



## **Te Aroha College Fraud and Theft Policy**

### **Rationale**

Te Aroha College is committed to protecting its financial and physical resources by preventing and detecting any fraudulent or dishonest actions. The college will ensure all staff, contractors, and service recipients understand their responsibility in upholding integrity, with any investigation into suspected fraud conducted fairly and according to due process.

### **Purpose**

The purpose of this policy is to outline Te Aroha College's approach to preventing and addressing fraud and theft within the college community, ensuring transparency and accountability.

### **Policy Guidelines**

#### **1. Preventative Measures**

- The college's financial systems are designed to detect and prevent fraud, following the standards of the Public Finance Act 1989 and generally accepted accounting practices.
- Physical assets will be safeguarded, and access to financial and physical resources will be restricted to authorised personnel.
- Staff with responsibility over resources will be given guidelines, advised of their responsibilities and held accountable, ensuring they are competent in their duties.

#### **2. Reporting Suspicious Activity**

- All employees are required to immediately report any suspicious or known fraudulent activity to the Principal. This may involve improper actions by staff, students, contractors, or other parties associated with the college.
- Allegations concerning the Principal should be reported directly to the Board Chairperson.

#### **3. Procedures for Investigating Theft and Fraud Allegations**

- The Principal (or Board Chairperson if the Principal is involved) will initiate an initial investigation within 24 hours of receiving a report. This includes:
  - Collecting a written statement from the informant.
  - Reviewing any available evidence and seeking a statement from the person against whom the allegation is made.
  - Documenting findings to determine if a prima facie case exists.
- If a prima facie case is confirmed, the Principal will consult with the Board Chairperson to:
  - Begin disciplinary procedures as outlined in employment contracts.
  - Report the matter to the police if warranted.
  - Seek legal advice and involve independent investigators if necessary.
  - Notify the Ministry of Education if required.

#### **4. Confidentiality and Fairness**

- All information concerning an investigation is strictly confidential. Unauthorised disclosure by staff may result in further action for breach of confidentiality.



- Investigations will be conducted in line with natural justice, ensuring fairness for all parties involved. Any actions taken will align with applicable employment contracts and codes of conduct.

#### **5. Disciplinary Actions**

- Upon completion of the investigation, a disciplinary subcommittee of the Board will review findings and determine appropriate actions, which may include dismissal or reinstatement.
- The Principal will not participate in subcommittee proceedings related to their own case or that of Board members.

#### **6. Communication Protocols**

- Any statements about alleged or actual instances of fraud will be communicated by the Principal after consulting the Board Chairperson and, if necessary, legal advisors.

#### **Review Cycle**

This policy will be reviewed annually to ensure compliance with current legislation and best practices in fraud prevention and response.

Reviewed and ratified                      27/11/24

Date of next review                        Nov 2025