



ANTI-FRAUD AND CORRUPTION POLICY

QUICK REFERENCE GUIDE

The Royal Photographic Society is committed to conducting business fairly, openly, honestly and in accordance with the highest ethical and legal standards.



OUR POLICY STATEMENT

KEY POINTS

1. The Society is dedicated to promoting an anti-fraud culture, keeping the opportunities for fraud, bribery and corruption to an absolute minimum.
2. We will regularly assess the risks that fraud and corruption present, establish processes and controls to minimise the risks, and regularly review the effectiveness of our control systems.
3. The Society takes all reports of fraud, bribery and corruption seriously, and will investigate them proportionately and appropriately.
4. We do not tolerate any act of fraud or corruption and will always seek to take disciplinary and/or legal action against those found to have perpetrated any crime against the Society's interests.
5. The Society will support anyone who reports suspicions of fraud and corruption in good faith, even if following an investigation, it is found that no fraud or corruption took place.

WHAT IS FRAUD AND CORRUPTION?

Fraud and corruption concern unethical behaviours, which are dishonest and involve an intention to deceive.

Fraud is a criminal offence, which can be committed in three ways:

- Fraud by false representation.
- Fraud by failing to disclose information, and
- Fraud by abuse of position.

Related offences include forgery and counterfeiting.

Corruption is the abuse of entrusted power for gain. It is wide ranging, including acts such as bribery, kickbacks, abuse of position, conflicts of interest, nepotism/cronyism, sexual abuse, and even extortion.

Bribery is offering, promising or giving someone a financial or other advantage to encourage a person to perform their function or duties improperly – or to reward a person for having already done so – or requesting, agreeing to receive or accepting the advantage offered to them.

A facilitation payment is a type of bribe, an example being an unofficial payment or reward given to a public official to undertake or speed up the performance of their normal duties.

YOUR ROLE

IN PREVENTING FRAUD AND CORRUPTION

Volunteers are a vital resource to the Society, essential to many activities, and enable the Society to deliver its objectives.

Recognising the risk that fraud and corruption present is key to preventing fraud and corruption and you play an important role in this. The Society will support you in recognising these risks through ongoing training.

You should:

- Act with integrity in the use of Society resources and the handling and use of funds, including dealing with cash, expense claims, receipts, payments and with suppliers.
- Safeguard personal and financial data.
- Maintain accurate records of all committee assets on a register.
- Be alert to the possibility that unusual events or transactions could be indicators of fraud and corruption.
- Alert the Society if you believe the opportunity for fraud exists, e.g. because of poor procedures or lack of effective oversight.
- Report any suspicion of unethical behaviour to the Society.
- Cooperate fully with whoever is conducting internal checks or reviews or fraud investigations.

REPORTING

FRAUD AND CORRUPTION

If you have information you believe relates to the following, please report them:

- A risk of fraud or corruption within the Society.
- Where a criminal offence may be, or has been, committed.
- A person has not complied, or is unlikely to comply with a legal obligation.
- A miscarriage of justice has occurred or may occur.
- Any serious health and safety risk.
- The unauthorised use of Society funds.
- The environment has been, is being or is likely to be damaged.
- Sexual, physical or verbal abuse, or bullying or intimidation of employees, members, or clients of the Society.
- Abuse of authority or position by a committee member or member of staff.
- Any other unethical conduct.

If you are concerned about any of the above we encourage you to report your concerns.

The Society recognises the decision to report fraud and corruption can be a difficult one to make. The Society will not penalise anyone for raising a concern in good faith.

We will record and investigate all reports in a way that will ensure confidentiality and will protect those making such reports in accordance with law.

HOW TO REPORT

FRAUD AND CORRUPTION

Contact the Society,

- By telephone +44 (0)1225 325730.
- Via email to The Chief Operating Officer at coo@rps.org; The Board of Trustees at council@rps.org; or The President of the Society at president@rps.org.
- Or in writing at: The Chief Operating Officer, The Royal Photographic Society, RPS House, 337-340 Paintworks, Arnos Vale, Bristol, BSA 3AR.

You can also make a report externally to:

- The Charity Commission, via email at whistleblowing@charitycommission.gsi.gov.uk.
- The charity, Public Concern at Work on 020 7404 6609.
- Alternatively, if you wish to make a report of crime, contact Avon and Somerset Constabulary on telephone 101.

Finally, if you wish to make a complaint not related to fraud and corruption, please refer to the Society's Complaints Procedure.

FOR FURTHER INFORMATION

Visit <http://www.rps.org/about/organisation/rps-documents>, contact +44(0)1225 325733, or email reception@rps.org

