

Protecting your business against fraud

insider



fraud

FAP
**Fraud
Advisory
Panel**


**National Fraud
Authority**

**action
fraud** 
report and support
Call 0300 123 2040



Federation of Small Businesses
The UK's Leading Business Organisation

How your business can combat insider fraud

1. Have a clear policy and procedure on your organisations approach to fraud issues
2. Adopt a zero-tolerance policy towards all cases of staff fraud
3. Introduce clear guidelines for staff on the minimum standards of behaviour expected
4. Provide fraud awareness training to staff
5. Carry out thorough vetting of all new staff before they take up employment
6. Restrict staff access to information systems according to the needs of their individual role and make sure that you cancel access for leavers
7. Regularly review financial systems and processes with particular regard to authorisation thresholds and segregation of duties
8. Be wary of suppliers/contractors who insist on dealing with just one individual
9. Periodically review business procedures and controls for exposure to fraud
10. Ensure your business premises has adequate physical security

For more information on protecting your business from fraud visit www.actionfraud.org.uk

If your business has fallen victim to fraud report it.

Contact **Action Fraud** on **0300 123 2040**
(Textphone **0300 123 2050**)



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The best way to fight fraud is to talk about it and report it to Action Fraud. Action Fraud is a reporting centre for victims to report fraud and obtain advice. At the same time it provides vital information to law enforcement agencies, helping to target fraudsters.