

Theft Policy for CNY Cleaning Solutions

10.20.24

1. Purpose:

CNY Cleaning Solutions is committed to maintaining a trustworthy and ethical work environment. This policy outlines the company's stance on theft involving client property, company equipment, supplies, and other resources. Theft undermines the trust between clients and the company and will not be tolerated.

2. Scope:

This policy applies to all employees of CNY Cleaning Solutions, including full-time, part-time, and temporary workers. It covers theft from clients, the company, coworkers, or any unauthorized appropriation of property or resources while on the job.

3. Definition of Theft:

For the purposes of this policy, theft is defined as the unauthorized taking, using, or misappropriating any property, supplies, or resources belonging to:

- Clients, including but not limited to money, office supplies, or personal belongings.
- CNY Cleaning Solutions, including cleaning equipment, tools, chemicals, and other supplies.
- Other employees or coworkers.
- Any consumables, including food or drinks, at client sites without express permission.

4. Prohibited Actions:

- Taking or using any company equipment or supplies for personal use or off-site use without prior authorization.
- Consuming or taking food or beverages from client properties, even if they appear unattended or abandoned, unless expressly permitted by the client.
- Using or removing client property, equipment, or any other resources for personal benefit without authorization.
- Misappropriating company time or resources, including using company time to engage in personal activities.

5. Consequences of Theft:

Theft or unauthorized taking of property is grounds for immediate and automatic

termination. In cases where the theft involves client property, CNY Cleaning Solutions will cooperate fully with the client, including supporting any legal action or criminal charges the client may choose to pursue.

6. Investigation and Reporting:

- All allegations of theft will be promptly investigated by management. During the investigation process, the employee involved may be placed on unpaid suspension pending the outcome.
- Employees are encouraged to report any suspected theft or unethical behavior immediately to their supervisor or manager. Reports will be handled with confidentiality and professionalism.

7. Legal Action:

In cases where a client chooses to press charges or pursue legal action against an employee for theft, CNY Cleaning Solutions will comply fully with law enforcement authorities and assist in any investigation as needed.

8. Employee Acknowledgment:

Upon hire, all employees are required to acknowledge their understanding of this theft policy. Failure to adhere to this policy will result in termination, regardless of the value of the items stolen or appropriated.

9. Deterrence Measures:

- Routine inspections of company equipment and supplies will be conducted.
- Security cameras or tracking methods may be utilized at client sites to ensure compliance with company policy.

10. Final Notes:

This policy is in place to safeguard the integrity of CNY Cleaning Solutions and maintain our trusted relationships with clients. The company reserves the right to update this policy as necessary to ensure continued ethical standards and legal compliance.

By signing below, you acknowledge that you have read, understood, and agree to comply with this Theft Policy.