

## **Fraud, corruption and theft policy**

- Status: Current policy
- Applies to: Home Office and Identity & Passport Service
- Issued: July 2008
- Updated: March 2013

### **In brief**

You have a personal responsibility to guard against possible fraud.

### **Principles**

1) You must adhere to Home Office guidance on corruption and fraud and ensure that you know what you should do if you discover or become aware of any possible fraud or corruption.

2) The anti-fraud and corruption strategy provides members of staff in the Home Office with guidance on what to do to minimise the risk of fraud, corruption and theft.

### **What it means in practice**

3) You must comply with all Home Office policies and procedures to prevent, deter and detect fraud and corruption, including demonstrating behaviours that comply with the Civil Service Code.

4) If you suspect fraud or corruption you must follow the fraud and corruption response plan – and not inform your line manager.

5) All claims for travel and subsistence should be certified by a member of your team at grade HEO or above.

6) Official money must not be left lying around; when unattended it should be kept in a safe or strongbox bolted to the floor.

7) You must not amend any official accounting document with correcting fluid; any mistakes must be crossed out clearly and the amendment written above the mistake and initialled by you.

8) When certifying any official accounting document you must check that all details are correct and any queries have been answered before signing off.

9) You must make sure you are familiar with and adhere to the policy on the acceptance of gifts, hospitality and rewards and the anti-fraud and investigation team's guidance on the acceptance of gifts, hospitality and rewards

10) Home Office guidance and procedural manuals are there to be used; you must refer to them if available.

11) When using IT, you must ensure that you follow the security operating procedures.

- 12) It is an offence under copyright law to copy or use illegal copies of computer software.
- 13) Any items considered valuable should be locked away when not in use.
- 14) If official property in your possession goes missing you must immediately report the loss to your line manager and head of unit.
- 15) If IT equipment is stolen the loss should be reported to the system security officer. The system security officer is responsible for reporting the loss to the departmental security unit.
- 16) If a building has been broken into you must report the matter to the departmental security unit immediately.
- 17) If you bring any valuable personal items into the office you should ensure that you are familiar with the guidance set out at annex A on personal property.

## **Fraud, corruption and theft policy**

### **Personal property**

If your personal property goes missing the department may, at its discretion, make an ex-gratia payment to you as long as the loss, or damage, is not caused by your own negligence.

The department's discretion to provide an ex-gratia payment for loss of property does not extend to cash, luxury articles (such as expensive rings or watches) or items that are not considered necessary or essential to the workplace (expensive calculators or other equipment). If it is not possible to avoid having luxury items in the office you should ensure they are covered by personal insurance.

Any ex-gratia payment made will be based on the cost of the original item, not the cost of a replacement at the current price. If the item is damaged then it may be that the ex-gratia payment will be for repair, not replacement.

If the loss, or damage, of personal property is caused by defective office furniture you should report it your local accommodation officer.

All claims for an ex-gratia payment should include:

- circumstances of the claim including date and location
- the amount being claimed
- the date of purchase for the lost or damaged item
- the amount the item was purchased for
- a full description of the item
- confirmation of whether the item was covered by insurance
- if the item is damaged, confirmation that it cannot be repaired, including a written statement from a professional to support this
- a report from the accommodation officer, if the loss or damage was caused by an office based

- hazard
- a statement from the line manager detailing if there was any contributory negligence on the part of
  - the owner of the item or another member of staff
- any witness statements and
- whether the item was insured privately; HM Treasury guidance states that the department must not
  - make any ex-gratia payment for loss or damage to an item that is covered by insurance