

PATHWAYS ABILITIES SOCIETY

POLICY: THEFT

Applies to: All Personnel, Volunteers and Persons Served

Original Approval Date: June 15, 2007

Date Board Approved: September 12, 2011

Replaces Policy Dated: January 28, 2013

Board Member's Signature

POLICY

Theft or attempted theft of any kind will not be tolerated. Employees and volunteers occupy a special position of trust. It is essential that trust be maintained and that complete confidence exists in the employment/volunteer relationship.

Theft is defined as the unauthorized removal (taking) of property or cash, which does not belong to the person. The following are examples of forbidden conduct:

- Theft of property or services from Pathways Abilities Society.
- Unauthorized use of Pathways Abilities Society's equipment.
- Unauthorized use or theft of property from individuals, visitors or other employees.
- Theft outside working hours and the workplace, which may affect the employment relationship.
- Actions, which result in the unauthorized removal of money, property or other things from the organization, individuals, or employees.

Theft or attempted theft by an employee or volunteer may result in immediate dismissal and they may be reported to the local police authority. Where an employee or volunteer is suspected of stealing, he/she may be suspended pending further investigation.

Individuals receiving services may be held to a different standard due to their individual needs and circumstances. Each situation will be assessed and appropriate actions taken, which could include service suspension or service discontinuation.

For further information and procedures see the Damaged or Missing Items policy and procedures.