

Anti-Fraud Policy

1. Introduction

This document sets out the policy and procedures of WEINSULATED.CO.UK LIMITED against fraud and other forms of dishonesty. It applies to Directors and all staff. Anybody associated with WEINSULATED.CO.UK LIMITED 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

WEINSULATED.CO.UK LIMITED will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountable 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 WEINSULATED.CO.UK LIMITED 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 for WEINSULATED.CO.UK LIMITED. 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 WEINSULATED.CO.UK LIMITED or to individual members of the organisation.

c) Misuse of equipment: Deliberately misusing materials or equipment belonging to WEINSULATED.CO.UK LIMITED for financial or material benefit.

d) Abuse of position: Exploiting a position of trust within the organisation for financial or material Benefit.

4. Culture

WEINSULATED.CO.UK LIMITED fosters honesty and integrity in its entire staff. Directors and staff 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, contractors) are expected to act with integrity and without intent to commit fraud. As part of this, WEINSULATED.CO.UK LIMITED will provide clear routes by which concerns may be raised by Directors and staff. Senior management are expected to deal promptly, firmly and fairly with suspicions and allegations of fraud or corrupt practice.

5. Responsibilities

a) The Managing Directors:
Have overall responsibility for managing the risk of fraud their responsibilities include:

Undertaking a regular review of the fraud risks associated with each of the key organisational 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:
reporting fraud risk issues, reporting significant incidents of fraud or attempted fraud to the Board of Director Directors;
Liaising with the Company's appointed Auditors.
Making sure that all staff are aware of WEINSULATED.CO.UK LIMITED 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 and staff as Required;
Ensuring that appropriate action is taken to minimise the risk of previous frauds occurring in future.

b) Senior Management

Senior Management are responsible for:
Ensuring that an adequate system of internal control exists within their areas of responsibility and that controls operate effectively;
Preventing and detecting fraud as far as possible;
Assessing the types of risk involved in the operations for which they are responsible;
Reviewing the control systems for which they are responsible regularly;
Ensuring that controls are being complied with and their systems continue to operate effectively;
Implementing new controls to reduce the risk of similar fraud occurring where frauds have taken place.

c) Staff Every member of staff is responsible for

Acting with propriety in the use of company 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.

6. Review

This policy will be reviewed on an annual basis.

Eric Smith-Hutchon - Director

Signature: EdsmithHutchon

Effective Date: 01/03/2023

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