



Fraud Prevention Policy

Purpose:

Clear Quality Ltd is committed to maintaining the highest standards of integrity and accountability in all areas of our operations. As a training provider approved by the ESFA and listed on the ROATP, we are dedicated to preventing, detecting, and addressing fraud in any form

Policy Statement:

We take a zero-tolerance approach to fraud and financial misconduct. Clear Quality Ltd expects all employees, contractors, and stakeholders to act honestly and with integrity, safeguarding public funds and resources entrusted to us.

Scope:

This policy applies to all staff, subcontractors, suppliers, and any other party working with or on behalf of Clear Quality Ltd.

Definitions of Fraud:

Fraud encompasses activities such as:

- Deception or misrepresentation for financial or personal gain.
- Misuse of public funds or company resources.
- Forgery, bribery, or corruption.

Prevention Measures:

- Robust financial controls, including segregation of duties, regular audits, and budget monitoring.
- Clear Quality Ltd staff undergo fraud awareness training to recognise and report suspicious activity.
- Due diligence processes for subcontractors and suppliers to mitigate third-party fraud risks.

**Reporting and Investigation:**

- A confidential whistleblowing mechanism enables staff and stakeholders to report suspected fraud.
- All reports of fraud will be promptly and thoroughly investigated by senior management.
- Disciplinary action, including termination or legal proceedings, will be taken where fraud is confirmed.

Compliance with ESFA Guidelines:

- All fraud-related incidents will be reported to the ESFA and relevant authorities as required.
- Clear Quality Ltd will ensure compliance with the ESFA's funding rules and contractual obligations.

Monitoring and Review:

- This policy will be reviewed annually or as necessary to align with evolving regulations and organisational needs.
- Fraud risk assessments will be conducted periodically to ensure controls remain effective.

Commitment:

Clear Quality Ltd is dedicated to fostering a culture of integrity and accountability, ensuring that public funds are utilised responsibly and in accordance with the principles of good governance.