

## University of Worcester - Criminal Finances Act 2017 (CFA 2017)

### **The University of Worcester Policy**

1. The University of Worcester has nominated a key officer responsible for information, training and queries on CFA 2017 within our organisation – the key officer for CFA 2017 is the Accounting Officer
2. The University of Worcester has also nominated officers responsible for information, training and queries on CFA 2017:
  - Tax Specialist, Finance Team. The Tax Specialist is also nominated as the “point person” who will drive the initial implementation of processes forward;
  - Head of Procurement; and
  - Director of HR.
3. The University of Worcester regularly reviews its risks and associated processes and these reviews will ensure that steps are taken to prevent any fraud, including the facilitation of tax evasion.
4. The University of Worcester will regularly review guidance and legislation in relation to CFA 2017 to ensure it is maintaining an appropriate CFA 2017 policy.
5. The University of Worcester maintains a register of possible risks of the facilitation of tax evasion by its staff and associates, as well as listing controls to mitigate those risks, and any actions required to improve those controls. This register is regularly reviewed and updated.
6. The University of Worcester has a number of processes and policies in place, which should will ensure that steps are taken to prevent facilitation of tax evasion by its staff and associates. These cover subjects such as:
  - Purchasing Policy
  - Policy on Gifts and Hospitality and Bribery Prevention
  - Prevention and Investigation of Fraud Policy
  - Work-related Travel Policy
  - Whistleblowing Policy
  - Financial Regulations – currently under review

Any questions relating to this policy should be addressed to UoW’s Tax Specialist.

Date of preparation: September 2017

Last reviewed and updated: April 2019

Date of next review: September 2021