

Fraud Policy

Purpose	To state Canterbury Museum's policy relating to fraudulent behaviour and to ensure an effective, consistent, fair, and transparent response to any suspected or actual instance of fraud.
Scope	This policy will apply to current employees, former employees, contractors, and all persons with honorary or unpaid status at the Museum.
Review Date	May 2029
Policy Statement	1. Definition

Fraud is defined as any intentional dishonest activity involving the use of deception, misrepresentation, or omission with the intention of gaining an unfair or illegal financial or non-financial advantage, whether for oneself or a third party.

Such behaviour includes, but is not limited to:

- Wrongful or criminal deception intended to result in financial or personal benefit
- Money laundering
- Theft or unauthorised use of facilities or equipment for personal gain
- Destruction, removal, or inappropriate use of records, furniture, fixtures, or equipment for personal gain
- Deliberate mishandling of or misreporting money or financial transactions
- Inappropriate claims for expenses for personal gain
- Use of a Museum credit card for personal gain
- Inappropriate payments to third parties
- The abuse of a position of trust for dishonest gain
- Secret commissions, payments, bribes, and other forms of unlawful payments
- Coercion or otherwise holding assets for ransom
- Deliberately not recording or inaccurately recording employment entitlements, for example leave applications.

2. Commitment to Fraud Prevention

Canterbury Museum is committed to preventing, detecting and responding to fraud and corruption.

- Canterbury Museum is committed to the management of fraud which is underpinned by internal control systems, policies, and procedures to minimise and identify the risk of fraud.
- Canterbury Museum will not tolerate any fraudulent or corrupt behaviour and will investigate all instances of suspected fraud.
- Suspected fraud and corruption will be investigated and all credible suspicions of fraudulent or corrupt activity will be referred to the appropriate law enforcement agency.
- All confirmed fraud and corruption incidents may be considered as serious misconduct and may result in civil or criminal action if established.
- The Museum will actively work to recover monies and property losses resulting from fraud and corruption wherever practical and appropriate.

Policy adopted by the Canterbury Museum Trust Board
on 13 May 2024 for immediate implementation