



ANTI MONEY LAUNDERING AND COUNTER TERRORIST FINANCING POLICY

1. Introduction

- 1.1 The University is committed to ensuring the highest standards of probity in all financial dealings. It will therefore ensure that it has in place proper, robust financial controls so that it can protect its funds and ensure continuing public trust and confidence in it. Some of those controls are intended to ensure that the University complies in full with its obligations not to engage or otherwise be implicated in money laundering or terrorist financing. This policy sets out the University's approach to compliance.
- 1.2 The Pro Vice Chancellor (Finance & Resources) is directly responsible to the Vice Chancellor and Chief Executive for the implementation of this policy. As such, with the Vice Chancellor and Chief Executive, the Pro Vice Chancellor (Finance & Resources) is responsible for ensuring that money laundering and terrorist finance risks are conducted and relied upon to ensure the effectiveness of this policy and that appropriate due diligence is conducted as a result of this, risks relating to individual transactions are assessed, mitigated and kept under review.
- 1.3 Certain functions under this policy are to be undertaken by a Nominated Officer. For the purposes of this policy, the Nominated Officer is the Principal Accountant Finance Operations.
- 1.4 This policy applies to all staff who are engaged in financial transactions for or on behalf of the University. It also applies to all staff who are engaged in financial transactions for or on behalf of the University. Disciplinary policies, as appropriate. Note that any such failures expose the individual concerned to the risk of committing a money laundering offence.

2. What is Money Laundering?

- 2.1 Money laundering is the process by which the proceeds of crime are sanitised in order to disguise their illicit origins and are legitimised. Money laundering schemes come with varying



3. Money Laundering Warning Signs Red Flags

3.1 Payments or prospective payments made to or asked of the University can generate a suspicion of money laundering for a number of different reasons. For example:

- Ø large cash payments;
- Ø multiple small cash payments to meet a single payment obligation;
- Ø payments or prospective payments from third parties, particularly where there is no logical connection between the third party and the student, or where the third party is not otherwise known to the University, or where a debt to the university is settled by various third parties making a string of small payments;
- Ø payments from third parties who are foreign public officials or who are politically exposed persons;
- Ø payments made in an unusual or complex way;
- Ø unsolicited offers of short-term loans of large amounts, repayable by cheque or bank transfer, perhaps in a different currency and typically on the basis that the University is allowed to retain interest or otherwise retain a small sum;
- Ø donations which are conditional on particular individuals or organisations, who are unfamiliar to the University, being engaged to carry out work;
- Ø requests for refunds of advance payments, particularly where the University is asked to make the refund payment to someone other than the original payer;
- Ø a series of small payments made from various credit cards with no apparent connection to the student and sometimes followed by chargeback demands;
- Ø the prospective payer wants to pay in advance a larger sum than is required or otherwise wants to make payment in advance of them being due;
- Ø prospective payers are obstructive, evasive or secretive when asked about their identity or the source of their funds or wealth;
- Ø prospective payments from a potentially risky source or a high-risk jurisdiction;
- Ø funding arrangements are otherwise unusual.
- Ø a potential supplier submits a very low quotation or tender. In such cases, the business may be subsidised by the proceeds of crime with the aim of seeking payment from the University.

4. Money Laundering The Law

4.1 The law concerning money laundering is complex and is increasingly actively enforced. It can be broken down into three main types of offence

- i) the principal money laundering offences under the Proceeds of Crime Act 2002;
- ii) the prejudicing investigations offence under the Proceeds of Crime Act 2002; and
- iii) offences of failing to meet the standards required of certain regulated businesses, including offences of failing to disclose suspicions of money laundering and failing to comply with the administrative requirements of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.



4.2 These offences, contained in sections 327, 328 and 329 of the Proceeds of Crime Act 2002, apply to any property (e.g. cash, bank accounts, physical property, or assets) that constitutes



4.8 These regulations are aimed at protecting the gateway into the financial system. They apply to a range of businesses all of which stand at that gateway. They require these businesses to conduct money laundering risk assessments and to establish policies and procedures to manage those risks. Businesses to which the regulations apply are specifically required to
}v μ š μ]o]P v }(v Á μ•š}u CE•U %o CE} •• |v}Áv • ^<v}Á
There are criminal sanctions with a potential for a maximum punishment of a custodial sentence for non-compliance. Whilst the University is not covered by the regulations in its work as a provider of education, the regulations provide a guide to the management of risk in
Z v o]vP u}v Ç v μ]o]P v]• š šZ Z CEřth}pšizy th v]Á CE•]š
managing risk.

5. Terrorist Finance

5.1 Whereas money laundering is concerned with the process of concealing the illegal origin of the proceeds from crime, terrorist financing is concerned with the collection or provision of funds for terrorist purposes. The primary goal of terrorist financiers is to hide the funding activity and the financial channels they use. Here, therefore, the source of the funds concerned is immaterial, and it is the purpose for which the funds are intended that is crucial.

5.2 Payments or prospective payments made to or asked of the University can generate a suspicion of ty mi



offence under sections 15 to 18 of Terrorism Act 2000 and does not then report the matter
policy sets out those procedures section 6

5.7 Section 39 Terrorism Act 2000 creates an offence with a potential for a maximum punishment of a custodial sentence for a person who has made a disclosure under section 19 Terrorism Act 2000 to disclose to another person anything that is likely to prejudice the investigation resulting from that disclosure. Section 6 of this policy requires disclosures under the Terrorism Act 2000 to be kept strictly confidential.

6. OUR PROCEDURES

6.1 The University has carried out a

