

Anti-fraud Policy

1. Introduction

The purpose of this statement is to give the UPR Info's policy on fraud and set out our responsibilities for its prevention.

UPR Info requires staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. Fraud is an ever-present threat to these resources and hence must be a concern of all members of staff.

This document sets out the policy and procedures of UPR Info against fraud and other forms of dishonesty, together with the steps that must be taken where any of these practices is suspected or discovered.

It applies to Directors, staff and volunteers. Anybody associated with UPR Info 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

UPR Info 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.

All members of the organisation have a responsibility for putting these principles into practice and for reporting any breaches they discover.

3. Culture

The Non-profit culture is intended to foster honesty and integrity and is underpinned by seven principles of behaviour. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. 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 NGO in any dealings they may have with the NGO.

As part of the culture, the NGO will provide clear routes by which concerns can be raised by Directors, staff and volunteers and by those outside of the NGO.

Senior management are expected to deal promptly, firmly and fairly with suspicions and allegations of fraud or corrupt practice

4. What is fraud?

The term fraud is used to describe a whole range of activities such as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. Generally, however, fraud involves the intention to deceive a person or organisation in order to obtain an advantage, avoid an obligation or cause loss. This does not include conventional hospitality or minor gifts.

The term also includes the use of information technology equipment to manipulate programs or data dishonestly, the theft of IT equipment and software, and the intentional misuse of computer time and resources.

5. Code of Conduct

UPR Info takes the most serious view of any attempt to commit fraud by members of staff, contractors, their employees and agents acting on behalf of the UPR Info, and others. Staff involved in impropriety of any kind will be subject to disciplinary action, including prosecution, if appropriate. UPR Info treats attempted fraud as seriously as accomplished fraud.

UPR Info is responsible to the Executive board for:

- Developing and maintaining effective controls to help prevent or detect fraud;
- Carrying out vigorous and prompt investigations if fraud occurs;
- Taking appropriate disciplinary and/or legal action against perpetrators of fraud;
- Taking disciplinary action against managers where their failures have contributed to the commission of the fraud.



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