



Fraud Policy

Introduction

1. The purpose of this statement is to set out Jesus College's (the 'College') policy on fraud and responsibilities that all members of the College have for its prevention. It also refers you to the steps to be taken if you discover or suspect fraud.
2. The College requires staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. Fraud is an ever-present threat to these resources and hence must be a concern of all members of staff.

What is fraud?

3. The term fraud is used to describe a whole range of activities such as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. It also applies to the many and various telephone, text and social media scams that feature so regularly in today's internet world. Generally, fraud involves the intention to deceive a person or organisation in order to obtain an advantage, avoid an obligation or cause loss.
4. The term also includes the use of information technology equipment to manipulate programs or data dishonestly, the theft of IT equipment and software, and the intentional misuse of computer time and resources.

The College's attitude to fraud

5. The College takes the most serious view of any attempt to commit fraud by members of staff, contractors, their employees and agents acting on behalf of the College, and others. Staff involved in impropriety of any kind will be subject to disciplinary action, including prosecution, if appropriate. The College treats attempted fraud as seriously as accomplished fraud.
6. Instances of fraud or attempted fraud will be dealt with under the Disciplinary Policy and could lead to dismissal. Where the matter is considered gross misconduct this could mean instant dismissal.

Responsibilities

7. The College Officers are responsible to the Trustees and Governing Body for:
 - Developing and maintaining effective controls to help prevent or detect fraud;
 - Carrying out vigorous and prompt investigations if fraud occurs;
 - Taking appropriate disciplinary and/or legal action against perpetrators of fraud; and
 - Taking disciplinary action against managers where their failures have contributed to the commission of the fraud.

Staff responsibilities

8. Line managers are responsible for the prevention and detection of fraud by ensuring that an adequate system of internal control exists within their areas of responsibility, and these controls operate effectively.
9. As a result, there is a need for all managers to:
 - Identify and assess the risks involved in the operations for which they are responsible;
 - Develop and maintain effective controls to prevent and detect fraud;
 - Ensure compliance with controls.
10. Ensure that agreed procedures are followed. Every member of staff:
 - Has a duty to ensure that the College's funds, reputation and assets are safeguarded;
 - Should alert their line manager where they believe the opportunity for fraud exists because of poor procedures or lack of effective supervision;
 - Has a responsibility to report details of (a) any suspected or actual fraud, or (b) any suspicious acts or events, to their line manager or College Officer. Alternatively, issues can be reported via the Whistleblowing Policy; and
 - Is required to assist in any investigations by making available all relevant information and by co-operating in interviews.

Response to actual or suspected fraud

11. In the event of fraud being suspected, you are asked to contact your line manager or one of the College Officers. After an initial review of the situation and any evidence, they will notify the Principal. Where appropriate, they will also be responsible for notifying the police and the College's insurers.