

EMPLOYEE THEFT POLICY

<Company Name>'s employee theft policy provides for the equal and fair treatment of all employees by establishing guidelines that will be consistently applied in all cases of employee theft or fraud. Stealing from <Company Name> is taken very seriously and will not be tolerated, as it can negatively impact financial performance, employee morale and workplace culture, partner and customer relationships, and company reputation.

Company employees **shall not perpetrate, engage in, or otherwise facilitate** the act of committing fraud and theft.

Employee Theft Definition

Employee theft is the stealing of <Company Name>'s property or assets for personal use. This includes the theft of:

- Inventory
- Services (e.g., employee discounts, free meals)
- Data (e.g., personal or financial information, trade secrets, product or process strategies)
- Money
- Pay (Stealing via the payroll system)
- Time (e.g., overstating hours worked or overtime hours, performing personal tasks on company time)

<Add specific cases of employee theft that might be common for your company and industry. Include actual examples when applicable.>

Employee Theft Prevention and Detection

<Company Name> has multiple processes in place to prevent and/or detect employee theft or fraud. This includes, but is not limited to:

- Management approval of timecards, purchases, and expense reimbursements
- Internal and external financial, payroll, and inventory audits
- Systems access restrictions
- Check and balances for key tasks (i.e., assigning tasks to two or more employees)

Additionally, <Company Name> expects all employees to report all incidents of employee theft or fraud to their supervisor or HR representative, along with any evidence related to the incident.

Note: We retain the right to use tracking and other security software and video and audio recording devices to detect employee theft. Furthermore, to the extent allowed by state and national regulations, the company may conduct polygraph testing and/or perform workplace searches when theft or fraud is suspected.

Disciplinary Action

<Company Name> has a zero-tolerance policy for employee theft or fraud. Once a thorough investigation determines theft or fraud to have occurred, the company will take disciplinary action. Depending on the severity of the violation, this may include a verbal or written warning, suspension, or immediate termination.

<Add specific disciplinary processes by type or severity of incident if appropriate.>

In addition, a police report may be filed, as well as a potential lawsuit against the employee for restitution.

Appeal

Every employee has an opportunity to dispute corrective action and the violations of this Policy. During and after the investigation, the offending employee may present evidence and extenuating circumstances that may have contributed to or caused the violation of this Policy. The information provided will be considered by both the employee's manager and HR for reducing consequences under this Policy. In no situation, however, shall the manager or HR provide any offending employee with special treatment.

Employee Acknowledgement

I have read and understand <Company Name>'s Employee Theft Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the Policy.

Employee's Name, Printed

Employee's Signature

Date Signed