## **Employee theft policy template**

[Organization Name]

Employee Theft Policy

### **Introduction**

[Organization Name] is committed to maintaining a safe and secure work environment where all employees can thrive and succeed. In order to protect our assets and promote honesty and integrity among our staff, we have established the following employee theft policy.

### **Definition of employee theft**

Employee theft refers to the unauthorized use or misappropriation of [Organization Name]'s property or assets by an employee. This includes, but is not limited to, stealing cash, merchandise, supplies, equipment, or intellectual property. Employee theft can also involve fraudulent activities, such as falsifying time sheets or expense accounts, or using company resources for personal gain.

### **Zero-tolerance stance**

[Organization Name] has a zero-tolerance stance on employee theft. We take all allegations of theft seriously and will investigate them thoroughly. Employees found guilty of theft will face disciplinary action, up to and including termination.

### **Reporting suspicious activity**

If you suspect an instance of employee theft, please report it immediately to your supervisor, HR representative, or through our anonymous reporting hotline at 1-800-THEFT-LINE. All reports will be treated confidentially and investigated promptly.

### **Investigation procedures**

All allegations of employee theft will be investigated thoroughly and fairly. The investigation process may include:

* Interviews with witnesses and the accused employee
* Review of relevant documentation, such as financial records or security footage
* Collection and preservation of evidence
* A thorough review of the facts to determine whether there is sufficient evidence to support the allegations

### **Disciplinary action**

Employees found guilty of employee theft will face disciplinary action, up to and including termination. The severity of the penalty will depend on the gravity of the offense and the employee's work history.

### **Prevention measures**

To prevent future instances of employee theft, [Organization Name] will implement the following measures:

* Regular audits of financial records and inventory
* Training programs for employees on honesty and integrity
* Improved security protocols, such as restricted access to sensitive areas and assets
* Periodic reviews of this policy to ensure its effectiveness and relevance

### **Communication and compliance**

This policy has been communicated to all employees and is available on the company intranet. It is each employee's responsibility to familiarize themselves with the policy and adhere to its guidelines. Failure to comply with this policy may result in disciplinary action.

### **Review and update**

This policy will be reviewed and updated annually or as needed to reflect changes in the law, organizational structure, or security concerns. Any updates will be communicated promptly to all employees.

### **Conclusion**

[Organization Name] is committed to maintaining a safe and secure work environment where all employees can thrive and succeed. We believe that honesty and integrity are essential components of a healthy workplace culture, and we will not tolerate any form of employee theft. By implementing this policy, we aim to protect our assets, promote transparency, and foster a positive work environment.

Thank you for your cooperation and commitment to upholding the highest standards of ethical behavior.  
Sincerely,

[Your Name]

[Your Title]

[Organization Name]

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