

Fraud Risk Management Policy

POLICY: The Beaver Island District Library is committed to making sure that the opportunity for fraud, theft and corruption is reduced to the lowest possible risk. Systems and procedures for the prevention and detection of fraud and theft have been designed and implemented to ensure a culture and environment that promotes honesty and ethical behavior.

As an important part of this commitment, this policy will serve to advise and guide the Board of Trustees, Township Boards, employees, and volunteers on these serious issues. All individuals connected with the Townships are expected to be fair and honest, and to provide the Townships any help, information and support necessary to deal with fraud, theft and corruption.

In order to combat fraud, theft and corruption, it is essential that there are clear, written policies and procedures and that these documents are reviewed regularly to address changes in the business and working environment.

The Township boards (St. James and Peaine) are responsible for assuring that suitable levels of internal checks and balances are included in work procedures, particularly financial procedures.

Beaver Island District Library expects all employees, suppliers, and contractors to be honest and fair in their dealings with the Library, and employees, volunteers, and board members are expected to lead by example in these matters. Dishonest and/or illegal activity will not be tolerated.

Employees play a vital role in dealing with fraud, theft and corruption. Beaver Island District Library encourages employees to report any suspected fraud, theft, and corruption.

All information will be dealt with fairly and confidentially, and the Beaver Island District Library will make every effort to protect the identity of the person(s) providing the information.

The response to any report of fraud, theft or corruption will be effective and organized. The Library will deal firmly and quickly with anyone who is responsible for fraud, theft or corruption.

The Library Director in consultation with the Board of Trustees will decide on the type and course of the investigation. This will include referring matters to the police if criminal activity is suspected. The Townships will prosecute, and/or carry out disciplinary action up to and including recommending termination of employment.

The investigative process should not be misused, and therefore, any abuse, such as raising unfounded malicious allegations, will be addressed as a separate disciplinary matter.

The key to a successful Fraud Risk Management Policy is awareness. It is expected that employees read, understand and comply with the policy manual and any procedures that apply to them. Disregard for these policies and procedures may lead to formal disciplinary action, up to and including termination of employment.