THEFT & CASH HANDLING POLICY

# Purpose

The Theft and Cash Handling Policy is to assist in the prevention of theft and corruption occurring within Company Name (“**the Company**”).

The Policy provides information as to the Company's expectation of employees who handle cash as part of their work duties. It also informs employees regarding action that may be taken by the Company in the event that cash shortfalls are found, or if an employee is found to have breached this policy..

In so far as this policy imposes any obligations on the Company (ie those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes beneﬁts and entitlements for employees (ie those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

# SCOPE

This policy applies to all Company employees.

# DEFINITIONS

**Theft:** Includes the unauthorised removal or use of Company’s property (including cash) or an employee’s property or the property of any other person or entity which is located at the Company’s premises.

**Cash Handling:** Means the handling of cash, both within the Company's premises and for other purposes such as depositing takings at the Company's bank.

# STANDARDS EXPECTED OF EMPLOYEES HANDLING CASH

Strict cash handling procedures should be followed at all times by all employees so that cash for which they are given care and control is safeguarded from loss. All employees should become familiar with the Company's Cash Handling Procedures.

Care and diligence must be taken at all times when dealing with cash transactions to ensure a high standard of accuracy.

All employees must ensure they do not give incorrect change or leave cash under their control open to misappropriation by other staﬀ members or visitors to the premises.

To ensure theft or misappropriation of cash does not occur, the Company regularly monitors employees via camera surveillance in accordance with the *Workplace Surveillance Policy*.<

Theft of cash or other property is a criminal oﬀence, and the Company reserves the right to report any theft to the Police.

# PROCEDURE FOR INVESTIGATION OF A BREACH OF POLICY

Where there is a suspected failure in respect to cash handling procedures or a suspected theft of cash or other property, generally an investigation will be undertaken in accordance with the Company’s Grievance Handling Policy.

# CONSEQUENCES FOR BREACHES OF THIS POLICY—THEFT

Where the Company concludes that theft has occurred, the Company may take disciplinary action up to and including termination of employment.

The employee will also be required to repay any misappropriated amounts.

# CONSEQUENCES FOR BREACHES OF THIS POLICY—CASH SHORTFALL

Where the Company concludes that cash shortfalls are to be due to negligence or to non-compliance with this policy, the Company may take disciplinary action up to and including termination of employment.

Discussions will also be held with the employee regarding recovery of any cash shortfalls.

# OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including: Code of Conduct;

Discipline & Termination Policy.