

Training on the subject „How to build an effective fraud prevention system in the organization“

Date	11 November 2022
Duration	10:00 - 18:00 - one day
Place	Ibis hotel, “Kars” hall
Lecturer	Jordan Karabinov, MBA, ACCA, CIA

Agenda

10:00 – 11:30

1. Fraud Triangle
2. Fraud Tree
3. Fraud Statistics
4. Development of the fraud prevention system in 24+ steps:
 - 4.1 Tone at the top;
 - 4.2 Creation of an Ethics Code;
 - 4.3 Creation of an Ethics Poster;
 - 4.4 Creation of effective channels for whistleblowers’ tips;
 - 4.5 Investigation of named and anonymous whistleblowers’ tips;
 - 4.6 Instruction for whistleblowers’ tips;
 - 4.7 Protection of whistleblowers from administrative retaliation;

11:30 – 11:45 *Coffee break*

11:45 – 13:15

- 4.8 Annual campaigns for prevention of corruption and fraud;
- 4.9 Publication of periodic reports for received and reviewed whistleblowers’ tips;
- 4.10 Development of written policies and procedures for all major business processes;
- 4.11 Development of a policy for the prevention of corruption and fraud;
- 4.12 Development of a methodology for fraud risk assessment;
- 4.13 Digitalization of all business processes;
- 4.14 Annual certification of all employees;

13:15– 14:15 *Lunch*

14:15 – 16:00

- 4.15 Annual testing of all employees for familiarity with the internal policies and procedures regarding fraud prevention and requirements of the Ethics Code;
- 4.16 Trainings of all associates regarding elements of the fraud prevention system and fraud indicators;
- 4.17 Appropriate disciplinary measures against alleged fraudsters;
- 4.18 Cash rewards and career advancement for whistleblowers;
- 4.19 Annual surveys of associates regarding fraud and violation of the Ethics Code;
- 4.20 Background checks of all senior and high risk associates.

16:00 – 16:15 *Coffee break*

16:15 – 18:00

- 4.21 Declarations for integrity from employees and vendors participating in bidding procedures.
 - 4.22 Annual surveys of partners (suppliers & customers) regarding corruption & fraud
 - 4.23 Creation of an effective Internal audit department and/or Fraud investigation department.
 - 4.24 Creation of an independent and effective Audit Committee
5. Fraud Prevention System Evaluation Checklist

18:00 - End