

Fraud Policy

Purpose

Calgary Ramada Downtown Limited Partnership is committed to maintaining the highest standards of honesty, integrity and ethical conduct. The purpose of this document is to communicate the hotel's policy regarding the investigation of suspected misconduct and dishonesty by employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Definition of Fraud, Misconduct and Dishonesty

Fraud, misconduct and dishonesty include, but are not limited to:

- Forgery or alteration of any document or account belonging to the hotel
- Forgery or alteration of a cheque, bank draft or any other financial document
- Theft of funds, securities, supplies, food and beverage inventory, or any other asset
- Irregularity in the handling or reporting of money or financial transactions
- Destruction, theft or inappropriate use of furniture, fixtures and equipment
- Disclosing confidential information to outside parties
- Seeking or accepting anything of material value from vendors or contractors doing or attempting to do business with the hotel
- Any computer-related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes
- Any similar or related inappropriate conduct.

Responsibility

The prevention, detection and reporting of fraud is the responsibility of all hotel employees. Management is expected to be familiar with the types of fraud that may occur within their areas of responsibility, and be alert for any indication of fraud or irregularity.

Policy

- Fraud, in any form, will not be tolerated
- Employees who commit an act of fraud are subject to disciplinary action, up to and including termination without cause
- Ramada Limited Downtown Calgary will pursue the full recovery of all losses resulting from an act of fraud

Procedures

It is the responsibility of every employee, supervisor, manager and administrators to immediately report suspected fraud to their supervisor or those that exercise authority over the supervisor. Supervisors, when made aware of such potential acts by subordinates, must immediately report such acts to the General Manager.

The hotel strictly forbids any reprisal against any employee who reports a suspected fraudulent activity.

Employees shall not attempt to investigate a suspected fraud or discuss the matter with anyone other than the person to whom the fraud was reported. They should not attempt to contact the suspected individual in an effort to determine facts or demand restitution.

An allegation of fraud is a serious matter. Employees who knowingly make false allegations will be subject to discipline up to and including dismissal.

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