

United Academics Anti-Fraud Policy

General Statement

United Academics and its Executive Council, employees, and volunteers must, at all times, comply with all ethical principles and policies of the organization and all laws and regulations governing the activities of the organization. The council accepts its responsibility to undertake all appropriate actions to prevent and detect fraud against the organization or that may be perpetrated by anyone associated with the organization.

Fundamental Concepts

The Executive Council, with the assistance of the Executive Director (when one is in place) when appropriate, is charged with the responsibility for the following:

- Creating, demonstrating, and maintaining a culture of honesty and high ethics by setting the tone at the top. This includes preparing a code of conduct that expresses zero tolerance for unethical behavior and communicating it to all employees and leaders of the organization. Management should also train employees regularly regarding the organization's values and document their understanding and compliance therewith at least annually.
- Regularly assessing fraud risks (including management fraud) and related risks that may occur within the organization. This includes establishing and monitoring appropriate policies, procedures, and controls designed to mitigate or eliminate the risk of fraud and abuse. A report regarding such fraud risks and actions taken must be made to the Executive Council at least annually.
- Creating, implementing, and monitoring a strong system of controls, including continually seeking ways to increase security in the organization's computer, recordkeeping, and payment systems.
- Training employees and leaders to be alert to warning signs of fraud and unethical behavior and providing a system for reporting such matters. Reporting irregularities by creating a system for employees and leaders to anonymously report (to the designated Executive Council representative or EC, if management is involved) illegal or unethical actions they have witnessed or that they suspect. This system should promote transparency with the external auditors.
- Conducting regular (at least annual) audits of the organization's financial records, including evaluating the organization's antifraud policies and procedures, internal controls systems and other relevant matters. These audits will be performed by an external auditing firm. The results of such audits are to be communicated to the Executive Council and other authorized parties.

Summary

The Executive Council and Executive Director (when one exists) are responsible for preventing and detecting fraud and abuse within the organization. They are also charged with establishing, implementing, and monitoring policies and procedures that address the fundamental responsibilities noted above.