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**Fraud Awareness: Key Messages for Staff**

ABC’s Board will not tolerate fraud and expects all staff and Board members to behave in a fair and honest way when conducting ABC business.

Anyone who commits fraud against the group will be subject to disciplinary, civil and criminal proceedings as appropriate. This applies equally to both internal conduct, and also externally in relation to ABC’s suppliers, partners and other business associates.

The Management Board is committed to reducing the risk of fraud and corruption within ABC’s business. The Management Board’s policy in relation to fraud is that it is committed to taking prompt action to fully investigate and address any suspected cases, whether carried out by staff, members, suppliers or other partners**.**

**Key Risks**

Consider the risks from: clients; contractors; Employees, and Organised Crime.

Consider the main types of fraud: False representation; Failure to Disclose, and Abuse of Position.

**Raising Concerns**

ABC wants to make it easy for anyone who suspects fraud has taken place, or will take place, to come forward and “blow the whistle”.

The member of staff may choose to discuss the matter initially with their line manager or if they prefer, they can speak in confidence to any member of the Management Team.

ABC’s Confidential Reporting (Whistleblowing) Policy provides further guidance for staff who wish to report any wrongdoing.

The Public Interest Disclosure Act 1998 protects staff who report the wrongdoing of their colleagues. You will generally be protected provided that you make a disclosure in good faith, reasonably believe that the information and any allegation contained in it are substantially true, and do not act for personal gain or malice.

**Money Laundering**

Money laundering means the methods criminals use to hide and disguise the money they make from their crimes.

There are in essence two key questions to ask in assessing whether you are being targeted by money launderers: who am I dealing with, and where is the money coming from?

Always seek approval for acceptance of cash in excess £10,000.