

## APPENDIX E (I)

### FRAUD POLICY STATEMENT

The College has a duty to its stakeholders to take all responsible steps to prevent fraud occurring, whether perpetrated by staff, students, contractors and suppliers, other organisations or members of the public.

The College will maintain robust control mechanisms to both prevent and detect fraud. All line managers have responsibility for maintaining documented control systems and must be seen to be setting an example by complying fully with procedures and controls. The effectiveness of controls will be subject to cyclical review by the College's internal auditors.

All members of staff have a responsibility to protect the assets and reputation of the College and are expected to be alert to the potential for fraud. Line managers should brief staff on the common types of fraud perpetrated in their areas of responsibility.

Confidential mechanisms have been established to allow staff to report suspected frauds to management. All reported suspicions will initially be investigated by the fraud investigation group. The members of such a group include:

- Deputy Principal & CEO (Chair)
- Head of Human Resources
- Internal Audit

Further information for staff on reporting fraud and their role in the prevention and detection of fraud is provided in the College's policy for fraud prevention, detection and investigation, which can be found at Appendix K (ii).