

## 5.9 Anti-Theft

### Intent

This policy is intended to communicate the seriousness with which the employer handles reports of theft and will provide reporting guidelines, anti-theft measures and disciplinary measures to be utilized by the company for substantiated claims.

### Scope

This policy applies to the employer, its employees, contractors, volunteers and any individual acting on behalf of the employer always and without exception.

Bargaining members are requested to refer to their current Collective Agreement for procedures and guidelines pertaining to this policy. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

The employer will not tolerate the theft of property whether it is physical, intellectual, or the property of an employee or a visitor on the premises. Theft is a criminal offence and a serious violation of the employer's standards of conduct and will result in either immediate suspension or termination of employment and possible criminal prosecution.

Theft affects everyone; it increases costs, decreases morale and threatens overall feelings of safety. Additional expenses related to product replacement, investigations, surveillance materials, and ensuing audits reduces funds that could otherwise be available for enhancements to benefits, training allowances, salaries and improvement to property, as well as for charities and other worthwhile programs.

The employer has a zero-tolerance policy towards theft. Any employee, visitor, contractor or guest that is found to have violated this Anti-Theft Policy will be prosecuted to the full extent of the law, and if employed by the company, will be subject to immediate suspension or termination with cause and without compensation.

When dealing with an allegation of theft, the action taken will depend upon the nature of the concern and may be subject to an internal investigation by management or an internal audit, and/or, the involvement of the police.

#### **The investigation will give due consideration to the following:**

- Resources required to investigate the allegation;
- Legal status of the allegation (i.e. theft, breach of procedure);
- Internal disciplinary procedures;
- Level of evidence required;
- Protection of data and documents;
- Minimizing the effect on the employer's day to day business operations;
- Recovery of any lost funds and minimizing the potential for further loss;
- Review of any organizational improvements required to prevent reoccurrence.



Any employee who witnesses a theft or has reasonable suspicion that a theft has taken place is required to report the incident(s) immediately to their on-shift manager. All reports will be treated as strictly confidential and the informant will be protected from reprisal.

Failure to report any incidences of theft will be viewed as both gross negligence of duties and potentially as an accessory to the crime, and will be subject to legal, punitive or corrective action.

### **Anti-Theft Measures**

#### Surveillance

The employer utilizes security cameras, computer surveillance and email and internet tracking to protect our employees and corporate physical and intellectual properties.

#### Security Identification

All employees are required to wear appropriate corporate name badges to provide a visible method of identification, such that our employees and security staff can readily recognize the presence of intruders and potential threats to the workplace.

#### Auditing for Fraud and Theft

The employer shall perform random audits that focus on high-risk areas of fraud. The audits are designed to reduce fraud and theft and the associated loss of revenue. The following areas will be subject to random audits:

- Expense reports
- Electronic data
- Payroll
- Purchasing
- Sales
- Accounts receivable
- Customer complaints
- Cash
- Inventory

If management receives a report of theft or has a reasonable suspicion that fraud or theft has occurred, the employer reserves the right to inspect and search the employee's personal property (files, electronic media, lockers, desks and cubicles).

### **RELEVANT DOCUMENTS**

Duty to Report Policy

Code of Ethics Policy