

Fraud Policy of Agrajattra



AGRAJATTRA অগ্রযাত্রা

(An Organization for Integrated Social Development)

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Fraud Policy

Introduction

This Fraud policy represents AGRAJATTRA process and mechanism to deal with any forms of falsification & fraud. It is a set of complete method that everyone who involved with the organizations what to do if they are concerned about people's wellbeing. This policy expressive AGRAJATTRA's zero tolerance approach to fraud.

Policy Statement

Agrajattra is committed to practice moderately which protects each stakeholders from any harm. Staff and volunteers in this organization believe and recognize the responsibilities to develop awareness of the issues which actually organizational dignity.

Goal

It shall be the goal to provide a safe environment for all stakeholders for participating in different activities, including participants in any daily or temporary programs. The organization's goal is to inform workers and enforce policies to ensure that all are safe and protected while attending scheduled activities.

Selection and broadcast Process

- I. Volunteers or employee must be members of the organization. Under certain circumstances, executive Committee may authorize an exception to this rule for a specific planned event.

II. This policy are applicable to

- a) All Present Employees, Executive Committee members, Volunteers, Contracted advisers/consultants of Agrajattra.
- b) Researchers, evaluators, auditors or other service providers, visitor, donor, journalist shortly anyone who directly or indirectly involved with Agrajattra.

This policy is based on the following principles:

- ❖ All people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection.
- ❖ All suspicions and allegations of fraud will be taken seriously and responded to swiftly and appropriately;
- ❖ All staff (paid/unpaid) have a responsibility to report concerns to the Designated Person with responsibility for fraud protection.

We will aim to safeguard by:

- Adopting protection guidelines through procedures and a code of conduct for staff and volunteers.
- Sharing information about protection and good practice with beneficiaries, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective management for staff and volunteers through support, supervision and training.
- We make an effort to protect children from Worst Form of Child Labor (WFCL), from human Trafficking, from HIV/AIDS.
- We always try to make awareness about the access to fundamental rights.
- We are committed to reviewing our policy and good practice regularly.

This policy sets out agreed guidelines relating to the following areas:

- ❖ Responding to allegations of abuse, including those made against staff and volunteers
- ❖ Recruitment and inspection of Staff and volunteers
- ❖ Supervision of organizational activities

Allegations against a member of staff

We will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be engage as a fraud Where there is a complaint against a member of staff there may be two types of investigation:

- A fraud protection investigation,
- A disciplinary or misconduct investigation.

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- If the allegation is about poor practice by the selected Person or if the matter has been handled inadequately and concerns remain, it should be reported to the president or sometime Executive committee who will decide how to deal with the allegation and whether or not the organization should initiate disciplinary proceedings.

Administrative preparations for the management of Agrajatra

We will aim to protect the direct & indirect beneficiaries from any fraud & false allegations by adopting the following guidelines:

- ❖ We will keep a register of all team members (both paid staff members and volunteers)
- ❖ Registers will include arrival and departure times and the names of others in the building at the time.
- ❖ We will keep a record of all sessions including monitoring and evaluation records.
- ❖ Our team members will record any unusual events on the accident/incident form.
- ❖ Written consent from a parent or guardian will be obtained attending our activities.
- ❖ Team members should escort children of the same sex to the toilet but are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian.
- ❖ We recognize that physical touch between adults and children can be healthy and acceptable in public places. However our team members will be discouraged from this in circumstances where an adult or children are left alone.
- ❖ All team members should treat equal with dignity and respect in both attitude, language and actions.

Support and Training:

Agrajatra is committed to the provision of all types of discrimination, fraud & protection training for all our team members.