



STATEWIDE GROUP TRAINING (SA) INC

FRAUD PREVENTION POLICY

PURPOSE:

This policy is intended to cover all individuals and organisations associated with Statewide Group Training (SA) Inc (SGT) to prevent and detect fraudulent activity.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- how SGT provides services to clients and how it interacts with other members of the public.

POLICY:

The Board of Directors, Management and Staff of SGT are committed to communicating and reinforcing the fraud prevention policy to all staff.

Fraud is the obtaining of money, or a financial advantage, for yourself, for another person, through dishonesty or deception.

Fraudulent activity may include the physical theft of monies or other property, deliberate falsification of statements or documents, concealment, improper use of information, conflict of interest and destruction or use of falsified documentation.

SGT is committed to the protection of its assets, revenue and expenditure to ensure that they are used for the purpose for which they were intended.

All individuals and organisations associated with SGT are expected to act with integrity and honesty and reflect the organisation's values.

SGT will ensure fraud prevention systems, processes and procedures are current to provide structure and reasonable assurance that asset and records accurately reflect SGT's financial activities.

Responsibility and accountability is delegated to individuals and associated organisations for the implementation and monitoring of the fraud prevention policy.

All assets and transactions are safeguarded by physical security measures and procedures documented for the release and acquisition of assets.

All assets and expenditure transactions are authorised and recorded in a timely manner to identify unauthorised transactions.

Accounting reconciliations are performed properly, compared to independent data and completed on a regular basis.



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Recording and verification of assets are documented, and SGT will investigate discrepancies between actual assets and accounting records.

Effective review and monitoring processes where authorised, should any inaccurate transactions be detected. Instances of actual, attempted, or suspected impropriety will be investigated and appropriate action taken.

Internal procedure and controls are monitored on an ongoing basis with external reviews regularly carried out by an independent party (External Auditor).

Adequate insurances are always in place to cover against any liability.

It is the responsibility of the Board, the Chief Executive Officer (CEO) and nominated Management to detect fraudulent activities and to ensure appropriate and effective preventative internal control systems are in place.

The CEO and nominated Management should ensure mechanisms are in place to.

- Identify, assess, control, and monitor the risk of fraud
- Educate employees about fraud prevention and protection
- Facilitate the reporting of suspected fraudulent activities

All members of staff engaged in financial or non-financial activities share responsibility to prevent, detect and report fraudulent behaviour in their areas of responsibility. No staff member is to recommend or approve payment or benefit for themselves, their family, or friends.

Any staff member who becomes aware of/or suspects fraudulent activities must report it to their line manager, who will investigate and report in writing to the CEO. Non-reporting of such activities may be interpreted as compliance.

Disciplinary and/or legal action may be taken after a thorough investigation by the CEO or delegated authority, which may include, but not limited to notification to the Police and Termination of Employment

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
