

Post Office Ltd Financial Investigation Policy	
1.	<p><b>PURPOSE</b></p> <p>This policy describes the role of the Financial Investigation Unit in mitigating losses and recovering Post Office funds within the functions of the Post Office Ltd Fraud Team.</p>
2.	<p><b>INTRODUCTION</b></p> <p>The Financial Investigation Team sits within the overall Fraud Strand and its mission statement is:</p> <p>"To mitigate the threat of fraud against Post Office Ltd. In order to protect its People, Assets and Brand and Reputation".</p>
3.	<p><b>AIMS</b></p>
3.1	<p><b>Aims</b></p> <ol style="list-style-type: none"><li>1. Provide effective support to the investigation team, casework management team, Post Office Finance team and Criminal Law Team in order to recover Post Office funds and mitigate losses.</li><li>2. At all times to adhere to UK and EU legislation and corporate governance to ensure best practise is being adopted.</li><li>3. Ensure that the powers conferred under the Proceeds of Crime Act 2002 are used appropriately by each Financial Investigator during the course of any enquiry.</li><li>4. All financial investigations to be conducted with absolute impartiality and proportionality.</li><li>5. Maximise efficient use of limited resources by ensuring good communication and collaboration with all relevant parties.</li><li>6. Protect Post Office Ltd's brand and reputation.</li><li>7. Develop policies to provide succession planning for the unit to ensure an effective working team at all times.</li></ol>
5	<p><b>STRUCTURE</b></p> <p>The Financial Investigation Unit comprises of one team leader who is also an Accredited Financial Investigator and one further Accredited Financial Investigator, with the requirement to recruit and train for a an additional qualified investigator.</p>

4.	<b>PRINCIPLES</b>  1. The Financial Investigation Team to fully support and interact with its stakeholders and partners.  2. The Team will ensure that all stakeholders and customers are fully informed with all necessary developments.  3. All enquiries to be conducted within the due processes available and with the necessary consideration given to corporate policies.
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