

FRAUD

Our responsibility



What is Fraud?

Fraud is usually used to describe depriving someone or something by deceit, which might either be straight theft, misuse of funds or other resources.

Examples may include:

- Flexi/Sick leave abuse
- Misuse of PC/email
- Misuse of telephone; fax; photocopier; stationery
- False claims for travel, overtime or subsistence
- Theft of cash and equipment
- False accounting
- Grants paid to voluntary organisations
- Collusion between a member of staff and a contractor or supplier

What is the HSC Policy on Fraud?

The HSC has a **zero tolerance policy** and requires all staff at all times to act honestly and with integrity, and to safeguard the public resources for which they are responsible

What do I do if I suspect Fraud?

Report it immediately to your line manager. If you are concerned that line management may be involved in the suspected fraud, report it to e.g; Director, Assistant Director



What will happen if I report Fraud?

It is the policy of HSC Bodies to investigate all allegations of internal and external fraud or financial irregularity, anonymous or otherwise



What should the Line Manager do?

Report it to the Director of Finance or designated officer who will carry out a local discreet enquiry to ascertain the facts and secure original documentation

What might happen if I commit Fraud?

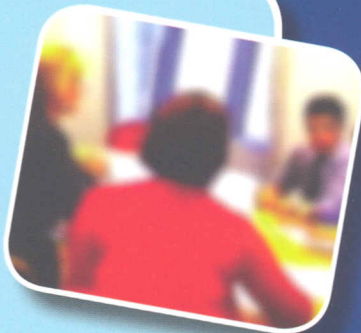
- Disciplinary proceedings
- Financial recovery
- Suspension
- Dismissal
- Prosecution
- Fined

Fraud Response Plan

Sets out in greater detail the responsibilities of officers and the procedures to be followed in the event of a fraud, or attempted fraud being suspected

Whistleblowing Policy

Explains how concerns, including suspicions of fraud can be raised, the avenues for reporting them, and how disclosures and whistleblowers can be protected. For further details check your organisation's website or intranet.



The Counter Fraud Strategy for HSC

Sets out what must be done to achieve the aim of 'minimising fraud and its cost'

By working together we can beat Fraud

FRAUD IS WRONG



Further information and guidance on fraud is available on:

<http://extranet.dhsspsni.local/cfpu>

www.aasdni.gov.uk/pubs

or you can contact

Counter Fraud and Probity Services
on 028 90532972

IMPORTANT - KEY CONTACTS FOR ADVICE OR INFORMATION IN YOUR ORGANISATION

• Director of Finance

Tel: 02890 960039

Email: Fraud@belfasttrust.hscni.net

• Fraud Liaison Officer

Tel: 02890 821311

Email: Fraud@belfasttrust.hscni.net

Fraud Hotline
08000 96 33 96



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