

Sample Employee Theft Policy

[Company Name] values all employees and their property, and expects that employees in turn value the company and its assets. Therefore, we will tolerate no employee theft, or stealing of any kind, including fraudulent time card reporting. That includes theft of money, information, products, inventory, tools or any item, information or idea that belongs to the company or to an employee, customer or business partner of the company.

As such, we expect all incidents of employee theft to be reported immediately to your supervisor or HR representative, along with any data or information you have observed or obtained. We further retain the right to use video cameras and audio recording methods as well as software to identify and detect employee theft.

Below are examples of types of theft to illustrate prohibited behaviors:

- Employees may not take money, customer credit card numbers or company checks without prior authorization and documentation.
- Employees may not take products without payment, such as inventory, including samples, or broken / returned items or any company equipment or supplies.
- Employees may not give away products or services without prior approval. This includes not giving freebies to friends and family, taking home samples without prior approval, or giving free repairs to anyone without documentation and payment.

Employees caught breaking any state or federal law, including employee theft of private or company property or falsifying timekeeping records will be terminated with no warning given.

In addition, a police report may be filed, as well as a potential lawsuit against the employee with a request for restitution of funds or products, inventory or assets.

To prevent employees from false accusations, we will investigate all claims of theft or employee stealing, and discipline any employee making a false accusation.