



FOOD BANK AID

Anti-fraud policy (Policy 1.8)

1. About this policy

We take a zero-tolerance approach to any attempt to commit fraud by employees, volunteers, contractors, consultants and others acting on behalf of Food Bank Aid. Food Bank Aid requires its trustees, employees and volunteers at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. It is our policy to conduct all of our business in an honest and ethical manner. Any person involved in fraud of any kind will be subject to disciplinary action, including prosecution and legal action to recover losses, where appropriate. Attempted fraud will be treated as seriously as accomplished fraud.

The Board of Trustees are responsible for managing Food Bank Aid's funds and keeping them safe. Trustees are responsible for ensuring effective processes for handling money, including expense claims, to help avoid poor decisions and accidental errors, as well as theft and fraud. Serious Incident Reports are required to be submitted to the Charity Commission for frauds, thefts, and other financial losses.

This policy does not form part of any contract of employment, and we may amend it at any time.

2. Who must comply with this policy?

This policy applies to all persons working for us or on our behalf in any capacity, including trustees, employees, volunteers and contractors. Every trustee, employee and volunteer has a duty to ensure that donated funds, Food Bank Aid's reputation and its assets are safeguarded.

3. Your responsibilities

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of fraud are the responsibility of all those working for us. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

4. Record-keeping

All investigations, whatever their outcome, will be logged and reported to the Board of Trustees. Where required, reports will also be made to the Charity Commission as a Serious Incident Report. Any requirements to report to donors will be followed in a timely manner and in line with any funding agreements.

5. How to raise a concern

Food Bank Aid encourages all employees and volunteers to report to the Chief Executive Officer or Chair of Board of Trustees immediately or if this is not effective or appropriate, as soon as possible to the Chair of the Board of Trustees, if they suspect that a fraud has been committed or see any suspicious acts or events.

If you believe that the opportunity for fraud exists because of poor procedures or lack of effective supervision, you should alert the Chief Executive Officer.

6. Protection

Individuals who raise concerns or report another's wrongdoing are sometimes worried about facing possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns under this policy, even if they turn out to be mistaken.

We are committed to ensuring no one suffers any detrimental treatment as a result of:

- (a) refusing to take part in, be concerned in or facilitate fraud by another person;
- (b) refusing to aid, abet, counsel or procure the commission of fraud by another person; or
- (c) reporting in good faith their suspicion that an actual or potential **fraud offence** has taken place, or may take place in the future.