Anti-Fraud Policy

Policy Scope

This document sets out the policy of Riverside Training against fraud and other forms of dishonesty. It applies to all employees. Anybody associated with Riverside Training 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.

Statement of intent

Riverside Training 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 employees have a responsibility for putting these principles into practice and for reporting any breaches they discover.

Definitions

- Fraud: A deliberate intent to acquire money or goods dishonestly through the falsification of records or documents. The deliberate changing of financial statements or other records by either; a member of the public or an employee of Riverside Training. The criminal act is the attempt to deceive, and attempted fraud is therefore treated as seriously as accomplished fraud.

- Theft: Dishonestly acquiring, using, distributing, or disposing of physical or intellectual property belonging to Riverside Training or to individual members of the organisation.

- Misuse of equipment: Deliberately misusing materials or equipment belonging to Riverside Training for financial or material benefit.

- Abuse of position: Exploiting a position of trust within the organisation for financial or material benefit.

Culture

Riverside Training fosters honesty and integrity in its entire staff who 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, employers, and contractors) are expected to act with integrity and without intent to commit fraud against Riverside Training Ltd.

As part of this, Riverside Training will provide clear routes by which concerns may be raised. Details of this can be found in the Staff Handbook. Senior management are expected to deal promptly, firmly, and fairly with suspicions and allegations of fraud or corrupt practice.

Responsibilities

In relation to the prevention of fraud, theft, misuse of equipment and abuse of position, specific responsibilities are as follows, with overall responsibility for managing the risk of fraud delegated to the leadership team who are responsible for:

- The system of internal control is based on an on-going process designed to identify the principal risks, to evaluate the nature and extent of those risks and to manage them effectively. Managing fraud risk is seen in the context of the management of this wider range of risks;
- Ensuring that an adequate system of internal control exists within their areas of responsibility and that controls operate effectively;
- Preventing and detecting fraud as far as possible;
- Assessing the types of risk involved in the operations for which they are responsible;
- Reviewing the control systems for which they are responsible regularly;
- Ensuring that controls are being complied with and their systems continue to operate effectively;
- Implementing new controls to reduce the risk of similar fraud occurring where frauds have taken place.

BST responsibilities include:

- The design of an effective control environment to prevent fraud;
- Establishing appropriate mechanisms for: reporting fraud risk issues and reporting significant incidents of fraud or attempted fraud to their line manager;
- Making sure that all staff are aware of the Anti-Fraud Policy and know what their responsibilities are in relation to combating fraud;
- Ensuring that appropriate action is taken to minimise the risk of previous frauds occurring in the future.

All Staff are responsible for:

- Acting with propriety in the use of Riverside Training's resources and the handling and use of funds whether they are involved with cash, receipts, payments, or dealing with suppliers;
- Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty, and leadership;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud;
- Alerting their manager when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight;
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events;
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

This policy will be reviewed on an annual basis.

Current Review Date	July 2026
Next Review Date	July 2027

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