

# Fraud Prevention Policy

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## 1. Purpose

This Fraud Prevention Policy aims to establish a robust framework to detect, prevent, and respond to fraud within SECUMAX. It ensures the organization operates with integrity, protecting its assets and reputation while adhering to all legal and regulatory requirements.

## 2. Scope

This policy applies to all employees, contractors, vendors, and stakeholders of SECUMAX across all locations and operational levels.

## 3. Definitions

**Fraud:** Any intentional act or omission designed to deceive others, resulting in financial or reputational damage to SECUMAX. Examples include but are not limited to:

- Misappropriation of funds
- Falsification of records
- Unauthorized access to confidential information
- Misrepresentation of financial data

## 4. Responsibilities

- **Management:**
  - Promote a culture of honesty and integrity.
  - Ensure adherence to fraud prevention measures.
  - Provide necessary training to employees.
- **Employees:**
  - Report any suspected fraudulent activity.
  - Follow established protocols to prevent fraud.
- **Internal Audit Team:**
  - Conduct regular audits to detect vulnerabilities.
  - Investigate reported cases of fraud.

## 5. Policy Statement

SECUMAX is committed to:

1. Detecting and preventing fraudulent activities.
2. Implementing controls to safeguard assets.

3. Responding promptly and effectively to all instances of suspected fraud.

## 6. Fraud Prevention Measures

1. **Internal Controls:**  
Establish and maintain strong internal controls, including segregation of duties and access controls.
2. **Training and Awareness:**  
Conduct regular training programs for employees to recognize and prevent fraud.
3. **Reporting Mechanisms:**  
Provide anonymous channels for reporting suspicious activities (e.g., hotline or email).
4. **Regular Audits:**  
Perform routine audits to identify and address fraud risks.

## 7. Reporting and Investigation

1. **Reporting:**  
All employees are required to report suspicious activities or transactions promptly. Email ID: helpdesk@SECUMAX.in or Phone:  
Contact: Venkatesh Bhaskar, Ashok HB or Shruthi Bhaskar KK  
Reports will be treated with confidentiality and investigated thoroughly.
2. **Investigation:**  
All reports will be treated confidentially. The Internal Audit Team will:
  - Assess the validity of the report.
  - Conduct a thorough investigation.
  - Recommend appropriate actions, including legal proceedings if necessary.

## 8. Consequences of Fraud

Individuals found guilty of fraudulent activities will face:

- Disciplinary action, up to and including termination of employment.
- Legal action, if applicable.

## 9. Monitoring and Review

The policy will be reviewed annually or as required to ensure its effectiveness. Feedback from audits and incident reports will be used for continuous improvement.

**10. Approval** This policy has been approved by the SECUMAX Proprietor and is effective as of 4th of April 2024.

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