



Employee Theft Policy

A Clear Path 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 timecard 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 the 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 the straight prohibited behaviors:

- Employees may not take money and/or financial documents, including but not limited to: customer credit card numbers, social security numbers, prescribed and over-the-counter medication, or any papers or financial documents.
- Employees may not take household goods and/or furnishings, including but not limited to: art, jewelry, kitchenware, clothing, tools, metal, garden items or any item for personal or financial gain.

Employees caught breaking any state or federal law, including employee theft of private or company property or falsifying time keeping 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.

June 25, 2019

Sign here: