



1.005 Stolen Company & Personal Items Policy

Policy Purpose and Scope

The purpose of this policy is to ensure proper steps are taken to document the theft for insurance, prevention, and possible recovery purposes.

Roles and Responsibilities

The Human Resources Director and General Counsel are charged with making sure this policy is followed.

Operational Procedures

1. If the Item(s) Were Stolen Outside of the Office, Make a Police Report and Report the Matter to Human Resources

If the situation is an emergency, call 911. If it is a non-emergency, call the local police non-emergency line to have a police report made. Then, report the matter, in detail, to Human Resources, including the police report and/or the policy report number. You may be required to provide a written report to Human Resources with your account of the situation. You may also be required to obtain the police report, if it not otherwise accessible.

2. If the Item(s) Were Stolen Inside the Office, Report the Matter to Human Resources

In this case, you will be required to provide a written report to Human Resources with your account of the situation. Human Resources will consult with Management, who coordinate an investigation. Management will determine whether or not to report the incident to police.

3. Personal Items Stolen

If an employee's personal property is stolen, that employee should immediately report the matter to Human Resources. In this case, you may be required to provide a written report to Human Resources with your account of the situation. Human Resources will consult with Management, to decide whether or not to conduct an investigation. Also, Management will determine whether or not to report the incident to police. The employee at his or her option may also choose to report the incident to the police.

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