**\*Insert organization name\*** **: FRAUD RISK MANAGEMENT POLICY**

Insert Logo

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| --- | --- | --- | --- |
| Policy Name |  | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

**Policy**

**\*Insert organization name\*** recognises the risks of potential fraud and that effective prevention strategies need to be put in place and monitored.

The purpose of this Fraud Risk Management policy is:

1. To ensure that all parties are aware of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
2. To provide guidance to staff/volunteers/contractors as to action which should be taken where they suspect any fraudulent activity.
3. To provide a clear statement to staff/volunteers/contractors forbidding any illegal activity, including fraud for the benefit of the organisation.
4. To provide assurance that any and all suspected fraudulent activity will be fully investigated.

**Commitment to Policy**

**\*Insert organization name\*** will not tolerate fraud in any aspect of its operations

**Implementation of Policy**

**\*Insert organization name\*** will investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service or relationship with the organisation of any party who might be the subject of such investigation.

Any fraud shall constitute grounds for dismissal. Any serious case of fraud, whether suspected or proven, shall be reported to the police. Any person reporting a fraud, or a suspected fraud, shall suffer no penalty in their employment.

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| **Dated:** | **Chairperson** | Signed: |
| **Dated:** | **Chief Executive** | Signed: |
| **Related & Linked Documents:**   * Employee and Volunteer Induction Kit * Criminal Code Amendment (Theft, Fraud, Bribery and Related Offences) Act 2000 <https://www.legislation.gov.au/Details/C2004A00730> | | |