



Woodford International School

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Anti-Fraud Policy

Woodford International School has a zero tolerance of fraud committed against the School or any associated entity.

Woodford International School defines fraud as dishonestly obtaining a benefit, or causing a loss, by deception or other means against the School. This includes theft.

Specific provisions in relation to incidents of fraud are:

- a) All suspected fraud must be reported to the Head of School;
- b) Every member of the School community (including Board, staff, students, visitors and contractors) must report any suspected fraud;
- c) The Head of School must document any suspected fraud and commence an investigation within 3 days of a report being made;
- d) The School's auditor must be engaged to independently investigate suspected fraud involving the Head of school or a Board member;
- e) The Head of School, in consultation with the Board, shall determine whether a suspected fraud will be reported to the Police based on the circumstances of the allegation and any reparations made by the perpetrator;
- f) Where a suspected fraud involves a member of staff, they must be stood down and salary withheld until the matter is resolved;
- g) Where a staff member is found to have committed fraud, their employment must be terminated with immediate effect;
- h) Where a suspected fraud involves a Board member, they must stand down from the Board until the matter is resolved;
- i) Where a suspected fraud involves a member of the school community (including students, parents, visitors and contractors), they must cease all involvement with the school until the matter is resolved.