



Policy Name:	Theft & Fraud	Date Revised:	1/2013
Purpose:	Guidelines for Addressing Theft and Fraud	Board Approval:	2013

The Definition of Theft:

All crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent.

Employee who engaged in fraud or theft, appropriate disciplinary action will be pursued, up to and including termination of employment, in accordance with applicable personnel policies within GNB Staff Handbook. In addition, employees engaging in fraud or theft will be required to pay restitution for items taken from this organization

Also Employees of GNB are responsible for immediately reporting known or suspected incidents of fraud, including theft and misappropriation of any Greater New Beginnings Youth Services, Inc. assets, materials, and supplies like Food and Non-food items. Any employee who has knowledge of fraud or theft by any person in this organization, including another employee, and/or residents and does not report it to GNBManagement may be subject to disciplinary action as well.

With the submission of a resignation by an employee accused or suspected of fraud or theft will not preclude later disciplinary action, including restitution and legal action. If restitution is required, payment arrangements will be established.

My signature is anacknowledgement andunderstanding of this policy and I will protect the rights and safety of Greater New Beginnings to the best of your ability as an employee.

Employee Signature

Date

Print Name



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