

FONTAIN



FRAUD PREVENTION POLICY

The company policy on the prevention of fraud is to ensure that all employees, contractors and third party users are briefed on their responsibilities, and are suitable for the roles they are considered for, to reduce the risk of theft, fraud or misuse of facilities.

This includes the use of intranet and internet facilities used for the exchange of information with internal and external parties. We adhere to the full intent and practice of the Data Protection Act in keeping confidential information secure.

Access to buildings on site is monitored using timed door entry systems aligned with personal access codes and swipe cards. This information is recorded.

Senior Management is available on-site from 6.00am to 8.00pm. Security roles and responsibilities of employees, contractors and third-parties have been defined and documented. Background checks of employees and contractors are carried out in accordance with UK law and proportional to the company's business requirements, the classification of information accessed and the perceived risks.

Employees, contractors and third party users must agree and sign the terms and conditions of their engagement contract – which states theirs and the company's responsibility for information security.

All employees and, where relevant, contractors and third parties are given appropriate awareness training and regular updates of any organisational policies and procedures appropriate to their roles and responsibilities. Breaches of security are covered by a formal disciplinary process.

This leads us towards achieving the ISO27001 accreditation - that takes account of the policies, processes, tasks and other aspects of the company that, taken together, will allow us to be effective and efficient in responding to significant business, operational, financial, compliance and other risks.

This includes the safeguarding of assets from inappropriate use, and from loss or fraud, by ensuring that liabilities are identified and managed.