



**Title: Fraud Prevention Policy**  
**Section: Organisational**

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### **Policy Statement**

UBC recognises its responsibilities to be committed to protecting its revenue, expenditure and assets from any attempt by employees, members and volunteers to gain financial or other benefits by deceit, bias or dishonest conduct.

UBC recognises the importance to establish and maintain an organisational environment of fairness, ethics and honesty for all our employees, members and volunteers and anyone else with whom we have a relationship.

### **Purpose and Scope**

The purpose of this Policy is to promote and guide the conduct of all UBC employees, volunteers and members and external parties associated with UBC, with a view to the avoidance of fraud and corruption, the management of situations which may be regarded as misconduct or dishonesty and to demonstrate that UBC is committed to the detection and investigation of any such occurrences.

### **Definitions**

UBC: The Uncle Bobs Club

State Committee: Directors of Uncle Bobs Club

Fraud: A form of dishonesty – where someone acts in a dishonest way so that they receive a benefit or someone else experiences a loss (ACNC, 2013)

For the purpose of this policy, misconduct and dishonesty include but are not limited to:

1. Acts which violate UBC's Code of Conduct
2. Theft or other misappropriation of assets.
3. Misstatements and other irregularities in company records, including the intentional misstatement of the results of operations.
4. Profiteering as a result of insider knowledge of UBC activities
5. Forgery or other alteration of documents.
6. Accepting or seeking anything of value (limits defined in the gift and donations policy) from organisations or people provided services or materials to UBC.

7. Fraud and other unlawful acts.
8. Any Similar actions.

### **Policy**

1. It is the responsibility of every member of state committee, employee, member and volunteer to immediately report suspected misconduct or dishonesty to their supervisor or any member of the State Committee.
2. Any supervisor, when made aware of such potential acts by employees, volunteers or members must immediately report such acts to a member of State Committee.
3. A member of State Committee when made aware of such potential actions by employees, volunteers or members must report to the State Treasurer or State President.
4. Any reprisal against any employee, member, volunteer or other reporting individual because that individual, in good faith, reported a violation is strictly prohibited.
5. Supervisors or anyone other than the State Treasurer or State President should not in any circumstances perform any investigative or other follow up steps on their own.

### Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

### Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

### Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

**Associated Policies, Procedures and Other Documents**

- Finance Policy
- Investment Policy
- Cash Handling Policy
- Gift and Donations Policy
- Finance Procedure Manual
- Cash Handling Procedure Manual
- Fraud Prevention and Detection Strategy

**References**

- Australian Charities and Not-For-Profit Commission, Fraud - 2013

Policy Name: Fraud Prevention Policy

Responsible Director: State Treasurer

Functional Area: Organisational

Date adopted: 25 November 2018

Review Date: 25 November 2021

**Review History**

Date	Review Details	Action

## FRAUD PREVENTION POLICY

I confirm I have read and understood the Fraud Prevention Policy

Staff Signature ..... Date .....

Print Name .....