



Huntington's  
Disease  
Association

# Anti-fraud, bribery and corruption policy

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## Introduction

The Huntington's Disease Association has a 'zero tolerance' policy towards fraud, bribery and corruption and is committed to conducting business fairly, openly and honestly and in accordance with ethical integrity and legal standards.

The Huntington's Disease Association complies with applicable legislation, including the Fraud Act 2006, the Bribery Act 2010, and with other regulatory requirements and applicable guidance including Managing Public Money. Its trustees are required under charity law to safeguard the assets of the charity.

The purpose of this policy is to set out the Huntington's Disease Association's stance on fraud, bribery and corruption and our approach to preventing, detecting, reporting and investigating fraud, bribery and corruption.

## Scope

This policy is applicable to, and must be followed by, all staff, volunteers, consultants and contractors. Failure to comply could result in disciplinary action, including dismissal or termination of contract.

## Policy statement

The Huntington's Disease Association has a 'zero tolerance' policy towards fraud, bribery and corruption. This means that the Huntington's Disease Association:

- a. does not accept any level of fraud, bribery or corruption within the organisation or by any other individual or organisation receiving Huntington's Disease Association funds or representing the Huntington's Disease Association; and
- b. will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest.
- c. will always seek to take disciplinary and/or legal action against those found to have perpetrated, be involved in, or assisted with fraudulent or other improper activities.

The Huntington's Disease Association is committed to developing an anti-fraud culture and keeping the opportunities for fraud, bribery and corruption to the absolute minimum. We will assess the risks of fraud, bribery and corruption, establish processes and controls to minimise these risks, and regularly review the effectiveness of relevant control systems.

The Huntington's Disease Association requires all staff, volunteers, consultants and contractors to act honestly and with integrity at all times and to safeguard the resources for which they are responsible and report any incidents or suspicions of fraud, bribery or corruption to an appropriate manager. The Huntington's Disease Association will take all reports of fraud, bribery and corruption seriously, and investigate proportionately and appropriately.

The Huntington's Disease Association requires all those receiving charity funds or representing the charity, including suppliers, grant recipients, partners, contractors and agents, to act in accordance with this policy. This includes reporting to the Huntington's Disease Association any suspected or actual instances of fraud, bribery or corruption involving charity assets or staff.

## **Definitions**

### **Fraud**

Fraud is knowingly making an untrue or misleading representation with the intention of making a gain for oneself or another or causing a loss, or risk of loss, to another.

### **Bribery**

Bribery is giving or offering someone a financial or other advantage to encourage that person to perform their functions or activities improperly, or to reward someone for having already done so.

### **Facilitation payment**

A facilitation payment is a type of bribe. An example is an unofficial payment or other advantage given to undertake or speed up the performance of normal duties.

### **Misuse of consultancy payment**

Where an individual is providing expertise in their capacity as an employee of the Huntington's Disease Association in return for payment, this payment must be received by the charity. Failure to do this would be considered to be fraudulent activity.

### **Corruption**

Corruption is the misuse of entrusted power for personal gain. This would include dishonest or fraudulent behaviour by those in positions of power, such as managers or government officials. It would include offering, giving and receiving bribes to influence the actions of someone in a position of power or influence, and the diversion of funds for private gain.

### **Conflict of interest**

A conflict of interest is where an individual has private interests that may influence the decisions that they make as an employee or representative of an organisation.

## **Misuse of property or equipment**

The deliberate and fraudulent misuse of property or equipment belonging to the Huntington's Disease Association which includes buildings, equipment, copyright, using research or documents belonging to the charity, or reproducing any information for own use is corrupt practice and may lead to legal or disciplinary action.

Above is a list of simplified definitions. The Huntington's Disease Association will apply the policy in accordance with the full definitions in the relevant legislation.

## **Risk and internal controls systems**

The Huntington's Disease Association will assess the nature and extent of exposure to risks of internal and external fraud, bribery and corruption. We will regularly review these risks, using information on actual or suspected instances of fraud, bribery and corruption to inform a review.

The Huntington's Disease Association will put in place efficient and effective systems, procedures and internal controls to encourage an anti-fraud culture; prevent and detect fraud, bribery and corruption; and reduce the risks to an acceptable level.

The Huntington's Disease Association will equip staff and volunteers with the skills, knowledge and expertise to manage fraud risk effectively. We will provide adequate training to make them aware of the risks of fraud, bribery and corruption, and of their responsibilities in preventing, detecting, and reporting it.

The Huntington's Disease Association will make all those receiving our funds or representing us, including suppliers, grant recipients, partners, contractors and agents aware of this policy.

The Huntington's Disease Association will regularly review and evaluate the effectiveness of our systems, procedures and internal controls for managing the risk of fraud. We will do this through risk management and assurance processes and audit arrangements.

## **Reporting**

### **Internal**

All staff and volunteers must immediately report any suspected or actual instances of fraud, bribery or corruption to a line manager or trustee. This includes offers to pay bribes, solicitation of bribes and demands to make facilitation payments. Failure to report could result in disciplinary or legal action.

The Huntington's Disease Association also requires all those receiving funds or representing us, to report any suspected or actual instances of fraud, bribery or corruption involving Huntington's Disease Association assets or staff. Reports should be made to the Chief Executive of the Huntington's Disease Association or if the allegation relates to

them, to the Vice Chair of the Board of Trustees to allow impartiality if the Chair was required to hear an appeal.

The Huntington's Disease Association will not penalise anyone for raising a concern in good faith, even if it turns out to be unfounded. Any member of staff or volunteer or who harasses or victimises someone for raising a concern in good faith will themselves be subject to disciplinary action.

The Huntington's Disease Association will maintain a system for recording: all reports of actual or suspected fraud, bribery and corruption; the action taken; and the outcome of any investigation. We will use this information to inform a review of the risks and the effectiveness of our controls.

## **External**

The Huntington's Disease Association will fully meet its obligations to report fraud, bribery and corruption to third parties.

## **Investigation**

The Huntington's Disease Association will take all reports of actual or suspected fraud, bribery and corruption seriously, and investigate proportionately and appropriately as set out in this policy.

The Huntington's Disease Association will always seek to take disciplinary and/or legal action against those found to have perpetrated or assisted with fraudulent or other improper activities. For staff, this may include dismissal. We will also seek to recover any assets lost through fraud.

## **Specific risk mitigation measures**

To manage the exposure to bribery and corruption, all gifts and hospitality received by staff must be managed in line with the Employee Handbook and recorded on an appropriate register.

Conflicts of interest are known to increase the risk of fraud. Therefore, all staff who have an interest in an actual or potential supplier (whether personally, or through family members, close friends or associates) must report that conflict of interest to their line manager.

## **Responsibilities**

The board of trustees is responsible for establishing and maintaining a sound system of internal control that supports the achievement of the charity's policies, aims and objectives and ensures risks are appropriately managed.

The Chief Executive, with support from the senior management team, is responsible for ensuring that staff and volunteers are aware of and support this policy, receive relevant training and that all incidents of fraud, bribery or corruption are reported. They are also responsible for recording all instances of actual or suspected fraud, bribery and corruption, and ensuring that all incidents are managed, investigated proportionately and appropriately in line with this policy and reported to externally as required.

The Chief Executive, with the support of the senior management team, is responsible for reviewing internal controls within the charity to ensure that they continue to operate effectively, they are being complied with and that they are adapted as required to ensure continued detection and prevention of fraud, bribery and corruption.

All staff, volunteers, consultants and contractors are responsible for complying with this policy.