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# Counter Fraud Policy

v1.1

Institute of Computer Education Ltd.

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## **Policy Statement**

Our company is fully committed to maintaining the highest standards of integrity in all activities related to the development, delivery, and assessment of our training programmes and qualifications. This policy outlines our zero-tolerance approach towards fraud, ensuring transparency, fairness, and trust in our courses.

## **Purpose**

The purpose of this policy is to clearly set out the procedures and responsibilities for preventing, identifying, managing, and responding to fraudulent activities within the context of our training and qualifications processes.

## **Scope**

This policy applies to all company employees, contractors, associates, learners, and any third parties involved in course design, delivery, assessment, administration, or certification activities.

## **Definition of Fraud**

Fraud is any deliberate act of dishonesty, deception, or false representation intended to obtain an unfair advantage, financial gain, qualification advantage, or to disadvantage another party. Examples include (but are not limited to):

- Falsification or fabrication of assessment evidence or documentation.
- Plagiarism, collusion, or cheating during assessments or examinations.
- Impersonation or submission of work not produced by the candidate.
- Alteration, theft, or misuse of examination or assessment materials.
- Bribery, corruption, or conflicts of interest related to assessments or certification processes.

## **Responsibilities**

All Employees and Associates must:

- Act with integrity and vigilance, preventing opportunities for fraud.
- Promptly report any suspected fraudulent activities or malpractice.
- Fully cooperate in investigations or inquiries into fraud allegations.

Management must:

- Ensure robust processes and controls are established and regularly reviewed.
- Provide appropriate training and guidance to staff, contractors, and associates.
- Promote a culture of openness, honesty, and ethical conduct.

## **Reporting Procedure**

Any suspicion of fraudulent activity should be immediately reported to the company directors. Reports can be made confidentially and without fear of retaliation.

## **Investigation & Action**

Upon receiving a report, the company will:

1. Conduct a preliminary evaluation of the alleged fraud.
2. Initiate a full investigation if appropriate.
3. Maintain confidentiality and impartiality throughout the process.
4. Inform relevant stakeholders (e.g., awarding bodies or law enforcement), where necessary.
5. Communicate findings transparently to involved parties.
6. Take appropriate corrective action, which may include disciplinary proceedings, sanctions, or legal action.

## **Preventative Measures**

The company commits to proactively preventing fraud through:

- Clear communication of policies and expectations to learners and staff.
- Regular audits and reviews of assessment processes.
- Secure management of assessment materials and documentation.
- Ongoing training and awareness programmes.

## **Sanctions**

Confirmed cases of fraud may result in serious consequences, including:

- Disciplinary action or termination of employment/contract.
- Disqualification of learners from courses or withdrawal of awarded certifications.
- Reporting to relevant professional bodies or law enforcement authorities as required.

## **Monitoring & Review**

This policy will be reviewed annually or sooner in response to emerging risks or identified issues. Regular internal audits will assess compliance and effectiveness.