

FRAUD POLICY

About Maitri Studio

Maitri Studio Ltd is a small limited company with only Directors Claire Ferry & Geoffrey Moore and freelance administrative help. While we have no employees, we commit to having a fraud policy to cover the work that we undertake.

We have based this policy on the template for small organisations given by the Department for Communities (<https://www.communities-ni.gov.uk/publications/fraud-policy-statement-templates-and-model-fraud-response-plan>).

This document will be reviewed and updated annually, or upon any major changes in the workplace should we become a larger organisation, including if we become an employer.

What is fraud?

No precise legal definition of fraud exists: many of the offences referred to as fraud are covered by the Theft Act (Northern Ireland) 1969 and the Theft (Northern Ireland) Order 1978. The term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion.



Maitri Studio's fraud policy

- There will be maximum deterrence of fraud, through the workplace procedures and work ethic instilled in our business and business plan.
- Fraud which cannot be deterred will be prevented, for example by clear and regular book-keeping and annual accounts with a freelance accountant.
- There will be prompt detection of fraud which cannot be prevented.
- There will be professional investigation of detected fraud, with advice sought from external experts. (Cases involving funding from DSD will be referred to the funding Branch in the first instance)
- Effective sanctions will be taken against people committing fraud.
- Redress will be sought in respect of money defrauded.
- We will share this policy with all freelance teachers and therapists (henceforth "freelancers") who rent rooms or teach at Maitri Studio. Our ethos is that all freelancers should have personal and high standards of honesty, propriety and integrity in the exercise of their work, in line with the values we have established for Maitri Studio in our business plan and outlined in our terms and conditions for any freelancers using the studio. We will not accept any level of fraud or

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corruption and any fraudulent activity on the part of a freelancer would result in termination of any business with that person.

Agreed, signed and dated



CLAIRE FERRY (director) GEOFFREY MOORE (director)
21 September 2023 21 September 2023

Review date: 21 September 2024