



ANTI FRAUD, CORRUPTION & BRIBERY POLICY

1 Introduction

Fraud is an ever present threat to all company resources and must be a concern to all staff members. This policy outlines responsibilities for the control of fraud and the procedures to be followed when fraud is identified or suspected. Duffy Group Ltd is committed to developing an anti-fraud culture and requests all staff to be alert to the possibility of fraud and the role they can play in its prevention.

2 Duffy Group Policy

Duffy Group Ltd requires all staff to at all times act honestly to safeguard resources for which they are responsible. All reasonable measures will be taken to prevent fraud. Any attempt at fraud from all staff contractors etc (representing Duffy Group Ltd) is viewed with the utmost seriousness and Duffy Group Ltd will investigate any reported incidents or suspicions. Where appropriate, disciplinary and legal action will be taken. Steps will be taken to recover losses suffered through fraud.

3 What is fraud?

No precise definition of fraud exists but for practical purposes it may be identified as “the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.

Under the Fraud Act 2006 a person is guilty of fraud if they are in breach of the following sections of the act:

Section 2	Fraud by False Representation
Section 3	Fraud by Failing to Disclose Information
Section 4	Fraud by Abuse of Position

4 Bribery and Corruption

Bribery and Corruption offences have now been incorporated into a single piece of legislation, the Bribery Act 2010 with all previous statutes being repealed

Under the Act there are four primary offences:

Section 1	Offences of bribing another person
Section 2	Offences relating to being bribed
Section 6	Bribery of foreign public officials
Section 7	Failure of commercial organisation to prevent bribery

Offences of bribing another party

A person is guilty of an offence if either of the following cases applies.

- 1 A person offers, promises or gives a financial or other advantage to another person or party and intends the advantage

To induce a person or party to perform improperly a relevant function or activity or

To reward a person or party for the improper performance of such a function or activity
- 2 A person knows or believes that the acceptance of the advantage would itself constitute the improper performance of a relevant function or activity.

5 Examples of fraud

Fraud can be perpetrated by individuals inside or outside an organisation eg:

- Theft of cash or equipment
- Falsification of claims for payment or reimbursement
- Irregularities in purchasing of goods or services on behalf of Duffy Group Ltd such as making or accepting payment as an inducement to award a contract

This list is by no means comprehensive and it might not always be obvious what constitutes fraud.

The following are among the warning signs that fraud might be occurring:

- Staff working exceptional hours or under stress unexplained by workload.
- Reluctance to take leave
- Sudden change of lifestyle / unexplained wealth
- New staff resigning quickly
- Suppliers who insist on dealing with one member of staff only

6 Responsibilities

6.1 Directors / Senior Managers

- Carrying out thorough and prompt investigations
- Taking appropriate legal and / or disciplinary action against perpetrators of fraud
- Managing tender processes to minimise the risk of fraud or collusion
- Keeping under review the policy on the control of fraud and advising senior managers of new threats and preventative action to be taken
- Liaising with internal auditors on both policy and individual cases

6.2 Individual members of staff

- Reporting details immediately to senior managers if they suspect that a fraud has been committed or see any suspicious acts or events
- Co-operating with those investigating any actual or suspected fraud

7 Disciplinary Action

Duffy Group Ltd disciplinary procedures are described in the Contract of Employment

FRAUD RESPONSE PLAN

What to do if you suspect that a fraud has occurred, or believe that inappropriate behaviour is putting Duffy Group Ltd at risk of fraud

Reporting on all frauds and irregularities is essential to ensure:

- Consistent treatment of information
- Proper investigation by an independent team
- The optimum protection of Duffy Group Ltd interests

You should report the matter at your earliest convenience to the Managing Director. There is also an email address to report any concerns - concerns@duffy.co.uk. All reports will be treated in the strictest confidence.

Investigation

Duffy Group Ltd is committed to investigating any case of suspected fraud. The manner of investigation will be discussed and agreed between the Directors. Any proposal to engage other consultants to assist in the investigation must be approved by the Directors.

Any other reporting or internal discussion of a case should be strictly on a "need to know" basis and must be specifically authorised by the Group Managing Director.

Where information has been provided by an informant, that persons identity will not be disclosed without their permission.

Subsequent Action

Staff involved in or suspected of being involved in fraud will be subject to Duffy Group Ltd Disciplinary Procedures for Misconduct.

Any decision on suspension of individuals from duty will be taken by the Group Managing Director on consultation with the other Directors.

Individuals suspended from duty will not be allowed access to the building or communication with other members of staff.



Donal Corbett
Director
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