



Anti-Fraud Policy for UK Environmental Law Association (UKELA)

1. Introduction

This document sets out the policy and procedures of UKELA against fraud and other forms of dishonesty and is adopted from Charity Commission guidance. It applies to Directors, staff and volunteers. Anybody associated with UKELA 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

UKELA 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 UKELA have a responsibility for putting these principles into practice and for reporting any breaches they discover.

3. Definitions

- a) 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 UKELA. The criminal act is the attempt to deceive and attempted fraud is therefore treated as seriously as accomplished fraud
- b) Theft: Dishonestly acquiring, using or disposing of physical or intellectual property belonging to UKELA or to individual members of the organisation.
- c) Misuse of equipment: Deliberately misusing materials or equipment belonging to UKELA for financial or material benefit.
- d) Abuse of position: Exploiting a position of trust within the organisation for financial or material benefit.

4. Culture

UKELA 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, UKELA will provide clear routes by which concerns may be raised by Directors, staff and volunteers. Details of this can be found in the UKELA Employment guidelines and on our website. 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:

UK Environmental Law Association: better law for the environment

Registered charity 299498, company limited by guarantee in England 2133283

Registered office: c/o Norose Company Secretarial Services Ltd: 3 More London Riverside, London, SE1 2AQ, United Kingdom

www.ukela.org

President: Rt Hon Lord Carnwath CVO of Notting Hill



a) Trustee and Non-Executive Directors: The Directors 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.

b) The Board of Trustees and Executive Director (ED): Overall responsibility for managing the risk of fraud has been delegated to the Executive Committee, who are a sub-group of Council, the Board of Trustees of the charity. Day to day responsibility is delegated to the Treasurer and ED to act on behalf of the Board of Trustees. Their responsibilities include:

- Undertaking a regular review of the fraud risks associated with each of the key organizational objectives.
- Establishing an effective anti-fraud response plan, in proportion to the level of fraud risk identified.
- The design of an effective control environment to prevent fraud.
- Establishing appropriate mechanisms for:
 - o reporting fraud risk issues
 - o reporting significant incidents of fraud or attempted fraud to the Board of Directors;
- Liaising with the Charity's appointed Auditors.
- Making sure that all staff are aware of the Charity's Anti-Fraud Policy and know what their responsibilities are in relation to combating fraud;
- Ensuring that appropriate anti-fraud training is made available to Directors, staff and volunteers as required; and
- Ensuring that appropriate action is taken to minimise the risk of previous frauds occurring in future.

c) 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 eg 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.

e) Volunteers

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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;
- Alerting their manager when they believe the opportunity for fraud exists eg 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.

6. Review

This policy will be reviewed on a biannual basis as part of the risk management process.

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