

Annual Fraud Awareness Program

January - Planning and Assessment

- **Review Previous Year:** Analyze the effectiveness of the previous year's program.
- **Risk Assessment:** Conduct a fresh risk assessment for the year.
- **Set Goals:** Define what the program aims to achieve this year.

February - Policy Review and Update

- **Policy Update:** Review and update fraud-related policies and the code of conduct.
- **Communication:** Communicate any changes or updates in policies to all employees.

March - Training Kick-Off

- **Fraud Awareness Training:** Conduct comprehensive training sessions for all employees.
- **Special Focus Groups:** Identify and train vulnerable departments with tailored content.

April - Internal Controls Review

- **Assess Controls:** Evaluate and strengthen internal controls.
- **Segregation of Duties:** Review task allocations to minimize risks.

May - Technology and Monitoring

- **Implement/Upgrade Systems:** Focus on deploying or upgrading fraud detection and monitoring systems.
- **Data Analytics:** Leverage data analytics to identify patterns indicative of fraud.

June - Mid-Year Review

- **Program Evaluation:** Assess the effectiveness and coverage of the program so far.
- **Employee Feedback:** Collect and analyze feedback to identify areas for improvement.

July - Reporting and Incident Management

- **Enhance Reporting Channels:** Ensure anonymity and ease of use in reporting mechanisms.
- **Simulations:** Conduct mock drills or simulations of fraud incident response.

August - Vendor and External Partners Assessment

- **Third-Party Risks:** Review and assess fraud risks related to external partners and vendors.
- **Contracts Review:** Ensure anti-fraud clauses and expectations are clear.

September - Communication and Engagement

- **Awareness Campaigns:** Run campaigns, quizzes, and activities to keep fraud awareness high.
- **Storytelling:** Share stories or case studies about fraud incidents and lessons learned.

October - Specialized Training

- **Advanced Training:** Provide advanced training for the fraud team, auditors, and finance personnel.
- **External Expert Sessions:** Invite experts to talk about trends and prevention techniques.

November - Fraud Prevention Week

- **Dedicated Week:** Align with International Fraud Awareness Week for focused activities.
- **Cross-Functional Meetings:** Facilitate discussions and workshops with various departments.

December - Year-End Review and Recognition

- **Program Assessment:** Review the entire year's activities, successes, and areas for improvement.
- **Recognize Contributions:** Acknowledge and reward departments or individuals who have significantly contributed to fraud prevention.

Continuous Throughout the Year:

- **Regular Updates:** Send out monthly newsletters or communications highlighting key fraud topics.
- **Hotline and Reporting:** Maintain and promote the use of the fraud reporting hotline.
- **Monitoring and Response:** Ensure continuous monitoring and quick response to any detected fraudulent activity.