

Policy Name:	Employee Theft
Policy Number:	3.10
Date:	February 2023

POLICY STATEMENT:

This Policy is targeted at preventing the theft of company property, as well as property belonging to its employees and the public. Listed below are specific procedures, of which everyone at JC Steele is expected to observe.

We recognise that the following list of preventative procedures, intended to minimise and reduce employee theft, may be incomplete. In this regard, any actions not described below, which could reasonably contribute to theft at JC Steele, will be cause for immediate disciplinary action, up to and including termination.

PROCEDURES:

- a. No employee is permitted to remove any company property or equipment from the JC Steele premises for any reason except for genuine authorised work purposes, without the express approval of their manager.
- b. Company property includes, but is not limited to, all equipment such as company cars, laptop computers (including accessories), hand tools, electrical and other tools as well as consumable items such as all stationery and cleaning products. Company property also includes Intellectual Property such as drawings, manuals, letters and other JC Steele documents in either physical or digital formats.
- c. Any falsified timesheets, kilometre claims, expense reimbursement claims or any other claim submitted by an employee for the purpose of receiving false payment from JC Steele will be considered to be actions of theft and may result in termination of employment.