

# SHARP



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SEDFORD HISTORICAL AND  
ARCHAEOLOGICAL RESEARCH PROJECT

## **Anti-Fraud Policy**

## 1. Introduction

This document sets out the policy and procedures of SHARP against fraud and other forms of dishonesty.

It applies to Trustees, staff and volunteers. Anybody associated with SHARP who commits fraud, theft or any other dishonesty, or who becomes aware of it and does not report it, will be subject to appropriate disciplinary action.

## 2. Statement of intent

SHARP will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest. We will not condone any behaviour that falls short of these principles.

All members of SHARP have a responsibility for putting these principles into practice and for reporting any breaches they discover.

## 3. Definitions

- **Fraud:** A deliberate intent to acquire money or goods dishonestly through the falsification of records or documents. The deliberate changing of financial statements or other records by either; a member of the public, someone who works or is a volunteer for SHARP. The criminal act is the attempt to deceive and attempted fraud is therefore treated as seriously as accomplished fraud
- **Theft:** Dishonestly acquiring, using or disposing of physical or intellectual property belonging to SHARP or to individual members of the organisation.
- **Misuse of equipment:** Deliberately misusing materials or equipment belonging to SHARP for financial or material benefit.
- **Abuse of position:** Exploiting a position of trust within the organisation for financial or material benefit.

## 4. Culture

SHARP fosters honesty and integrity in its entire staff. Directors, staff and volunteers are expected to lead by example in adhering to policies, procedures and practices. Equally, members of the public, service users and external organisations (such as suppliers and contractors) are expected to act with integrity and without intent to commit fraud against the Charity.

As part of this, SHARP will provide clear routes by which concerns may be raised by Directors, staff and volunteers. This will include raising concerns in meetings (executive committee, AGM or Special AGM), via the SHARP treasurer, via any member of the executive committee if it

concerns the treasurer and/or formally via the bookings email using the SHARP complaints and resolution procedure.

Senior management are expected to deal promptly, firmly and fairly with suspicions and allegations of fraud or corrupt practice

## **5. Responsibilities**

In relation to the prevention of fraud, theft, misuse of equipment and abuse of position, specific responsibilities are as follows:

### ***Trustees***

The Trustees are responsible for establishing and maintaining a sound system of internal control that supports the achievement of the Charity's policies, aims and objectives.

The system of internal control is designed to respond to and manage the whole range of risks which the Charity faces.

The system of internal control is based on an on-going process designed to identify the principal risks, to evaluate the nature and extent of those risks and to manage them effectively. Managing fraud risk is seen in the context of the management of this wider range of risks.

### ***Staff***

Every member of staff is responsible for:

- Acting with propriety in the use of Charity's resources and the handling and use of funds whether they are involved with cash, receipts, payments or dealing with suppliers;
- Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud;
- Alerting their manager when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight;
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events; and
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

### ***Volunteers***

Every volunteer is responsible for:

- Acting with propriety in the use of the Charity's resources and the handling and use of funds whether they are involved with cash, receipts, payments or dealing with suppliers;
- Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud;

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- Alerting their manager when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight;
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events; and
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.