

MADISON COUNTY LIBRARY SYSTEM FRAUD PREVENTION POLICY

STATEMENT OF POLICY:

The Madison County Library System does not tolerate fraud, theft, or abuse of library funds, securities, supplies, assets, or other resources.

DEFINITIONS AND EXAMPLES OF FRAUD, THEFT, AND ABUSE

Fraud is defined as a willful or deliberate act with the intention of obtaining a benefit or advantage, such as money or property, or to cause some benefit that is due to be denied by deception or other unethical means.

Theft is defined as the act of taking something from someone unlawfully.

Abuse is the intentional, wrongful, or improper use of resources or misuse of position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc.

All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
- Theft of a check or other diversion of a payment.
- Improprieties in the handling or reporting of financial transactions.
- Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the library, patrons, suppliers, or others with whom there is a business relationship.
- Authorizing or receiving payment for goods not received or services not performed.
- Authorizing or receiving payments for hours not worked or expenses not accrued and documented.
- Profiteering as a result of insider knowledge of Library activities.
- Obtaining or copying confidential employee or vendor information for personal use.
- Using Library equipment or supplies to conduct personal business.
- Disclosing procurement information from sealed bids to another bidder for personal gain or favors.

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Responsibility to Report Suspected Fraud

Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of the indications of fraud and related misconduct. Any Trustee or employee who knows or suspects fraud or related misconduct shall report that to the Library Director or the President of the Board of Trustees.

When fraud or related misconduct is reported to the Library Director and/or the President of the Madison County Library System Board of Trustees, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and library policies/procedures.

- All trustees and employees necessary to the investigation will cooperate fully in the investigation.
- Trustees and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the Library Director, and/or the President of the Board of Trustees, as appropriate.
- Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than the Trustees or persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
- Legal counsel will be notified and involved in the investigation whenever appropriate.
- Once the investigation is completed, the Library Director and/or the president of the Board of Trustees will take one or more of the following steps:
 1. Consult with legal counsel.
 2. Take appropriate action and steps to minimize recurrence.
 3. Report the results of the investigation to the Board of Trustees.

WHISTLEBLOWER PROTECTION

Retaliation against an employee who in good faith filed a report of alleged fraud, or who participated in an investigation, is a violation of this Policy. Such “whistleblower protection” is granted by Mississippi Code Section 25-9-171.

Acknowledgement

My signature signifies that I have read and received a copy of the Madison County Library System Fraud Prevention Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____

Print Name: _____

Date Signed: _____