FRAUD PREVENTION POLICY – PROTECTING TRUST IN RECRUITMENT AND STAFFING

Asher Excellent Ltd

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1. INTRODUCTION

1.1 Commitment to Integrity

Asher Excellent Ltd is fully committed to operating with the highest levels of integrity, transparency, and ethical standards across all aspects of our recruitment, staffing, and care services.
As a trusted provider of healthcare, domiciliary care, and administrative staffing, we recognise that any form of fraud—whether committed by candidates, clients, employees, or external parties—undermines our credibility, compromises service quality, and places the wellbeing of service users at risk.

1.2 Purpose of Policy

This Fraud Prevention Policy sets out the strategies, procedures, and responsibilities for detecting, preventing, and responding to fraudulent activities within our recruitment, staffing, and operational processes.
The policy aims to:

- Safeguard the trust of our clients, candidates, and service users.
- Protect the integrity of our workforce.
- Maintain compliance with legal, regulatory, and professional standards.
- Foster a culture of accountability and vigilance across the organisation.

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2. POLICY STATEMENT

2.1 Zero-Tolerance for Fraud

Asher Excellent Ltd maintains a zero-tolerance approach to all forms of fraud, including but not limited to:

- Misrepresentation of qualifications, skills, or experience.

- Falsification of identity or official documents.
- Misuse of confidential or personal information.
- Collusion between internal or external parties to manipulate staffing outcomes.

All suspected fraud cases will be thoroughly investigated, with disciplinary or legal action taken where appropriate.

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3. FRAUD PREVENTION PROCEDURES

3.1 Risk Analysis and Threat Mitigation

- **Regular Risk Assessments:** Conducted periodically to identify potential fraud risks, with a focus on identity verification, credential validation, and timesheet integrity.
- **Mitigation Strategies:** Risk assessments inform anti-fraud controls, such as enhanced vetting, stronger digital security, and robust process oversight.

3.2 Robust Candidate Screening

- **Background Checks:** All candidates undergo comprehensive pre-employment checks including:
    - Enhanced DBS checks
    - Right-to-work verification in the UK
    - Qualification and certification validation
    - Reference checks with previous employers
- **Ongoing Checks:** Long-term placements receive periodic re-verification of compliance documents.

3.3 Document Verification

- **Manual and Automated Review:** All documents (CVs, certificates, ID) are rigorously scrutinised.
- **Verification Tools:** Digital tools may be used to detect forgery or tampering.
- **Cross-Referencing:** Data is checked against external sources such as regulatory bodies and training providers.

3.4 Identity Verification

- **Photo and Biometric Matching:** Candidate photos are compared with ID documents; biometric data may be used where lawful.
- **Secure Interviews:** Remote interviews may use live video validation.
- **In-Person Verification:** Original documents must be presented before placement where possible.

3.5 Employee Fraud Awareness Training

- **Ongoing Education:** Staff receive training on fraud detection, whistleblowing, and response protocols.
- **Scenario-Based Learning:** Interactive workshops simulate real-life fraud scenarios.

3.6 Client and Partner Due Diligence

- **Background Vetting:** New clients, vendors, and partner agencies are vetted for legitimacy, financial stability, and ethical operations.
- **Contractual Clauses:** Contracts include anti-fraud clauses outlining responsibilities and consequences.

3.7 Technology Integration for Fraud Detection

- **Automated Monitoring:** Digital systems flag anomalies in candidate profiles, timesheets, or assignment data.
- **Analytics and AI:** High-risk patterns are detected early through intelligent analytics.
- **Real-Time Audits:** Key processes, such as timesheets and expenses, may be monitored for inconsistencies.

3.8 Whistleblower Protection

- **Confidential Reporting Channels:** Secure, anonymous reporting is available for staff, candidates, and clients.
- **Zero Retaliation Policy:** No individual will face reprisals for reporting fraud in good faith.

3.9 Legal Cooperation and Enforcement

- **Law Enforcement Collaboration:** Confirmed fraud cases are reported to police, legal authorities, and relevant regulatory bodies.

- **Disciplinary Measures:** Staff involved in fraud may face termination and legal proceedings; clients or candidates may be blacklisted and reported.

3.10 Record Keeping and Audit Trails

- **Investigation Logs:** All investigations are fully documented with timelines, findings, and outcomes.
- **Audit Trails:** Key operational and recruitment processes maintain digital records to support transparency.

3.11 Policy Review and Continuous Improvement

- **Annual Review:** Policy reviewed at least annually or following significant fraud incidents or operational changes.
- **Stakeholder Feedback:** Input from staff, candidates, and clients is used to improve fraud prevention measures continuously.

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4. CONCLUSION

4.1 Our Commitment

Asher Excellent Ltd is fully committed to providing safe, ethical, and trustworthy recruitment and staffing services. Fraud undermines everything we stand for, and we will work rigorously to prevent and respond to any activity that threatens our integrity or compromises the safety and well-being of clients and candidates.

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5. ACKNOWLEDGEMENT

This policy has been reviewed and approved by the Senior Leadership Team of **Asher Excellent Ltd**.

Signed by:
For and on behalf of **Asher Excellent Ltd**
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Signature: N.Akossua_________________________
Position: Operation Manager __________________________
Date: 17/06/2025_____________________________