

Employee Theft Policy Template

1. Introduction

Our company is committed to maintaining a safe and secure work environment for all employees. As part of this commitment, we have established a clear policy regarding employee theft.

2. Definition of Employee Theft

Employee theft is defined as the unauthorized taking of company property or resources for personal gain. This includes but is not limited to stealing physical items, embezzlement, and misuse of company funds.

3. Reporting Procedures

If an employee suspects or witnesses any form of employee theft, they must report it immediately to their supervisor or HR department. Reports can be made anonymously if desired.

4. Investigation Process

Upon receiving a report of employee theft, our company will conduct a thorough investigation to determine the validity of the claim. This may involve interviews, document review, and other investigative techniques.

5. Consequences of Employee Theft

Employees found guilty of theft will face disciplinary action, up to and including termination. In addition, our company reserves the right to pursue legal action against the employee if necessary.

6. Prevention Measures

To prevent employee theft, our company implements various security measures, such as surveillance cameras, access controls, and regular audits. We also provide training to employees on the importance of honesty and integrity in the workplace.

7. Conclusion

Employee theft is a serious offense that can have negative consequences for both the employee and the company. By following this policy and working together to prevent theft, we can create a safe and secure work environment for all employees.