

What you ***should*** or ***should not*** do if you suspect fraud or corruption.

## Do

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- ✓ Ascertain promptly what has occurred or is suspected
- ✓ Make a note of your concerns
- ✓ Document the details as clearly and as factually as possible
- ✓ Report your suspicions to the Fraud contacts
- ✓ Deal with the matter promptly

## Don't

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- ✗ Ignore it
- ✗ Approach or accuse any individuals directly
- ✗ Try and investigate the matter yourself
- ✗ Convey your suspicions to other colleagues (except for the Fraud Contacts)
- ✗ Delay reporting the matter

You can discuss your concerns with the Fraud Contacts below

Jagat Chatrath  
Fraud Liaison Officer  
Audit and Assurance Unit  
020 7273 3249

FRAUD HOTLINE  
FOR NON-IND STAFF  
  
020 7222 8388

IND Staff should call

Russell Andrews  
IND Security and Anti Corruption Unit  
020 8604 3009

(Out of hours please call 020 8760 8013  
and ask for the on call SACU Officer)

Or

Hazel Bourne  
INDIS Operational Integrity Unit  
020 8757 3734

Fraud and corruption investigations must be well managed and carried out by knowledgeable and experienced staff to result in a successful outcome.



Home Office

ANTI-FRAUD AND CORRUPTION  
GUIDANCE

**YOU**

should know

what to do if you suspect

**FRAUD** or

**CORRUPTION**

Civil Servants should conduct themselves with integrity, impartiality and honesty.

Civil Servants should not act in a way which is illegal, improper or unethical.

## What is Fraud?

The essence of fraud is deception for the purposes of gain. Several criminal offences fall under this general heading, including obtaining property by deception and false accounting.

## What is Corruption?

In ordinary speech this term may be given a very wide meaning, but in the criminal law it means the receipt or offer of a bribe. Home Office employees are paid by the public to perform their duties and they commit a criminal offence if they accept payments from third parties which are designed to influence them in the exercise of those duties.

**All cases of fraud and attempted fraud against the Department, are thoroughly and promptly investigated and where appropriate, a prosecution would be undertaken by the CPS or disciplinary action by the Home Office is taken.**

Staff should become familiar with the Home Office Fraud and Corruption Response Plan.

Copies of the Home Office Policies and Procedures relating to Anti-Fraud and Corruption can be viewed at:

Horizon A-Z subject list under Fraud

The action that you take when you first identify or are made aware of suspected fraudulent activity may be crucial in determining the success of any subsequent investigation.

- Your primary responsibility is to report the issue and all associated facts promptly and accurately. You should then be prepared to co-operate as instructed in any subsequent investigation.
- You should not attempt to investigate the matter further yourself.

## Frequently Asked Questions

- What should I do if I have a suspicion that a fraud may have occurred?

You are obliged to report to the fraud contacts any evidence of a criminal offence that you may come across in the course of your duties.

It is much better if people can raise their concerns early, even if these are suspicions only.

- Will raising concerns make a difference to the Home Office?

Yes. It will provide an opportunity for the concerns to be investigated as appropriate and follow-up action will be taken by management to address weaknesses.

- Will I be victimised if I raise concerns?

No. You are protected by law, even if you report a concern outside the normal channels (provided you have a good reason for doing that).

**If you need any clarification or have any other questions, do not hesitate to contact the Fraud Liaison Officer.**