Preventing and responding to fraud

"Money is carefully handled and accounted for"

Intent

We value honesty, integrity and transparency in all aspects of our operation.

Controls to prevent fraud and misappropriation are embedded in our policies and procedures. Staff and volunteers must report any suspicion of fraud, misappropriation or other similar irregularity. We investigate and respond to suspicions and allegations of fraud promptly and impartially.

We treat people the same regardless of position, title, length of service or relationship with our organisation.

Responsibilities

The board will ensure:

- a system of safeguards is in place to prevent and detect fraud
- allegations against management are promptly investigated and resolved.

Management will:

- lead an organisational culture that:
  - values honesty, integrity and transparency

Page **1** of **3**
Preventing and Responding to Fraud
Date: January 2022
Next review: by December 2023

- encourages reporting of concerns about fraud or other irregular activity
- promotes awareness about the risks of fraud and dishonesty.
- regularly monitor and review internal controls to prevent and detect the occurrence of fraud

Kaimahi and volunteers will comply with this policy and report concerns about fraud or other irregularity.

Requirements

Policies and practices

Our financial policies and practices will include controls for the following types of fraudulent acts:

- income-related fraud
- expenditure fraud
- property and investment fraud
- procurement fraud
- fraudulent fundraising
- fraudulent invoicing and grant applications
- identity fraud/theft
- banking fraud
- e-crime (including 'phishing')
- gift fraud
- new and emerging methods of fraud.

Awareness-raising

Through induction, all kaimahi will be informed:

- about fraud prevention and detection including our financial controls
- that fraudulent activity, even if for the benefit of the organisation, is forbidden
- about their duty to report suspected fraudulent activity by any member of the organisation and the related process(es).

Page **2** of **3**
Preventing and Responding to Fraud
Date: January 2022
Next review: by December 2023

Digital safeguards

Anti-virus software must be used on our computer hard drives, USB and data storage devices. All system users must comply with information security policies and safeguards.

Reporting

Concerns about fraud or a similar irregularity by staff must be raised with the manager or with the chair of the board if concerns relate to management Any person reporting suspected fraud will not be penalised for raising concern(s) about fraud in good faith.

Follow up

A report of fraudulent activity will be treated as an allegation of misconduct and disciplinary action taken. Police will also be notified if criminal conduct is involved.

Compliance

Social Sector Accreditation Standards - Levels 2, 3, 4, Financial management and systems 2.0

NZS 8134: 2021 Workforce and Structure, Quality and risk, 2.2; Governance 2.1.1

Helpful links

Reimbursement of expenses

Financial controls

Whistleblowing

Review
Date: January 2022
Next review: December 2023

Page **3** of **3**
Preventing and Responding to Fraud
Date: January 2022
Next review: by December 2023