

# Name of organisation

## Fraud policy

### Policy

Fraud is the intention to deceive, a deception made for personal gain. Fraud is a crime and also a civil law violation.

*Name of organisation* will not tolerate fraud. Any fraud will be reported to the police and recovery proceedings will be initiated.

### Processes

1. If a staff member has concerns about possible fraud within the organisation they are encouraged to speak to the Manager or the Chair of the board.
2. Any reporting will be held in strict confidence.
3. It is important that all details are recorded fully, accurately and in a manner that is accessible. In the case of *Name of organisation* Manager or the Board Chair will retain a copy of the details of the report with date and time of when they were notified of the alleged fraud, who reported the alleged fraud, the losses, costs and any other relevant details.
4. Any fraud investigation will need to be conducted within the parameters of relevant laws and regulations. The organisation's lawyer will be advised and interviews with a suspect will be undertaken strictly in accordance with established procedures.
5. The organisation's insurance broker will be advised of any losses and costs incurred by the organisation that are attributable to the fraud and to the process of investigation.
6. On completion of an investigation, follow-up will include a review and, where necessary, the remedying of internal control weaknesses which may have allowed the irregularity to occur.

This policy and the processes work alongside the financial policy and processes.

**Policy approved at meeting of *Name of organisation* (date).**

**Reviewed and approved:**

**Next review:**