

# Anti-Fraud Policy

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This document sets out Welsh Athletics' policy against fraud and any other forms of dishonesty, together with all steps that must be taken where any of these practices is suspected or discovered. Don't worry about this though, as it would be rare for us to have these issues at Welsh Athletics. The Policy would, though, help us deal with it if it ever happens.

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This policy applies to all directors, staff and volunteers. Anyone associated with committing fraud, theft or any dishonesty or who becomes aware of it and does not report it, will be subject to disciplinary action.

Welsh Athletics will investigate any allegations of fraud or corruption and will involve the Police and lawyers if necessary. Any proven instances of fraud or corruption will be recorded in the Fraud Register and brought to the attention of the Board.

## **Statement of contact**

Welsh Athletics will continue to strive to ensure that all its financial and administrative policies are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest.

All staff of Welsh Athletics have a responsibility for putting these principles into practice.

## **Definitions of fraud and corruption**

### **Fraud**

This is a deliberate intent to acquire money or goods dishonestly, through the falsification of records and documents, by persons internal and external to the organisation, which is carried out to conceal the misappropriation of assets, or personal financial gain. This criminal act is an attempt to deceive, and attempted fraud is therefore treated as seriously as accomplished fraud.

### **Bribery**

This is defined as the accepting of gifts, money, hospitality or other favours in return for providing something of value to the briber.

### **Corruption**

This is defined as the offering, giving, soliciting or acceptance of an inducement or reward, which may influence the actions of the person.

### **Theft**

Dishonestly acquiring, using or disposing of physical or intellectual property belonging to Welsh Athletics or to an individual member of Welsh Athletics.

### **Misuse of equipment**

Deliberately misusing materials belonging to Welsh Athletics.

### **Abuse of position**

Exploiting a position of trust within Welsh Athletics.

### **Culture**

Welsh Athletics' culture is intended to promote honesty and integrity and is underpinned by these seven basic principles:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

The Board, Staff and volunteers are expected to lead by example in adhering to policies, procedures and practices. Equally, members of the public and external organisations (e.g. suppliers) are expected to act with integrity and without intent to commit fraud against Welsh Athletics in any dealings they may have with Welsh Athletics.

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Approved by:	<b>SMT</b>	Audience:	<b>Staff</b>

As part of this culture, Welsh Athletics will provide clear routes by which concerns can be raised by the Board, staff and volunteers and also by those outside of Welsh Athletics. A copy of Welsh Athletics' Whistleblowing Policy is available to Board, staff, volunteers, suppliers and any other third parties.

Senior Management and Board members 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:

### Directors/senior management

- Reviewing the control systems for which they are responsible regularly
- Ensuring that controls are being complied with and that their systems continue to operate effectively
- Implementing new controls to reduce the risk of similar fraud occurring where frauds have taken place

### Staff and volunteers

Every member of staff or volunteer is responsible for:

- Acting with propriety in the use of Welsh Athletics' resources and the handling and the use of funds whether they are involved with cash, receipts, payments or dealing with suppliers
- Conducting themselves in accordance with the seven basic principles listed above.
- Being alert to the possibility that usual events or transactions could be indicators of fraud
- Alerting their manager when they believe the opportunity for fraud exists
- Reporting details immediately if they suspect that a fraud has been committed or sees any suspicious acts or events
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations

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## Detection and investigation

Whilst having regard to the requirements of the Data Protection legislation, Welsh Athletics actively participates in an exchange of information with external agencies on fraud and corruption. It is often the alertness of Board, staff or volunteers and the general public to the possibility of fraud and corruption that leads to the detection of financial irregularities.

The Chair of the Board of Welsh Athletics must be notified immediately of any financial or accounting irregularities or suspected irregularities, including those affected by cash, stores, property, remuneration or allowances.

Reporting of suspected irregularities is essential as it:

- Facilitates the proper investigation by experienced staff and ensures the consistent treatment of information regarding fraud and corruption
- When so notified, the Chair will instigate an investigation by appointing a designated officer, auditor or other advisor
- The designated Officer, auditor or other advisor will:
  - Deal promptly with the matter
  - Record evidence received
  - Ensure the security and confidentiality of evidence
  - Work closely with the senior management of Welsh Athletics and other agencies such as the Police and court, to ensure that all issues are properly investigated and reported on
  - Ensure maximum recoveries are made on behalf of Welsh Athletics and to assist the senior management to implement the disciplinary procedures where considered appropriate
  - In case of suspected payroll irregularities where a fraud investigation may be possible, discussion will occur with the Chair and CEO if it is thought a disciplinary investigation is more appropriate
  - Malicious accusations will be subject to disciplinary action

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## Training

An important contribution to the continued success of an anti-fraud strategy and its general credibility lies in the effectiveness and/or training of all Board, staff and volunteers. This will be achieved through the development of both induction and training for all personnel involved in internal controls to ensure their responsibilities and duties in this respect are regularly highlighted and reinforced.

### *Important information*

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ACAS

[Anti-Fraud Policy](#)

<http://www.acas.org.uk/index.aspx?articleid=3332>

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EIA			owner	hr@welshathletics.org

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