



## USG FRAUD AWARENESS PROGRAM

### *Examples of Ethical Violations and Workplace Fraud across Corporate and Educational Institutions*



- Accepting payments or gifts from vendors in exchange for business transactions with that vendor
- Accessing institutional databases for personal interests or financial gain
- Adding unauthorized persons to payroll
- Allowing gifts, meals or promotional items to influence decision made on the job
- Allowing personal business interests to conflict with job responsibilities
- Altering inventory records to account for lost, misplaced or stolen items
- Athletic events – allowing free entrance to friends or unauthorized persons
- Backdating documents and reports so they appear to have been more timely submitted
- Claiming hours worked that were spent on personal or unrelated business
- Claiming sick leave to attend to personal business
- Creating duplicate invoices to conceal improper payments
- Deleting or destroying business records prior to approved retention schedules
- Disguising improper purchases by altering or replacing authentic invoices
- Failing to disclose tobacco use status on benefit forms
- Failing to follow hiring and advertising protocols to hire candidate of your choice
- Going shopping or performing other personal errands instead of attending training, a conference session, or otherwise “on the clock”
- Grading or evaluating unfairly based upon friendship, organizational membership or participation in collegiate athletics
- Illegally downloading copyrighted music, videos, software, or content of any kind
- Managing a side business during work hours
- Misrepresenting the purpose of purchases
- Misappropriation of assets
- Misappropriation of student fees
- Mismanagement of fund (state and grant)
- Misuse of purchasing cards to include the purchase of personal items
- Misuse of state owned or rented vehicles
- Paying for personal expenses with state funds
- Receiving additional pay after time limit has passed
- Reporting workplace injury that actually occurred elsewhere
- Representing the intellectual work or ideas of others as your own
- Seeking reimbursement for expenses not incurred
- Soliciting donations directly from companies whose contracts you manage
- Stealing time and timecard tampering
- Surfing the web/watching Hulu or Netflix sites during work hours
- Travel reimbursement misstatements
- Unauthorized removal of employer property to include tools, equipment and supplies
- Waiving fees without authorization