

## **Mid-Atlantic Christian University Institutional Policy 13**

SUBJECT: Fraudulent or other wrongful acts

DATE: January 28, 2003

REVISED: February 2011

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: February of even-numbered years

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Mid-Atlantic Christian University

Procedure for: Mid-Atlantic Christian University

Authorized by: President

Issued by: Board of Trustees

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### I. Purpose

The university considers any acts of fraud or other wrongful acts committed by its officers, staff, or faculty to be reprehensible and, in response, will take any disciplinary or other action that the university deems appropriate.

### II. Policy

This policy applies to all university employees and will be enforced without regard to past performance, position held, or length of service.

Fraud is defined as the intentional false representation or concealment of a material fact that results in the person or entity to whom the fact was represented or concealed being injured financially or otherwise. Fraud and other wrongful acts may include, but are not limited to,

1. Forgery or alteration of a check, bank draft, or other financial document or account belonging to the university.
2. Falsifying time sheets, expense reports, or other report documents.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling or reporting of money or financial transactions.
5. Profiting as a result of insider knowledge of university activities.
6. Disclosing confidential or proprietary information to outside parties.

7. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the university in violation of university's Conflict of Interest Policy.
8. Destruction, removal, or inappropriate use of records, furniture, fixtures, equipment and/or any similar or related irregularity.

III. Procedure

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices