

# Anti-fraud Policy Template

## 1. Purpose:

The purpose of this anti-fraud policy is to establish guidelines and procedures to prevent and detect fraudulent activities within our organization.

## 2. Scope:

This policy applies to all employees, contractors, and third parties who conduct business on behalf of our organization.

## 3. Definitions:

- Fraud: Any intentional deception or misrepresentation that results in an unauthorized benefit.
- Fraudulent Activity: Any act that constitutes fraud as defined above.

## 4. Policy:

- All employees are expected to conduct themselves with honesty and integrity in all business dealings.
- Any suspicion or evidence of fraudulent activity must be reported immediately to the appropriate authorities.
- Our organization has zero tolerance for fraud, and any employee found engaging in fraudulent activities will be subject to disciplinary action, up to and including termination.

## 5. Reporting:

- Employees should report any suspected fraudulent activity to their immediate supervisor or the HR department.
- Reports can be made anonymously through our whistleblower hotline or online reporting system.

## 6. Training:

- All employees will receive training on recognizing and preventing fraud during their onboarding process and annually thereafter.

## 7. Compliance:

- Failure to comply with this anti-fraud policy may result in disciplinary action, up to and including termination.

*For more information on fraud prevention and detection, please refer to the Association of Certified Fraud Examiners website: <https://www.acfe.com/>*