

WHAT TO DO IF YOU SUSPECT FRAUD

Within its Financial Regulations the University College has an Anti-Fraud Policy and Response Plan, which should be read in conjunction with this document.

This document sets out some rules to follow if you suspect fraud:

DOs & DON'Ts

DO	DON'T
<p>Make a note of your concerns</p> <ul style="list-style-type: none"> Record all relevant details, such as the nature of your concern, the names of parties you believe to be involved, details of any telephone or other conversations with names dates and times and any witnesses. Notes do not need to be overly formal, but should be timed, signed and dated. Timeliness is most important. The longer you delay writing up, the greater the chances of recollections becoming distorted and the case being weakened. 	<p>Be afraid of raising your concerns</p> <ul style="list-style-type: none"> The Public Interest Disclosure Act provides protection for employees who raise reasonably held concerns through the appropriate channels – whistle blowing. You will not suffer discrimination or victimisation as a result of following these procedures and the matter will be treated sensitively and confidentially.
<p>Retain any evidence you may have</p> <ul style="list-style-type: none"> The quality of evidence is crucial and the more direct and tangible the evidence, the better the chances of an effective investigation. 	<p>Convey your concerns to anyone other than authorised persons</p> <ul style="list-style-type: none"> There may be a perfectly reasonable explanation for the events that give rise to your suspicion. Spreading unsubstantiated concerns may harm innocent persons.
<p>Report your suspicions promptly</p> <ul style="list-style-type: none"> In the first instance, report your suspicions to the Head of Finance or if not appropriate the Pro Rector (Corporate Resources) If you are still concerned contact the Chair of the Audit Committee or the Internal Audit partner from Grant Thornton, both numbers are available from the Clerk to the Governors. 	<p>Approach the person you suspect or try to investigate the matter yourself</p> <ul style="list-style-type: none"> There are special rules relating to the gathering of evidence for use in criminal cases. Any attempt to gather evidence by persons who are unfamiliar with these rules may destroy the case.