



## **COMPLEX SOLUTIONS THEFT POLICY**

Complex Solutions values all Employees, Clients, Suppliers, Contractors including Sub Contractors and their property. In doing so expects that employees or staff carrying out works on behalf of Complex Solutions value the company they are employed by and also the sites/clients they carry out the required duties.

Therefore, Complex Solutions we will not tolerate direct or indirect employee theft or stealing of any kind, including fraud, theft of money of any kind, information, products, inventory, tools or any kind, information or ideas that belong to the company or to an employee, client or business partner of the company.

As such, we expect all incidents of theft to be reported immediately to your supervisor or HR representative, along with any data or information you have observed or obtained.

We further retain the right to use video cameras and audio methods as well as software to identify any theft carried out.

If employees or staff members carrying out works on behalf of Complex Solutions are caught or by association of theft, including but not limited to the above kinds of theft may have their employment / Contract terminated.

In addition, a police report may be filed, as well as a potential lawsuit against the employee / Contractor with a request for return of funds or products, inventory or assets.

To prevent employees or contractors from false accusations, we will investigate all claims of theft or employee stealing, and discipline any employee making a false accusation.

Ash Jones

General Manager

January 15th 2021