



## **Introduction**

Scottish Rowing requires all Directors, staff and volunteers at all times to act honestly and with integrity and to safeguard the public resource for which they are responsible. Fraud is an ever present threat to these resources and hence must be a concern to all. The purpose of this statement is to set out the responsibilities with regard to the prevention of fraud and the actions to be taken should fraud be suspected.

## **What is fraud?**

Whilst there is no precise legal definition of fraud; the term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. For practical purposes fraud may be defined as the use of deception with the intention of obtaining an advantage avoiding an obligation or causing loss to another party.

## **Responsibilities**

The Board of Scottish Rowing is responsible for:

1. Overseeing the development and maintenance of effective controls to prevent fraud
2. ensuring that the controls are being complied with
3. carrying out vigorous and prompt investigations if fraud occurs
4. taking appropriate legal and/or disciplinary action against perpetrators of fraud
5. taking disciplinary action against supervisors where supervisory failures have contributed to the commission of fraud.

Individual staff and volunteers are responsible for:

1. acting with propriety in the use of official resources and in the handling and use of public funds whether they are involved in the use of cash or payments systems, receipts or dealing with contractors or suppliers
2. reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events.

## **Ethics and Conduct**

As stewards of public funds, Scottish Rowing Directors, staff and volunteers must have and be seen to have high standards of honesty, propriety and integrity in the exercise of their duties. They should not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity.

## **Response to Suspected Fraud**

Scottish Rowing has established procedures for financial controls, asset control and ethics.

Any member, volunteer, staff member or Director suspecting that Scottish Rowing's assets or resources are being misused should immediately report the matter to the relevant Director or staff member responsible for that area of activity.

The Director or staff member will investigate the matter immediately and take any necessary action to prevent or correct any identified misuse. In the event that any Scottish Rowing policies or procedures have been deliberately ignored, the matter should be reported to the Chief Operating Officer.

In the event that an alleged incident concerns a staff member or Director of Scottish Rowing, the matter should be reported to the Chief Operating Officer for investigation.

Where allegations of financial fraud or irregularity are made and cannot be satisfactorily investigated and resolved within two weeks, the matter will be forwarded to the company auditors for investigation.

Whilst offences of a minor nature may be dealt with internally by Scottish Rowing under existing disciplinary procedures, serious cases may be reported to police for consideration for criminal prosecution.

All confirmed cases of fraud will be reported to the Board.