

## **The Chartered Institution of Highways and Transportation (CIHT) Anti-Fraud Policy**

CIHT expects individuals and organisations (e.g. suppliers, contractors and service providers) that it interacts with will act towards CIHT with integrity and without thought or actions involving fraud, bribery or corruption. CIHT operates a zero tolerance policy towards fraud by its employees, Members, Trustees, Regional Officers, Chair, Treasurer, contractors and all other associated persons. Breaches of this policy are likely to constitute serious disciplinary, contractual and/or criminal action for the individual(s) concerned.

### **What is fraud?**

Fraud can be broadly defined as any intentional false representation, failure to declare information or abuse of position, which is carried out to make gain, cause loss or expose another to the risk of loss.

### **Types of fraud:**

Internal fraud, involving people within an organisation – for example:

- Intercepted cash or cheque donations by an employee
- Misuse of company credit cards
- Staff claiming false or inappropriate expenses

External fraud, where fraud is perpetrated outside of an organisation, committed by people who are not directly involved - for example:

- False invoices to obtain money from the Institution
- Identity fraud e.g. by hijacking an organisation's bank account
- Phishing emails requesting confidential information which is then used by fraudsters to obtain funds illegally
- Unauthorised fundraising in a charity's name e.g. fraudulent disaster appeal websites

### **Who is responsible?**

Trustees have a legal duty and responsibility under charity law to protect the funds and other property of the Institution so it can be applied for its intended beneficiaries. However, it is the responsibility of all individuals working for or on behalf of the Institution to ensure they;

- act with propriety in the use of the Institution's resources and the handling and use of funds whether they are involved with cash or payments systems, receipts/invoices or dealing with suppliers;
- are alert to the possibility that unusual events or transactions could be indicators of fraud;
- report details immediately through the appropriate channel if they suspect that fraud has been committed or see any suspicious acts or events. CIHT encourages staff to report all suspicions in accordance with our Whistleblowing policy.
- Cooperate fully with whoever is conducting internal checks or reviews or fraud investigations.