

Policies and Procedures

SECTION: Financial	NO. 3.1.9.		
CHAPTER: General	ISSUED: 12/2/92	REV. A	REV. B
POLICY: Fraud and Embezzlement	PAGE 1 OF 1		

PURPOSE

The Creighton University Policy on Fraud and Embezzlement was written to clarify what constitutes fraud and embezzlement and to give University employees procedures to follow if they encounter what they believe is such unethical and illegal behavior.

POLICY

Any employee or any person contracted to perform work for Creighton University involved in fraud or embezzlement may be subject to a variety of disciplinary actions including, but not limited to, suspension, and termination. The offending employee or contractor may also be subject to criminal prosecution.

SCOPE

This policy applies to all University employees, contractors to, and employees of contractors to the University.

DEFINITIONS

Embezzlement: may be defined as any loss resulting from misappropriation of University assets.

Fraud: may be defined as the intentional misrepresentation or omission of facts for personal gain.

PROCEDURES

If fraud or embezzlement is known or suspected, contact the Director of Internal Audit or the General Counsel. An investigation will be conducted by the Internal Auditor in coordination with other campus officials as deemed appropriate. If the preliminary examination results in sufficient evidence of fraud or embezzlement, the President and appropriate Vice President will be notified. Appropriate actions will be taken by the individual's immediate supervisor in cooperation with the Vice President of the Division and the Director of Human Resources.

ADMINISTRATION AND INTERPRETATION

Questions regarding this policy may be addressed to the University's Human Resources Department and the Director of Human Resources. The University's Director of Internal Audit and the General Counsel are also important resources regarding the interpretation and administration of this policy.

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.