**Important Notice: Fraud Awareness and Prevention**

To ensure the security of our operations and protect our team, we want to remind everyone of our policy regarding fraudulent transactions (phone, email, text, etc.).

**Please be aware of the following guidelines:**

**USER GUIDELINES: *Update here to reflect your company’s procedure and responsible party(ies), sample below.***

1. **No Transactions:** Do not conduct any financial transactions over the phone, text or email. If you receive a call, text or email requesting money or financial information, it is likely a scam. Do not pay or authorize payment for any requests made by phone, text, or email. ***{The team/individual person/role***} handles all payments.
2. **Direct All Business Inquiries to *{person, role, or team}:***

* **Contact Person/Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Any business matters should be handled directly through our \_\_\_\_\_\_\_\_\_\_\_\_ team. They are equipped to manage our official transactions securely and efficiently. Please take down the contact information of the caller and forward it to the above contacts.

1. **Verification Is Key:**

Do not respond to any inbound request for information, changes to account payment information, or payment request without multi-part verification. For example, if a request comes in via phone call or email, call a number already on file to verify the request. If an individual is representing that a colleague has made an information, change, or payment request, *verify directly (via phone or video meeting) with that colleague.*

If you’re ever uncertain about the legitimacy of a call or the caller’s request, do not proceed with any discussion of money or sensitive information and immediately end the call.

1. **Questions and Reporting:** If you receive a call or email and are unsure of its validity, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They are here to assist you with any concerns or questions you might have.

(Continued)

Your vigilance and adherence to these guidelines are crucial in keeping our workplace safe from fraudulent activities. Thank you for your cooperation and commitment to our company’s security.

**Acknowledgment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understood this notice and I agree to the terms and conditions outlined herein. Failure to comply with this notice may result in disciplinary action up to and including termination, for actions such as sharing sensitive information or conducting unauthorized transactions.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_