



Building Healthy Minds and Bodies since 1977

4.27 THEFT POLICY

PURPOSE

An employee occupies a position of trust within Okanagan Gymnastics Centre (OGC). It is essential that trust be maintained and that complete confidence exists in the employment relationship between the OGC employee and OGC (the employer).

POLICY

Theft of any kind will not be tolerated on the premises of OGC or by employees or patrons of OGC. Theft is defined as the taking of another person's or organization's property without permission or consent with the intent to deprive the rightful owner of it. The following are examples of unacceptable conduct:

- Theft of OGC time
- Theft of property or services from OGC
- Unauthorized use of the OGC's equipment
- Unauthorized use or theft of property, money or products from individuals at OGC, visitors, members or other employees
- Theft outside working hours and the workplace which may affect the employment relationship between the OGC employee and OGC

CONDITIONS

This policy also applies in cases of attempted theft by an OGC employee. Theft or attempted theft by an OGC employee may result in discipline up to and including the immediate dismissal. He/she may be reported to the local police authority by the manager

PROCEDURE

Where an OGC employee is suspected of stealing, he/she may be suspended pending further investigation. The operations manager will thoroughly investigate the alleged theft. A determination will be made. See Discipline Policy.

APPROVED BY OGC BOARD OF DIRECTORS OCTOBER 12, 2016