

Dishonest/Theft in the Workplace Policy



Employee dishonesty, theft and fraud are a perennial challenge for HR directors. Here's a template you can adapt to prevent and, if necessary, discipline employees who engage in such conduct.

1. POLICY

ABC Company is dedicated to promoting and maintaining the highest standards of honesty, integrity and ethical behaviour in every aspect of its operations. Engaging in fraudulent and dishonest behaviour violates this fundamental commitment, as well as the duty of honesty and trustworthiness that form the foundation of employment with ABC Company. Accordingly, those found to have engaged in such behaviour will be subject to appropriate disciplinary action, up to and including termination of their employment, mandatory restitution and repayment of ill-gotten gains and/or criminal prosecution by law enforcement and government authorities.

Theft, fraud and other forms of dishonest conduct will not be tolerated from any individual who works for ABC Company. Period.

2. PURPOSE

The purpose of this Policy is to promote clear rules and high standards of integrity for personal and professional behaviour, and to establish policies and procedures for enforcing those rules and standards, including a process for reporting, investigating and, if necessary, responding to acts of theft, fraud and dishonesty.

3. DEFINITION

For purposes of this Policy, workplace dishonesty, fraud and theft occurs when a person in ABC Company's employment **knowingly** lies, deceives or steals from the Company, its customers, clients, employees and/or others with whom it associates with the intent to obtain benefits or compensation of some type to which he/she is not entitled. Examples include, but are not limited to:

- Stealing or misappropriating cash, funds, tools, equipment, supplies, inventory or other ABC Company assets and resources;
- Using cash, funds, tools, equipment, supplies, inventory or other ABC Company assets and resources for purely personal gain;
- Submitting false claims for payment or reimbursement, such as by falsifying travel vouchers and/or using Company credit cards for unauthorized, personal purposes;

- Falsifying hours or overtime worked;
- Unrecorded vacation, sick leave and other forms of leave;...