

# FRAUD & MALPRACTICE POLICY STATEMENT

## Introduction;

Volute London has a commitment to high legal, ethical and moral standards. All members of staff are expected to share this commitment.

We already have procedures in place that reduce the likelihood of fraud occurring. These include documented procedures and systems of internal control and risk assessment management. In addition we ensure that a risk (and fraud) awareness culture exists within our organisation.

This document is intended to provide direction and help to those Staff and Directors who find themselves having to deal with suspected cases of theft, fraud or corruption. This policy is communicated to all staff during induction and available to all staff on the company shared drive.

## Policy;

This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, and/or any other parties with a business relationship with this organisation.

Fraud & malpractice comprises both the use of deception to obtain an unjust or illegal financial advantage and intentional misrepresentations affecting any aspect of our company activity by one or more individuals among management, staff or third parties.

All Managers and staff have a duty to familiarise themselves with the types of improprieties that might be expected to occur within their areas of responsibility and to be alert for any indications or irregularity.

We are absolutely committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. It is therefore also committed to the elimination of any fraud and/or malpractice.

Volute London wishes to encourage anyone having reasonable suspicions of fraud or malpractice to report them. Therefore, it is also our policy, which will be rigorously enforced, that no employee will suffer in any way as a result of reporting reasonably held suspicions.

All members of staff can therefore be confident that they will not suffer in any way as a result of reporting reasonably held suspicions of fraud or malpractice. For these purposes reasonably held 'suspicions' shall mean any suspicions other than those, which are raised maliciously and found to be groundless. The organisation will deal with all occurrences in accordance with the Public Interest Disclosure Act.

**This policy applies to all employees of Volute London**

Date: 05 February 2022

Managing Director: Roman Mykytyuk



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