



Fraud Policy

Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.

Application

The COM has ultimate responsibility for the prevention and detection of fraud and is responsible for ensuring that appropriate and effective internal control systems are in place.

The COM and the Centre Manager must ensure:

- That all parties are aware of their responsibilities for identifying exposures to fraudulent activities and establishing controls and procedures for preventing such fraudulent activity.
- Provide guidance to staff as to action which should be taken where they suspect any fraudulent activity.
- Provide assurance that any and all suspected fraudulent activity will be fully investigated.
- The Committee of Management must also ensure that there are mechanisms in place within their area of control to:
- Assess the risk of fraud

- Educate staff and volunteers about fraud prevention and detection, and

- Facilitate the reporting of suspected fraudulent activities

All members of staff and volunteers share in the responsibility for the prevention and detection of fraud in their areas of responsibility and have the responsibility to report suspected fraud. In situations where the Centre Manager is suspected of involvement in the fraudulent activity, the matter should be notified to the next highest level of supervision.

Any fraud by any staff member or volunteer shall constitute grounds for dismissal.

Implementation

Fraud prevention accounting procedures shall be incorporated in the organisation's policies related to Cash Management, Credit Card Use, Commercial Transactions, and Investment.

All complaints of suspected fraudulent behaviour will be investigated whilst also providing for the protection of those individuals making the complaint and natural justice to those individuals being the subject of any such complaint.

Where a prima facie case of *serious* fraud has been established the matter shall be referred to police. Any action taken by police shall be pursued independently of any employment-related investigation by the organisation.

Recruitment strategies shall incorporate fraud prevention;
Applicants may be required to undergo police checks depending on the duties of the position

Previous employers and referees may be contacted

Transcripts, qualifications, publications and other certification or documentation may be validated

Fraud prevention and detection issues will be included in relevant staff development and induction activities.