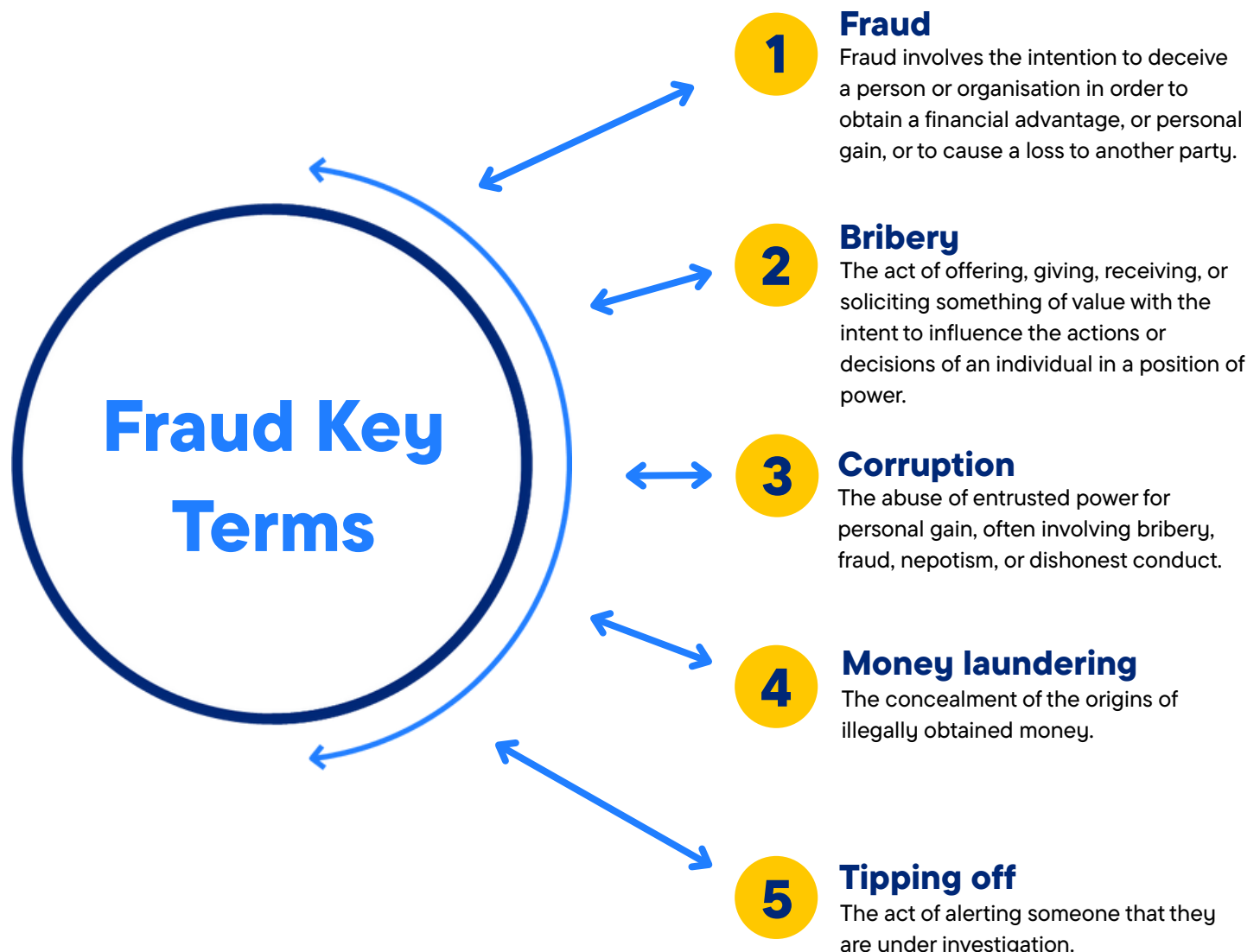


Counter Fraud

Information for volunteers

Every one of us plays a role in keeping our Society safe. We all need to take ownership of doing the right thing so that we keep ourselves, each other, the people we work with and everyone who comes into contact with us safe. In doing so, we can continue to deliver on our mission on a world where dementia no longer devastates lives.

The Society has a policy of zero-tolerance towards fraud, corruption, and bribery. These are criminal offences which pose a risk of financial, reputational, and regulatory harm to the Society. The information below outlines how to recognise fraud, corruption and bribery, and how to report concerns you may have.



Things to remember:

- Follow procedures for handling donations, expenses and reimbursements.
- Do not investigate the issue yourself. Share your concerns with your Volunteer Manager or the Counter Fraud team.
- Speak up if something doesn't feel right to you. Your voice matters.
- Our full Counter Fraud policy is available on request.

Examples of fraud:

Example 1

Person A is fundraising for the Society. They raise £200 in cash at a charity race night but decide to keep £50 because they need to pay an unexpected household bill and are short of money. They say, "The Society will never know how much I raised anyway".

This is fraud! Report it!

Example 2

Person B, as a volunteer, is allowed to claim expenses for travel when undertaking volunteering duties for the Society. The location they are travelling to is 5 miles away; 10 miles for a return trip. They submit a mileage claim for 14 miles because they had to take a longer trip due to road closures.

This is not fraud – as long as it is agreed with the Volunteer Manager and there were extenuating circumstances resulting in longer mileage

Example 3

Person C overhears a conversation between two Society employees stating that they were sure no one would notice if they took some cash from today's fundraising event.

This could be fraud! Report it!



Speak to your Volunteer Manager

In most cases, you will be able to speak to your Volunteer Manager. They will listen to your concerns and, if appropriate, report it to the Society's Counter Fraud team for further investigation.



Contact fraud@alzheimers.org.uk

If you are unable to speak to your Volunteer Manager or are worried they may be involved, please email fraud@alzheimers.org.uk with your details and the nature of your concern. We will endeavour to respond within 3 working days.