

Policy Information	
Policy No.:	AD-F-2.17
Approved By:	Executive Committee
Approval Date:	August 1, 2024
Executive Responsible:	Vice President Finance and Corporate Services
Administrator Responsible:	Director of Finance
Date of Next Review:	August 1, 2029

FRAUD RISK MANAGEMENT

Policy Statement

This policy, and its associated procedures, outline responsibilities for the prevention, detection, and investigation of fraud. They also explain how to report suspected fraud and how the College of New Caledonia (CNC or “the College”) will respond to and investigate these reports.

Purpose

CNC is committed to protecting its funds, property, proprietary information, and other resources. The College will not tolerate misuse or misappropriation of these resources and will investigate suspicious activity and attempt to retrieve any losses due to fraudulent activity. The College is committed to protecting those who, in good faith, report suspected fraud.

Scope

This policy applies to any suspected or actual fraud committed by employees (including senior and executive leaders), members of the Board of Governors, volunteers, or contractors involving College resources. This policy does not apply to academic fraud (see Academic Conduct policy E-1.29) or to students suspected of committing fraud (see Student (Non-Academic) Conduct policy E-1.45).

Principles

1. CNC strives for transparency and accountability in its operations and maintains a strong system of internal controls to protect against fraud.
2. CNC expects all members of the college community to act with honesty and integrity; we all have a duty to protect the college against fraud.
3. CNC directs anyone who suspects fraud has or will occur to report their concerns without delay.

4. CNC prohibits anyone who suspects fraud has or will occur from conducting their own investigation or confronting those who are suspected to be involved.
5. CNC will investigate suspected fraud following the principles of procedural fairness and natural justice.
6. CNC may take disciplinary action against any individual who commits fraud, up to and including termination with cause.
 - 6.1. Any disciplinary action will be decided in consideration of the terms of relevant collective agreements or policies.
7. CNC may report suspected fraud to law enforcement which may lead to criminal charges.
8. Individuals who make a bad faith, malicious, or intentionally false complaint may be subject to disciplinary action, up to and including termination and/or expulsion.
 - 8.1. Any disciplinary action will be decided in consideration of the terms of relevant collective agreements or policies.
9. Those involved in reporting or investigating suspected fraud will comply with British Columbia's Freedom of Information and Protection of Privacy Act ("FIPPA") and maintain strict confidentiality at all times.

Legislative and Collective Agreement References

- [CNC Collective Agreements](#)
- [Criminal Code of Canada](#)
- [Freedom of Information and Protection of Privacy Act](#)

Links to Other Related Policies, Documents, and Websites

- Fraud Risk Management Procedures AD-F-2.17
- [Academic Conduct E-1.29](#)
- [Freedom of Information and Protection of Privacy AD-CO-4.14](#)
- [Protected Disclosure AD-HR-1.27](#)
- [Respectful Workplace AD-HR-1.10](#)
- [Standards of Ethical Conduct AD-HR-1.05](#)
- [Student \(Non-Academic\) Conduct E-1.45](#)
- [Freedom of Information and Protection of Privacy at CNC](#)

Policy Amendment Log

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