

FUGP Policy & Procedures” applies to all employees of the companies listed below:-

Felix Unite River Adventures (PTY)LTD, Felix Unite Tours (PTY)LTD, Felix Unite Interactive (PTY)LTD, Felix Unite Namibian River Adventures (PTY)LTD, Safilweb.Com (PTY)LTD, Felix Unite Catering CC, Felix Unite Tented Camps CC, Chameleon Indabas(PTY)LTD, Micromatic 220 (PTY)LTD trading as Sitewise, Femark Property Development and Investments (PTY)LTD, River Adventures Africa (PTY)LTD, FMC Property Development and Investments(PTY)LTD, Namibian River Adventures (PTY)LTD, Bakkerlys Drift (PTY)LTD, JMJR Accounting CC,; Red Hot Events CC



## **ANNEXURE B**

### **Anti-Fraud and Corruption Policy**

#### **1. Our Commitment**

Felix Unite is committed to:

- ❑ Developing a culture of honesty and opposition to fraud and corruption.
- ❑ Protecting its revenue, expenditure and property from fraudulent exploitation.
- ❑ Fostering and developing the highest standards of ethical behaviour and a high ethical workforce culture.
- ❑ Reducing losses through fraud by rigorously implementing fraud prevention procedures.
- ❑ Protecting public money and property by pursuing a strict anti-fraud policy of :
  - prevention,
  - detection,
  - investigation and
  - prosecution.

#### **2. Expectations and Responsibilities**

In its drive to minimise fraud and reduce losses the Felix Unite has the following expectations of Management, Staff, Contractors and of the Public:

- ❑ **Management and Staff:**
  - Managers must foster high levels of ethical behaviour in their staff and they must adhere to the highest levels of ethical behaviour in their own activities and decisions.
  - Managers must develop and implement sound internal controls.
  - Managers must act promptly when incidents (or apparent incidents) of fraud are revealed.
  - All staff must be committed to protecting our cash resources through actively supporting fraud prevention and detection.

- All staff must familiarise themselves with Felix Unite's fraud policy and their own responsibility to minimise fraud.
  - All staff must encourage and implement fraud prevention methods adopted by management.
  - All staff must assist and co-operate with audit control reviews and fraud investigations.
  - All staff must act promptly when fraud is suspected or discovered.
  - All staff are obliged to report incidents of fraud (actual and suspected) against Felix Unite or clients.
  - Felix Unite is committed to supporting and protecting persons who report incidents of fraud.
  - In appropriate circumstances persons who report incidents may qualify for a reward.
- ***Independent Contractors and the Public:***
- All contractors are expected to act honestly and fairly in their dealings with Felix Unite.

### **3. Failure to Comply with this Policy**

A failure to comply with the terms and spirit of this policy may expose a person to internal disciplinary procedures (in the case of a staff member) and to criminal and civil prosecution.