

Educ8tions Ltd.



Fraud and Malpractice Statement
(FaMS)
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Document Control

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Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

Educ8tions Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Educ8tions Ltd is committed to the fight against fraud and malpractice; whether it is attempted against Educ8tions Ltd from the outside or inside and will:

1. **Positively encourage prevention**
2. **Promote detection**
3. **Vigorously investigate substantiated complaints**
4. **Conduct confidential and fair investigations**
5. **Protect those who raise concerns in good faith**
6. **Take all appropriate actions where fraud and malpractice is suspected**

As an employee or sub-contractor of Educ8tions Ltd you are encouraged to come forward and provide details of any suspicions or information you may have relating to fraud and Malpractice affecting Educ8tions Ltd.

Fraud occurs where a person unlawfully obtains money or other property belonging to another person or organisation by knowingly giving false information or omitting to declare information. It may include stealing, forgery, and falsification of records. **Malpractice** is a type of negligence in which the individual has a duty to act, and or fails to follow generally accepted professional standards.

There is nothing wrong with someone '**blowing the whistle**' on those who they honestly believe may have committed, or be about to commit, an act of fraud or Malpractice. However, we do ask and expect you to provide us with information honestly and objectively since the investigation of false or unsubstantiated allegations can involve a lot of harm.

Educ8tions Ltd has systems in place designed to deter and prevent fraud. Nevertheless, everyone should be alert to the possibility of fraud and Malpractice and feel able to come forward to express any concerns in the knowledge that a full confidential and fair investigation will take place.

Where malpractice has occurred Educ8tions Ltd will take appropriate action.

All investigations will be carried out impartially and with complete confidentiality although in cases of alleged crime it may be necessary to involve other organisations. Where it appears that a criminal offence may have been committed, Educ8tions Ltd will inform the police

