



ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

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SARAH HUCKABEE SANDERS
GOVERNOR

KENDALL W. PENN
RET. MAJOR GENERAL
SECRETARY

15 April 2023

MEMORANDUM FOR EMPLOYEES OF ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

SUBJECT: Arkansas Department of Veterans Affairs (ADVA) Theft and Anti-Fraud Policy

1. ADVA Human Resources is responsible for the creation, revision, and dissemination of agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This memorandum is intended to provide a supplement to the ADVA Code of Ethics and is applicable to all ADVA employees. This policy shall remain in effect until revoked or superseded.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in blue ink, appearing to read "KWP", is positioned above the typed name of the secretary.

KENDALL W. PENN
MAJOR GENERAL, Retired
SECRETARY

ARKANSAS DEPARTMENT OF VETERANS AFFAIRS
Theft and Anti-Fraud Policy

I. AUTHORITY:

- a. Arkansas Code Annotated § 5-36-101 *et seq.*;
- b. Arkansas Code Annotated § 5-37-201;
- c. Arkansas Code Annotated § 21-1-601 *et seq.*;
- d. 18 U.S.C. § 641, Public money, property, or records.

II. PURPOSE AND SCOPE:

The following shall establish further guidelines and definitions to aid in the prevention and detection of theft or fraud against the Arkansas Department of Veterans Affairs (ADVA). This policy applies to all employees of ADVA and is designed to augment other policies containing related information rather than to replace or preclude.

III. POLICY:

As a governmental agency, ADVA has a fiduciary responsibility to conserve, preserve, and efficiently utilize its resources. For this reason, ADVA recognizes a responsibility to identify, report, and promptly investigate any possible fraudulent or otherwise dishonest activities against the agency. All employees, regardless of position, have a responsibility to safeguard agency resources and ensure that those resources are utilized only for authorized purposes in accordance with agency policy and applicable state and federal laws. Each employee is required to report any known or suspected fraudulent or dishonest behavior as defined in section IV within five (5) business days.

Any ADVA employee found to have engaged in, perpetuated, concealed, or in any way facilitated fraudulent or dishonest activities of any type will be subject to disciplinary action, up to and including termination of employment, as well as restitution and possible referral to the appropriate authorities for criminal prosecution.

Investigations shall be conducted without regard to the suspected party's title, position, past performance, or length of service.

IV. FRAUDULENT OR DISHONEST ACTIVITY DEFINED:

Fraudulent or dishonest activity includes, but is not limited to:

- Embezzlement
- Forgery, alteration, or falsification of documents including but not limited to: Checks, expense reports, purchase orders, time sheets, personnel files, or applications for employment.
- Misappropriation, misuse, theft, concealment, removal, or destruction of agency resources (including funds, documents, supplies, or any other agency asset)

- Acceptance or solicitation of any gift, favor, or service that might reasonably tend to influence the employee in execution of his or her official duties
- Conflicts of interest
- Authorizing or receiving payment for hours not worked
- Authorizing or receiving payment for goods not received or services not performed
- Disclosure of any confidential records, information, or documents
- Misrepresentation of facts
- Any other violation of applicable state or federal law related to fraudulent activity.

V. MANAGEMENT RESPONSIBILITIES:

Under this policy, all members of management shall be responsible for the types of improprieties that might occur within their area. They shall also be alert for any indication that fraud or dishonest or improper activities are or have been in existence. Additionally, management staff shall be responsible for ensuring that proper controls are in place at all times to provide adequate security for resources in their specific area.

Should fraud or dishonest behavior activity be detected or suspected, management should immediately contact the ADVA Chief of Staff for further instructions and coordination of investigation and/or possible disciplinary action.

VI. EMPLOYEE RESPONSIBILITIES:

All suspected fraudulent, dishonest, or improper activities, incidents or practices that have been observed or made known to an employee must be reported to his or her chain of command. If an employee believes that his or her supervisor may be involved with inappropriate activity, the employee may make the report directly to the next higher level of management or to the Arkansas Department of Inspector General, Office of Internal Audit at 1-800-952-8248 or by email at ويا.فراود@اركانساس.غوڤ

The reporting employee shall refrain from investigation of the incident, confrontation of the individual, or any further discussion of the incident with anyone unless directed by management or an appointed investigator. Employees shall cooperate fully with any investigation performed by ADVA, the State of Arkansas oversight agencies, or any law enforcement official. Failure to comply with the investigatory process may lead to disciplinary action, up to and including termination of employment.