



# Ethics Checklist for Fraud Prevention

Fraud prevention starts with a strong ethics program. Check off these actionable steps and you'll be well on your way to an honest, ethical and prosperous organization.



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## Implement an Ethics Hotline

- Set up robust, easy-to-use reporting mechanisms
- Train employees on where to find and how to use them
- Encourage employees to speak up with concerns and suspicions of fraud and other unethical behavior, no matter who it involves

For instance, reporting mechanisms could include:



Dedicated phone line (calls)



Dedicated phone line (texts)



Webform



Paper form



Dedicated email address



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## Integrate Ethics Into Your Company Culture

- Make ethics part of your organization's success strategy
- Prioritize ethical behavior over money and goals
- Build a sense of belonging so employees feel loyalty towards your company and won't want to commit fraud

## Make Ethics Part of the Job Description

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- Build ethics into everyday job tasks
- Frame ethics do's and don'ts as part of the job description
- Hire employees with a history of ethical behavior

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## Encourage Honest, Open Communication

- Be transparent about the company's successes and failures
- Ask managers to speak openly with their subordinates
- Encourage employees to ask questions and share concerns, especially when they face an ethical dilemma





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## Write Clear Policies

- Create a collection of policies that work together, including a code of ethics, code of conduct and anti-fraud policy
- Include additional resources employees can consult when they're unsure what to do
- Add common Q&A's to clarify points in your policies

## Reward Ethical Behavior

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- Reinforce your emphasis on ethics by rewarding whistleblowers and employees who do the right thing
- A monetary bonus or even a shout-out in a company-wide email encourage employees to keep behaving ethically



## Require Yearly Training

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- Include general information on ethical business practices, as well as specific examples for your industry and each department
- Update training programs each year with the latest best practices
- Train employees on ethics and avoiding fraud when they're first hired and annually after that

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## Lead by Example (Managers)

- Model ethical behavior in interactions and business decisions
- Admit mistakes and explain what you should have done instead
- Get involved in policy writing, ethics training and other aspects of the ethics program

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