



## **Employee Theft Policy July 2023**

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### **POLICY STATEMENT:**

Helen & Joey Estate and Re'em Yarra Valley are concerned about internal theft. This Policy Statement is targeted at preventing the theft of company property, as well as property belonging to its team members and the public. Listed below are specific procedures, to which everyone at Helen & Joey Estate and Re'em Yarra Valley is expected to adhere to.

We recognize that the following list of preventative procedures intended to minimize and reduce employee theft may be incomplete. In this regard, any actions not described below, which could reasonably contribute to theft at Helen & Joey Estate and Re'em Yarra Valley will be cause for immediate disciplinary action, up to and including dismissal.

### **PROCEDURES:**

- a. No employee is permitted to remove any company property or equipment from the Helen & Joey Estate and Re'em Yarra Valley premises without the approval of management, for any reason except for genuine authorised work purposes.
- b. Company property includes equipment that is the property of Helen & Joey Estate and Re'em Yarra Valley, including but not limited to consumable items such as all stationery and cleaning products, and all intellectual property.
- c. No employee is permitted to take company-produced alcohol from the Helen & Joey Estate and Re'em Yarra Valley premises without the approval of management.
- d. Any employee falsifying timesheets, kilometers claim, expense reimbursement claim or any other claim for the purpose of receiving false payment from Helen & Joey Estate and Re'em Yarra Valley will be considered actions of theft.