

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

<b>Date</b>	23 March 2021
<b>Duration</b>	(9:00 - 13:15) half a day
<b>Place</b>	Online via videoconferencing tool ZOOM
<b>Lecturer</b>	Jordan Karabinov, MBA, ACCA, CIA

## Program

### 09:00 – 10:30

1. Fraud Triangle
2. Fraud Tree
3. Fraud Statistics
4. Development of the fraud prevention system in 24+ steps:
  - 10.1. Tone at the top
  - 10.2. Creation of Ethics Code
  - 10.3. Creation of Ethics poster
  - 10.4. Creation of effective channels for whistleblowers' tips
  - 10.5. Investigation of named and anonymous whistleblowers' tips
  - 10.6. Instruction for whistleblowers' tips.
  - 10.7. Protection of whistleblowers from administrative retaliation
  - 10.8. Annual campaigns for prevention of corruption and fraud
  - 10.9. Publication of periodic reports for received and reviewed whistleblowers' tips
  - 10.10. Development of written policies and procedures for all major business processes

### 10:30 – 10:45 *Coffee break*

### 10:45 – 12:15

- 10.11. Development of a policy for the prevention of corruption and fraud
- 10.12. Development of a methodology for fraud risk assessment
- 10.13. Digitalization of all business processes
- 10.14. Annual certification of all employees
- 10.15. Annual testing of all employees for familiarity with the internal policies and procedures and requirements of the Ethics Code
- 10.16. Trainings of all associates regarding elements of the fraud prevention system and fraud indicators
- 10.17. Appropriate disciplinary measures against alleged fraudsters
- 10.18. Cash rewards and career advancement for whistleblowers

### 12:15– 12:30 *Coffee break*

### 12:30 – 13:15

- 10.19. Annual surveys of associates regarding fraud and violation of the Ethics Code
- 10.20. Background checks of all senior and high risk associates
- 10.21. Declarations for integrity from employees and vendors participating in bidding procedures.
- 10.22. Annual surveys of partners (suppliers & customers) regarding corruption & fraud
- 10.23. Creation of an effective Internal audit department and/or Fraud investigation department.
- 10.24. Creation of an independent and effective Audit Committee
5. Fraud Prevention System Evaluation Checklist

## **Technical issues – Videoconferencing Platform**

The seminar will be conducted via ZOOM teleconferencing platform . If you have not used ZOOM before, please contact the trainer via mobile +359 888 41 45 67, email: [j.karabinov@jkpglobal.com](mailto:j.karabinov@jkpglobal.com). The trainer will do a short training session with you in the 48 hours before the training.

### **Access to the seminar**

48 hours before the seminar every participant will receive via an email an invitation for a ZOOM meeting with a ZOOM password.

ON the day of the training please log on to the training 5 minutes before the official start of the training. If you have issues logging to the training please call the trainer on +359 888 41 45 67 immediately. If the phone is busy, send him an email at [j.karabinov@jkpglobal.com](mailto:j.karabinov@jkpglobal.com)

### **Internet Connection**

With respect to Internet connection. Ideally, have cable internet connection to your computer. If you are on a Wi-Fi please stay closer to the router.

### **Connectivity issues during the meeting**

If you have a connectivity issues during the seminar please call the trainer or send him an email.