# Employee Fidelity
## 10 Best Practices to Help Prevent Workplace Fraud

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| **1.** | **Perform Background & Credit Checks** | • Review/investigate the backgrounds of:<br>– All new staff<br>– Volunteers<br>– Persons handling any form of payment |
| **2.** | **Develop & disseminate a Code of Conduct** | • Create policies, processes and controls to prevent fraudulent behaviour<br>• Have each person read the code and sign a form that they have read and agreed to your protocols |
| **3.** | **Institute employee/ volunteer training** | • Encourage everyone to be watchful and vigilant<br>• Establish a mechanism for 'anonymous' reporting of violations or suspicions of fraud |
| **4.** | **Minimize access** | • Minimize the number of people who have access to funds and financial matters |
| **5.** | **Implement a "Two-Person" rule** | • Establish a two-person system for handling funds – e.g. counting and depositing donations<br>• Implement a policy requiring two signatories for all outgoing cheques |
| **6.** | **Establish policies for handling donations** | • Deposit donations as soon as possible, no later than next business day<br>• Ask regular donors to use electronic funds transfer, if possible |
| **7.** | **Conduct regular audits** | • Inform all concerned that audits are undertaken routinely<br>• Undertake surprise audits as well<br>• Reconcile financial records on a regular basis |
| **8.** | **Assess all vendors & suppliers** | • Vet all suppliers to avoid phony invoices and other billing schemes |
| **9.** | **Create a formal approval process** | • Set dollar limits for employees and volunteers who order products or services<br>• Institute an approval process if these limits must be exceeded |
| **10.** | **Keep financial records in a safe place** | • Implement computer backups and use cloud or off-site storage |

For more risk control information, please consult an Ecclesiastical Risk Control Specialist in your region or visit **www.ecclesiastical.ca**