



POLICY NAME	STANDARDS OF PROFESSIONAL CONDUCT Notice of Fraudulent and Prohibited activities		POLICY NO.	HR-005-attachment
ORIGINAL DATE ADOPTED	9/28/2021	DATE OF LAST REVISION	9/28/2021	APPLICABILITY ALL
LAST REVIEW	8/22/2023	REVIEW FREQUENCY	Periodic	

Fraudulent Activity

Veritas Federal Credit Union considers any form of fraud or dishonesty as unacceptable conduct and shall be cause for disciplinary action up to and including termination.

Acts which shall be considered fraudulent or dishonest include but are not limited to the following:

- Failure to faithfully perform his / her trust by consciously disregarding established and enforced credit union policies
- Improper manipulation of loan accounts, documents, computer records, shares or share draft accounts
- Theft of any kind, including stealing from member's accounts, overpayment of dividends and creating fictitious share or loan accounts
- Check Kiting
- Forgery
- Unauthorized or unapproved salary advances or overtime reimbursement
- Violation of credit union procedures, business practices, guidelines, regulations or internal controls
- Failure to properly secure collateral, to properly record a security interest in collateral, or pledging a member's shares as collateral without the member's permission
- Unauthorized use of credit union computer access codes, equipment and / or software
- Intentionally allowing others to have knowledge or access of combinations and / or passwords with which you have been entrusted
- Failure to report to your supervisor knowledge that you may have or suspect with regard to another employee's fraudulent or dishonest activity

Prohibited Activities

Employees may not --

- perform or post any transaction to either their own account, or that of any family member or relative
- perform a transfer of funds to or from their own account, or that of any family member or relative
- co-mingle personal funds with credit union funds
- write checks from their account unless verified funds are available, unless their account has over-draft protection or is qualified for Courtesy Pay. An employee with a repeatedly overdrawn account using Courtesy Pay will be counseled by Management.

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