

## SECURITY AND THEFT POLICY

Pickwick 1A is committed to creating a safe environment that is free from theft. This policy applies to all employees, managers and contractors. It is the responsibility of everyone to report any event of theft, attempted theft or removal of company, employee or customer property

This policy aims to:

- Ensure the preservation of confidential information
- Address all allegations of theft in a fair, sensitive and confidential manner
- Promote appropriate standards of conduct at all times

Theft of company, employee or client property or funds, irrespective of its value, is serious in nature and will be treated as such by the Company. Failure to comply with this policy may result in disciplinary action and/or termination of employment.

Theft is the unauthorised removal or misappropriation (i.e. potential fraudulent activity, unauthorised storage, transfer or use) of employee, company, or client property. Such property may include, but is not limited to:

- Money
- Time, e.g. falsifying timesheets
- Product
- Personal possessions
- Software
- Waste material
- Equipment
- Trade secrets

Individuals should immediately report all suspected theft incidents in writing to Pickwick 1A management. Pickwick 1A will promptly investigate and will ensure that confidentiality is maintained throughout the investigation to the extent that is practicable and appropriate under the circumstances. Upon completion of investigated theft incidents, the Company will take necessary disciplinary action if it is determined that the accused has breached this policy.

The Company reserves the right to report all theft to the police which may lead to prosecution, conviction and a criminal record.

*Leanne Phillips*

Leanne Phillips  
Chairperson and Director  
Pickwick 1A Facilities Services Pty Ltd  
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