

Family First Credit Union

Fraud Policy

Purpose

The fraud policy is established for the purpose of making the employees of Family First Credit Union aware that fraud or dishonesty is unacceptable conduct and will not be tolerated.

Responsibility and Authority

Family First Credit Union considers any form of fraud or dishonesty on the part of its employees is totally unacceptable conduct. Acts which are considered to be either fraudulent or dishonest include, but are not limited to:

1. Manipulation of loan accounts, documents, computer records, deposit and checking accounts.
2. Theft of any kind, including stealing from members' accounts, overpayment of dividends and creating fictitious loans.
3. Check kiting or over drafting ones own personal account.
4. Forgeries.
5. Unauthorized or unapproved salary advances or overtime reimbursement.
6. Intentional violation of credit union rules, internal controls, policies or procedures.
7. Intentionally failing to secure collateral or to properly record a security interest in collateral or pledging; or pledging a member's deposits as collateral without that member's permission.
8. Granting or requesting preferential treatment for anyone.
9. Making / posting transactions on your own, or on your family member, accounts.

Upon discovery of fraudulent or dishonest acts, an employee may be immediately terminated and/or prosecuted.

I have read the above Fraud Policy. I understand that management will not tolerate fraudulent or dishonest activities of any kind and that I am not to engage in acts of fraud or dishonesty while employed at Family First Credit Union. I also understand that I am to report to my supervisor any instances of violations of this policy by others.

Dated this _____ day of _____, _____

Employee Name _____

Employee Signature _____

Policy adopted _____

Date _____