


Policy Name:	FRAUD	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	December 14, 2021	
Next Scheduled Renewal Date:	November 2026	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Finance	
Policy Number:	FIN-009	

FRAUD POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to provide guidance on appropriate organizational behaviours, to assign responsibility for implementation of internal controls to prevent, detect, and respond to fraud, and for the conduct of investigations.

2.00 DEFINITIONS

- 2.1 **Fraud:** Any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain. Personal gain may be directly gained or indirectly when such action benefits relatives, business acquaintances, or friends of an individual.
- 2.2 **Members of the College Community:** All employees, Board of Governors, students, and contractors of Coast Mountain College (CMTN).

3.00 POLICY STATEMENT

- 3.1 The College is committed to being ethical and credible in its relationships with employees, students, vendors, and others.
- 3.2 This policy supports the College's objective of continuous improvement through its sound governance of College resources and finances.
- 3.3 CMTN will not tolerate fraud within its organization. The College will take action to investigate all suspicious activity.
- 3.4 Employees who have knowledge of or suspect a wrongdoing, have a duty to disclose such concerns, provided such disclosures are made in good faith.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 [FIN-009P, Fraud Procedure](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Dec 14, 2021		President's Council