

# Fortis

Focussed, actionable advice and interactive training on counter fraud policies and procedures that demonstrate an organisation's commitment to managing risk.

[Policies & Procedures](#) | [Control Framework](#) | [Counter Fraud Training](#)



A top-down view of a group of people sitting around a wooden table. On the table are several white paper circles of various sizes and one large white paper cloud shape. The people are seen from behind, some with their heads resting on their hands, suggesting a meeting or a discussion. The background is a plain, light-colored wall.

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*How do we ensure it doesn't happen to us?*

### THE ANSWER?

IMPROVING BUSINESS WIDE UNDERSTANDING OF YOUR FRAUD RISK, COUPLED WITH ACTIONABLE POLICIES AND PROCEDURES.

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*How do we ensure it doesn't happen again?*

# Fortis - What is it?

Fortis improves a firm's control framework by bridging the gap between the policies, procedures and what actually takes place on the front line of an organisation, having regard to the pressures those in operational roles face on a daily basis. Policies and procedures make up the fabric of every business, however ensuring that they are fit for purpose and being followed is vital; especially when it comes to financial crime compliance. As businesses evolve and grow, and as the legislative landscape changes, existing policies and procedures can become obsolete.

Fortis assesses the efficacy an organisation's fraud and financial crime framework through speaking with key personnel and reviewing existing policies to identify inconsistencies, weaknesses, potential risks and areas for improvement. Tenet's experience in this field allows us to ask the right questions, analyse the approach and ensure that controls are in place to mitigate potential threats.

**This sets us apart from internal auditors:** whereas they might perform checks on fraud risks and assess compliance with control frameworks, we actively find out what happens on the ground so as to identify and understand departures from procedures, and then help to create policies which are fit for purpose and which support employees rather than hinder them.

Ensuring compliance is a priority for most businesses, however reviewing the effectiveness of existing fraud and financial crime policies and procedures can be challenging. When was the last time you considered...

- Do your current counter fraud policies and procedures address the financial crime risks faced by the front line of your organisation?
- Have they evolved with the organisation's technology, resources and infrastructure?
- Are they accessible and easily understood by the present workforce?
- Have economic challenges (both internal and external) been considered?
- The views of operational teams as to where they see the risks for your business?
- Are controls to mitigate risks actually followed in practice?
- Would you know how to react if you suspected an employee of fraud?

Our experience shows that unfortunately many factors across a number of sectors in recent years have led to counter fraud controls either being bypassed or not having been put in place effectively, leaving many businesses particularly vulnerable to fraud.

## Fortis - What are the benefits

Fortis provides an holistic evaluation to help businesses to better understand financial crime compliance and help to embed an anti-fraud culture. With potentially serious consequences for businesses which don't meet their legal obligations, a strong set of policies and procedures are essential to combatting fraud. In particular, they will:

- ✓ Reinforce standards expected from employees
- ✓ Increase engagement and motivation – if team members feel listened to in conversations about risk, they will buy into the organisation and care for its success
- ✓ Provide peace of mind that there are no gaps between the organisation's policies and procedures and what takes place on the front line, so that time and resources can be used more efficiently
- ✓ Ensure that internal processes run in line with procedures and are functional, providing greater consistency of client operations and compliance with regulatory obligations
- ✓ Detail a clear process to follow if fraud is suspected so that disruption to the business is minimized
- ✓ Reduce the risk of regulatory fines, reputational damage and financial losses if fraud does occur
- ✓ Help to embed a supportive and trusting workplace culture - the wrong culture can be a key factor in dishonest behaviour or a reluctance by honest employees to raise concerns
- ✓ Improve an organisation's risk profile to external stakeholders, such as insurers

## Fortis - Who needs it?

Professional service firms are regular targets of fraud, which can just as easily be perpetrated by their own employees as those on the outside. It is therefore essential that an organisation's internal controls are as tight as they can be.

All too often we see that organisations have been the victim of a fraud because their policies and procedures are not being followed internally; the technology they are using is outdated or simply not adequately secure; clients and new employees are not properly vetted; internal audits are not taking place or are not sufficiently thorough; and staff are not receiving regular training on fraud typologies.

Fortis can identify these issues and work with your organisation to ensure that weaknesses in internal controls are tightened.

# Fortis - How does it work?

As every business requires varying levels of support and advice, our team will work with you to deliver exactly what you need to suit your business and budget. The following diagram is an illustration of what we can do.

## STEP 1

### QUESTIONNAIRE

We will ask you to complete a questionnaire, detailing what fraud prevention policies and procedures you currently have in place and identifying who has ownership of them, when they were last updated, when employees were provided with training and where they can be accessed by employees.

## STEP 2

### REVIEW

We will review the existing policies and procedures, which typically include: Procurement policy, Fraud response plan, Anti-Bribery policy, Whistleblowing policy, Anti-Money Laundering policy and client on-boarding procedure, IT and Cyber Risks, Code of conduct and the employee handbook (in terms of probity and ethics), Fraud risk registers, Recruitment policy and payroll procedures.

## STEP 3

### EMPLOYEE INTERVIEWS

We recommend that we meet with various levels of employees in key departments including Finance, HR, Procurement and IT, in order to understand their working practices and the fraud risks that might be present. This is a key step in the process because where a policy or procedure takes too long, is out of date or is hard to understand there is very little chance of it being followed. Even if it is followed, it is not necessarily effective.

## STEP 4

### REPORT

We will evaluate the efficacy of the existing controls and procedures, highlighting weaknesses and providing recommendations for improvement. Our findings will be easy to follow, free from legal jargon and clearly set out using a traffic light system (with additional detail if required) so that areas for improvement can be quickly identified.

## STEP 5

### NEXT STEPS

We will discuss the recommendations with you, which might include amending current policies or drafting new ones; providing training to employees on counter fraud policies; and arranging a progress meeting after 3-6 months. Swift action is crucial to reducing the level of financial loss and disruption to a business, and we will support your business every step of the way.

# Fortis - Pricing

		Fortis Foundation From £2,750+ VAT*	Fortis Premium From £6,250+ VAT*	Fortis Elite From £9,000+ VAT*
<b>STEP 1</b>	Review of questionnaire completed by your organisation	✓	✓	✓
<b>STEP 2</b>	Review of existing policies	✓	✓	✓
<b>STEP 3</b>	Meetings with key employees		✓	✓
<b>STEP 4</b>	High level recommendations	✓	✓	
	Full report containing detailed recommendations and a meeting to discuss our findings/next steps			✓
<b>STEP 5</b>	Follow-up meeting after 3-6 months to review progress			✓
	Optional extras depending on recommendations		<ul style="list-style-type: none"> <li>• Drafting/amending policies and procedures</li> <li>• Reporting to the board</li> <li>• Training on counter fraud policies and procedures</li> </ul>	
	10% discount on fees for any fraud related disputes for 3 years			✓

\*depending on the number and length of existing policies

## Benefits for you

Specifically tailored products for your business

Peace of mind knowing key policies and procedures are correct and in place

Fixed price providing certainty on your legal spend

# Training

We offer bespoke interactive training for businesses wanting to embed a culture of trust throughout every level of the organisation. Reinforcing knowledge through training and interactive, practical advice creates stronger understanding and buy-in to the organisation's zero tolerance to fraud and dishonesty.

Teams can sometimes be resistant to change if they feel they are not being listened to or can't be trusted to do the right thing. Our training courses can be carried out face to face or online and adapted for all levels of the business. If those responsible for implementing compliance procedures are supported, they are more likely to not only follow the rules but to identify potential risks, raise concerns and be forthcoming with ideas for improvements. This is something every business will benefit from.

## Tenet - Who are we?

We are a disputes and compliance law firm specialising in fraud and financial crime for our clients, both individuals and organisations, and for wider society.

Our strengths lie in getting to know our clients' business – both their market and how they operate. Businesses face different pressures and over time shortcuts, changes in personnel or a change in operations can lead to policies not being followed. Our expertise covers the spectrum of preventative action in the form of training and policy advice through to case investigation and commercial litigation.

We provide actionable legal advice and cost-effective solutions, delivered by lawyers with a minimum of 5 years' national and international law firm experience. Several of our lawyers have gained specialist financial crime compliance qualifications with the International Compliance Association.

Our approach of utilising the latest cloud-based technology and modern working practices (including no billing, financial or time recording targets for any of our lawyers), enables us to keep things simple, ensuring specialist legal services are accessible to all our clients. Our unique approach has won us multiple national awards for innovation in legal services.

# Want to Know More?

Arun and Elaine are both certified financial crime compliance professionals with accreditations from the International Compliance Association, and are members of the Professional Negligence Lawyers Association.

Arun founded Tenet in 2016 and is the Trustee Director for the Fraud Advisory Panel and a member of the Commercial Fraud Lawyers Association. Arun has over 20 years' experience as a solicitor advising on fraud-related matters, including employee fraud, bribery and corruption, investment fraud and professional negligence claims. Recognised as though leader in his field, Arun is a regular expert for the BBC, public speaker and trainer sharing his fraud prevention expertise.

Elaine has more than 10 years' experience of professional negligence claims and policy coverage investigations, often where there is a suspicion of fraud or dishonesty. She was also Head of Professional Indemnity for an international law firm, responsible for handling claims against the firm and risk management training.

To discuss how Tenet can help your business in the fight against fraud, please get in touch and we will be delighted to tell you more.



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*An award winning law firm...*



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