

FRAUD PREVENTION, ANTI- BRIBERY AND CORRUPTION POLICY



Policy Title	Fraud prevention, anti-bribery and corruption		
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1. BACKGROUND AND PURPOSE

- 1.1. Cornwall Housing Limited (CHL) is committed to operating a framework for the prevention and detection of fraud, bribery and corruption and a robust process to be followed in the event that a fraud, act of bribery or corruption is suspected.

2. DEFINITION

- 2.1. 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/accounting, concealment of material facts and collusion and money laundering.
- 2.2. Generally, however, fraud involves the intention to deceive a person or organisation in order to obtain a financial advantage, or personal gain, or to cause a loss to another party. The term fraud also includes the use of information technology equipment to manipulate programmes or data dishonestly.
- 2.3. Bribery involves an inducement or reward offered, promised, provided or received in order to gain or give any commercial, contractual regulatory or personal advantage.
- 2.4. Corruption is the misuse of entrusted power for personal gain. This would include dishonest or fraudulent behaviour by those in positions of power, such as managers or government officials. It would include offering, giving and receiving bribes to influence the actions of someone in a position of power or influence, and the diversion of funds for private gain.
- 2.5. Money Laundering is attempts to make illegally obtained money appear legitimate. This can take a number of forms, including handling the proceeds of crime, being directly involved with criminal or terrorist property, entering into arrangements to facilitate laundering of criminal or terrorist property, or investing the proceeds of crime into other financial products, such as the purchase of other assets.
- 2.6. Third Parties includes agency staff, contractors, volunteers and other 'related' third parties would include individuals/groups who are not employees, and organisations with whom there is some connection with CHL, e.g., other agencies that work in partnership to provide certain services.

3. POLICY STATEMENT

- 3.1. CHL commits to:
- uphold all UK legislation relevant to countering fraud, bribery and corruption, including the Bribery Act 2010

- require employees and persons working on CHL's behalf to act at all times with honesty, integrity, propriety and due care in all matters, but particularly in the safeguarding of the organisation, its associated assets and its reputation and that of its parent company, Cornwall Council
- strictly prohibit and will not tolerate fraud, acts of bribery or any other form of corrupt behaviour
- understand and regularly assess the nature and extent of risks relating to fraud, bribery and corruption.
- ensure by appropriate due diligence that those it does business with share the culture of intolerance to fraud, bribery and corruption.
- maintain and clearly communicate its expectations through the Code of Conduct, related company policies and appropriate training.
- ensure that practical, cost effective controls and procedures are implemented to proactively identify fraud, bribery and corruption or the threat of fraud, bribery and corruption
- formulate and require adherence to control processes designed to prevent and detect fraud, acts of bribery and corruption.
- remain alert to the risk of fraud, bribery and other irregularities both within the organisation and in organisations with which the company contracts and report any matters of potential concern.
- recognise that signs of fraud, bribery and corruption in the organisation and/or its supply chain could be an indication of other illegal or unethical activity, such as modern slavery and/or human trafficking.
- promote an open, honest and questioning culture which encourages propriety and vigilance amongst all staff.
- ensure any matters of suspected or actual fraud, bribery or corruption are dealt quickly and effectively, overseen or led by Internal Audit
- implement a process that encourages all employees to raise any matter of genuine concern, which will be treated with discretion and confidentiality (refer to Reporting of Concerns (Whistleblowing) Policy)
- take seriously any breach of this Policy, which may ultimately lead to dismissal via CHL's disciplinary procedures, and/or be subject to the involvement of the Police and judicial system in the event of any criminal activity.
- reserve the right to recover losses associated with breach of this Policy.

4. APPLICABILITY

- 4.1. This policy is applicable to all employees, agency staff, contractors, volunteers, and other partners or agencies working with CHL in delivery of services.

5. ROLES AND RESPONSIBILITIES

- 5.1. CHL is responsible to the Board of Directors and the Shareholder under the terms of the management agreement to safeguard the Council's assets.
- 5.2. The Director of Resources has primary responsibility for implementing this policy and providing assurance to the Audit, Finance and Risk Committee around its effectiveness.
- 5.3. Line Managers are responsible for the prevention and detection of fraud by undertaking training at induction and refresher training aiming to ensure that an adequate system of internal controls exists within their areas of responsibility, and these controls operate effectively.
- 5.4. Every employee, agency staff, contractors, volunteers, and other third parties associated with CHL have a responsibility to ensure that public funds, CHL's reputation and its assets are safeguarded.
- 5.5. Employees must adhere to this policy and should alert their line manager or a member of the senior leadership team where they believe the opportunity for fraud exists because of poor procedures or lack of effective supervision, and report details of any suspected or actual fraud, or any suspicious acts or events. Alternatively, employees can use CHL's Whistleblowing Policy to report concerns.

6. REFERENCE DOCUMENTS

- 6.1. Bribery Act 2010
- 6.2. Proceeds of Crime Act 2002
- 6.3. Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017

DIVERSITY & INCLUSION

We are committed to treating all people with fairness and respect. We aim to create an inclusive environment where people are treated with dignity, inequalities are challenged, and we anticipate and respond positively to different needs and circumstances to enable individuals to achieve their potential and foster good relations within the communities we serve. We want to be recognised as an organisation delivering fair, inclusive, accessible services and an employer and partner of choice.

When applying this policy, we act sensitively towards the diverse needs of individuals and to reduce discrimination and harassment by making reasonable adjustments such as:

- eliminating discrimination – by providing support to those who need it and information in accessible formats and languages on request.
- tailoring the policy to meet both the specific needs of the individual, including those with additional support needs, and the diverse needs of the wider community.
- advancing equality of opportunity – treating all tenants fairly
- fostering good relationships – listening to customers and responding appropriately
- compliant with all aspects of Equality & Diversity legislation, and specifically the Equality Act 2010.

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Alternative formats:

If you would like this information on audio CD, audio tape, Braille, large print, any other format or interpreted in a language other than English, please contact info@cornwallhousing.org.uk

