

# ALAMAYA

Intermediary | Consultancy | Government Services

## FRAUDULANT BEHAVIOUR POLICY (ALAMAYA/QMS/FB/POLICY)

Updated: June 2020

This policy covers Alamaya Consultancy Limited Mauritius and Alamaya Consultancy Limited Kenya.



MD Signature:

ALAMAYA CONSULTING  
LIMITED  
c/o P. O. Box 75903 – 00200,  
NAIROBI, KENYA

ALAMAYA CONSULTING  
LIMITED  
Endemika Business Park Phase 2  
PETIT RAFFRAY, MAURITIUS

## OBJECTIVE OF POLICY

Alamaya will not condone or tolerate fraud committed against it by management, personnel, agents or third parties.

## DESCRIPTION OF POLICY

Fraud will include but is not limited to the following:

- Any form of misrepresentation;
- Misappropriation or theft of Company assets;
- Falsification which results in a commercial crime against the Company.

Alamaya will not tolerate any form of fraudulent behaviour. Such behaviour will always be dealt with in the strictest possible way in terms of the Disciplinary Code and Procedures.

It is the Company's intent to proceed with the institution of criminal proceedings and to implement the required legal/civil action to recoup the losses it suffered.

## PROCEDURES

### Reporting Fraud

Any suspected fraud and proven fraud must be reported to:

- The Managing Director of the company concerned;
- The Managing Director immediately upon its discovery.

### Steps to be taken

Upon discovery of the suspected fraud, consideration should be given to the following actions:

- Ensure compliance with the Disciplinary Procedures;
- Secure the assets and accounting records which may provide evidence of the crime and change all passwords and access codes;
- Remove the suspect from a position of authority and withdraw any signing authorities;
- Secure the contents of the suspect's office, personal computer and files.