



Theft and Fraud Policy

Akoranga Preschool Limited: Theft and Fraud Prevention Policy

Adopted by the Directors on May 2016

The Directors of Akoranga Preschool Limited has consulted with members in the formulation of this policy (theft and fraud policy). The policy was approved and adopted by the Directors at its meeting held in July 2015 and became effective from that date.

Introduction:

1. The directors accept that it has a responsibility to protect the physical and financial resource of the company. The Director has agreed that through its chair that the Company has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the Company or who are service recipients of the Company. The Directors accept that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principals of natural justice and is procedurally just and fair.
2. The Directors, therefore, have to establish systems and procedures to guard against the actions of theft and fraud. The Directors are to report such actions to the chairperson as prescribed in the procedures set out below.

General:

3. As preventative measures against theft and fraud the Board requires the Directors to ensure that:
 - a. The Company's physical resources are kept secure and accounted for.
 - b. The Company's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
 - c. Members who are formally delegated responsibility for the custody of physical and financial resources by the Directors are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
 - d. All members are aware of their responsibility to immediately inform the chairperson should they suspect or become aware of any improper or fraudulent actions by members, suppliers, contractors, or other persons associated with the Company.
4. In the event of allegation of theft or fraud the Directors shall act in accordance with the following procedures:

- a. Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
- b. So far as it is possible and within 24 hours:
 - i. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii. Request a written statement from the person who has informed the Directors, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
 - iii. Decide on the initial actions to be taken consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
 - iv. Inform the Chairperson of the information received and consult with them as appropriate.
- c. On the basis of advice received and after consultation with the Directors, the chairperson shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
- d. The Directors shall then carry out the following procedures:
 - i. Investigate the matter further
 - ii. If a prima facie case is thought to exist to continue with their investigation
 - iii. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member
 - iv. Lay a complaint with the New Zealand Police
 - v. If necessary, commission an independent expert investigation
 - vi. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence
 - vii. Seek legal advice or,
 - viii. Inform the Company's auditors.
- e. Once all available evidence is obtained, the Directors may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- f. If a case is considered to exist the Directors or a person designated by them shall, unless another course of action is more appropriate.
 - i. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.

- iii. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of the meeting, and the accuracy of those minutes should be attested by all persons present)
 - iv. Advise the person in writing of the processes to be involved from this point on.
- 5. The Directors recognises that supposes or actual instances of theft and fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated member or any other member improperly disclose information the chairperson shall consider if that person or persons must be in breach of confidence and if further action is required. Any action the chairperson considers must be in terms of the applicable conditions contained in their contract of employment and any other ethics or code of responsibility by which the member is bound.
- 6. The Directors affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.
- 7. Any imitation or written statement made on behalf of the Company and related to any instance of supposed or actual theft or fraud shall be made by the Directors Chairperson who shall do so after consultation with the Directors and if considered appropriate after taking expert advice.

Allegations Concerning the Chair or a Directors member

- 8. Any allegation concerning the Chair should be made to a Director member. The Directors will then investigate in accordance with the requirements of paragraph 4 of this policy
- 9. Any allegation concerning a member of Directors should be made to the chairperson. The chairperson will then commence an investigation in accordance with the requirements of paragraph 4 of this policy.

Approval

- 10. When the directors approved the Policy it was agrees that no variations of this Policy or amendments to it can be made except by the unanimous approval of the Directors.
- 11. As part of its approval the Director requires the chairperson to circulate this Policy to all volunteer member, and for a copy to be included in the Company’s Policy Manual, copies of which shall be available to all members. The Company’s policy manual shall also be made available to members and parents at their request. The Directors shall arrange for all new staff or volunteers to be made familiar with this policy and other policies approved by the Directors.

Director Director.....

On behalf of, and with the authority of the Directors on