



Title of Policy: Fraud Policy

Applies to (check all that apply):

Faculty ___ Staff ___ Students ___ Division/Department ___ College X

Topic/Issue:

BCCC Fraud Policy

Background to Issue/Rationale for Policy or Procedure:

Fraudulent activity of any kind, including for the benefit of BCCC, is expressly forbidden. *Black's Law Dictionary* defines fraud as "A false representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he shall act upon it to his legal injury."

Policy Language:

The College's Board of Trustees expressly forbids fraudulent activity of any kind. Enforcement of this fraud policy is the responsibility of the entire College community.

Duties and Responsibilities of all BCCC community members:

1. Employees, students, and other persons associated with BCCC (collectively, members of the campus community) must abide by laws, rules, regulations, and policies.
2. All levels of management are accountable for educating staff members, enforcing compliance, and reporting fraudulent acts related to laws, rules, regulations, and policies, including ethics policies.
3. All staff members should be cognizant of the risks and exposures inherent in their area of responsibility and should establish and maintain proper internal controls that will provide for the security and accountability of the resources entrusted to them.
4. Any member of the campus community who has a reasonable basis for believing a fraudulent act has occurred has a responsibility to promptly notify one or more of the following:
 - a. His or her supervisor
 - b. The appropriate administrator
 - c. Office of Internal Audit
 - d. BCCC Department of Public Safety



Persons desiring to report anonymously may contact the BCCC Compliance Line (located on the website under the Office Internal Audits ([Office of Internal Audits](#)) or the State's Fraud Hotline (1-877-FRAUD11 or 1-877-372-8311).

Persons found to have committed fraud will be disciplined in accordance with BCCC policies, local, state, and federal laws.

The State of Maryland's Whistleblower Act protects employees who, in good faith, report suspected fraudulent activity. The reporting member of the campus community shall refrain from confrontation of the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee's or student's supervisor or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this Policy will be disciplined.

Originator/Division: Chief Internal Auditor/President's Office

Approved by the Board of Trustees: December 20, 2001

Revised and reapproved: May 17, 2023