

COUNTER FRAUD & ANTI-BRIBERY

ONE MINUTE GUIDE



Our University is committed to upholding high standards of integrity and probity in its operations.

Fraud, irregularities, bribery and corruption have wide-ranging implications including financial and reputational damage as well as diverting resources away from the University's core operations and achievement of its strategic objectives. Suspected or actual fraud or financial irregularity could also impact our registration status with the sector regulator, the Office for Students.

Everyone is expected to act with [honesty and integrity](#), taking steps to report any concerns.

Our approach

Our [Counter Fraud Policy](#) and [Anti-Bribery and Corruption Policy](#) sets out our [University's approach](#) to:

- Promote a culture of honesty, integrity and professionalism.
- Set out that fraud and bribery are criminal offences in UK law and, as such, the University has a zero-tolerance stance.
- All instances of actual, attempted or suspected acts of fraud, bribery or corruption will be promptly investigated and appropriate action taken.
- Provide guidance on how to recognise and report fraud, irregularity, bribery and corruption issues.

Key definitions

Fraud can be defined as any deliberate act or omission designed to deceive others, resulting in a victim suffering a loss and/or the perpetrator/third party securing an unfair or unlawful gain.

Bribery is broadly defined as the offering or receiving of a financial or other advantage with the intention of inducing or rewarding improper performance in order to gain a personal, commercial, regulatory or contractual advantage on behalf of oneself or another. **Improper performance** is where someone does not act in good faith and abuses their position of trust.

Do's and Don'ts

You can protect the University and yourself by following some key principles:

Do's

- ✓ Act honestly and with integrity.
- ✓ Immediately report any concerns of actual, attempted or suspected fraud or bribery, keeping the matter confidential, and assisting with investigations when requested to do so.
- ✓ Alert your line manager if you believe an opportunity for fraud or bribery exists because of poor procedures, gaps in controls, or lack of effective supervision.
- ✓ Where required to do so, complete mandatory '[Fraud & Bribery Awareness and Prevention' training](#).
- ✓ Familiarise yourself with the [Anti-Bribery and Corruption Policy](#), [Counter Fraud Policy](#) and [Guidance for Individuals and Managers on Concerns of Fraud and/or Bribery](#).
- ✓ Comply with the University's [Conflicts of Interest Policy](#), [Whistleblowing Policy](#), [Financial Regulations](#) and other procurement procedures.

Don'ts

- ! Don't interfere with any evidence or personally conduct an investigation.
- ! Don't approach the person/persons potentially involved (this may lead to conflict, destruction of evidence etc.).
- ! Don't discuss your suspicions or case facts with anyone other than the **Registrar & Secretary**.

Reporting concerns and where to go for further advice

Concerns relating to suspected fraud or bribery, should be reported immediately to your line manager (where appropriate) and the [Registrar & Secretary](#). Where relevant, concerns can also be raised under the University's [Whistleblowing Policy](#). Seek further advice from Governance@leedsbeckett.ac.uk