

FRAUD PREVENTION POLICY

**Prepared for the 15 Massachusetts Community Colleges by
Massachusetts Community**

Springfield Technical Community College

PURPOSE

The College is committed to protecting its revenue, property, proprietary information and other assets. The College will not tolerate any misuse or misappropriation of those assets. This Fraud Prevention Policy is established to provide guidance to employees when misuse or misappropriation of College assets is suspected and to facilitate the development of protocols and practices which will aid in the detection and prevention of fraud.

SCOPE OF POLICY

This policy applies to any fraud perpetrated by a student, employee or official of the College (collectively business relationship with the College. Any investigation commenced pursuant to this policy shall be

ACTIONS CONSTITUTING FRAUD

The term fraud includes, but is not limited to, the following:

- Accepting or seeking anything of substantial value from contractors, vendors or persons providing services/materials to the College;
- Authorizing or receiving payment for goods not received or services not performed;
- Impropriety in the handling or reporting of money or financial transactions;
- Intentional violation of college purchasing requirements;
- Profiteering as a result of insider knowledge of College activities;
- Theft, destruction, removal or fraudulent use of College records, furniture, fixtures, intellectual property and equipment; and/or
- Actions related to concealing or perpetuating abovementioned activities.

If there is any question as to whether an act constitutes fraud, please contact **the STCC Fraud and Chapter 647 Compliance Officer - Jonathan Tudryn, Controller and/or the Massachusetts Inspector General Hotline.**

EMPLOYEE RESPONSIBILITY

Accurate: Requires Financial institutions and others to implement programs to detect, prevent, and mitigate instances of identity theft.

STCC FERPA Compliance Officer: Generally protects against the unauthorized disclosure of student record information, including social security numbers and grade information.
STCC FERPA Compliance Officer Matthew Gravel, Dean of Academic Initiatives.

STCC HIPAA Compliance Officer: Generally protects against the unauthorized disclosure of medical records and information.
STCC HIPAA Compliance Officer Christopher Scott

Additional Commonwealth resources available for reporting fraud include:

Massachusetts Inspector General, (800) 322-1323 - To report suspected fraud, waste or abuse in government