



training. In both cases, you may be told to act quickly.

One other possible scam is the **office supply scam**, which involves you receiving and being charged for items you didn't order.

In many cases, scammers will hound you to pay the amount they claim you owe. They will even trick you into believing that they will report you to a collection agency.

Tips to protect yourself:

- Educate yourself, your employees and your co-workers to be cautious of unsolicited calls.
- Create a list of companies that are typically used by your business.
- Limit the number of staff who can approve purchases and pay bills.
- Clearly define procedures for verification, payment and management of accounts and invoices.
- Contact your province's regulator to know your legal obligations.
- Fraudsters will use company names or logos similar to those of known businesses to make their invoices seem real. Inspect invoices carefully before making any payments.

BUSINESS SCAMS

Stay up to date on the schemes targeting businesses!

Organizations of any size can still be duped by clever frauds, so make sure you know about them.

A typical one is the **directory scam**. A fraudster sends your company a proposal for a listing or advertisement in a magazine, journal or business directory, or for an online directory. They'll call to confirm the address and other details. Then the accounting department will **receive and**

pay the bill, unaware that your company never actually ordered or authorized the service.

Another common fraud is the **health and safety products scam**. You might receive a phone call from someone claiming to be from the provincial government, telling you that **your first-aid kits need to be replaced** or you have to update your company's health and safety

If you suspect a scam, always report it.

Go to pages 19 and 20 for more information.