staff is responsible for:
 - Acting with propriety in the use of AreYou - Training and Consultancy resources and the handling and use of funds whether they are involved with cash, receipts, payments or dealing with suppliers;
 - Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
 - Being alert to the possibility that unusual events or transactions could be indicators of fraud;

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- Alerting their manager when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight;
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events; and
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.