



Anti-Theft Policy

Superior Road Products will not tolerate the theft of its property, either physical or intellectual, or the property of any employee or visitor on our premises. Theft is a criminal offence and a serious violation of Superior Road Products Standards of Conduct and will result in either the immediate suspension or termination of employment and potentially to criminal prosecution.

Theft of Superior Road Products property affects everyone. Theft decreases morale and the overall safety of employees, their identities and their belongings. Also, additional expenses related to unnecessary theft recovery, replacement of products, investigations, surveillance materials, and audits, such unnecessary expense also reduces funds that could otherwise be available for enhancements to benefits, salaries and improvements to the property, for attracting and hiring new employees, as well as for charities and worthwhile programs.

Superior Road Products will aggressively pursue any theft on our premises, and will prosecute violations to the fullest extent of the law. By working together, we can eliminate theft on Superior Road Products premises.

This Policy Shall:

1. Provide definitions of theft;
2. Determine the policy and procedures for dealing with theft;
3. Outline the procedures for reporting theft;
4. Discuss the anti-theft measures employed by Superior Road Products.

Theft

Theft is defined under the [Criminal Code of Canada](#) as:

322. (1) Every one commits theft who fraudulently and without colour of right takes, or fraudulently and without colour of right converts to his use or to the use of another person, anything, whether animate or inanimate, with intent (a) to deprive, temporarily or absolutely, the owner of it, or a person who has a special property or interest in it, of the thing or of his property or interest in it. Theft in any form will not be tolerated on Superior Road Products premises, including physical or electronic property, and intellectual property.

Policy and Procedures

As theft is a serious criminal offence, and an egregious violation of company policy, the need to follow steps outlined in progressive discipline are suspended. Superior Road Products employs a Zero Tolerance policy towards theft. Any employee, visitor, contractor or guest that is found to

have violated the anti-theft policy will be prosecuted to the full extent of the law, and they will be subject to an immediate suspension, or their employment will be terminated with cause, without compensation.

When Dealing with Allegations of Theft, the action taken will depend upon the nature of the concern, and may be subject to:

- Investigation internally by Superior Road Products staff, or Internal Audit; and/or
- Police involvement

Reporting

Any Superior Road Products employee who witnesses a theft or has a reasonable suspicion of theft taking place is required to report the incident(s) immediately to his/her supervisor or management department.

All reports will be treated as strictly confidential, and reporters will be protected from reprisal. Reports may also be made anonymously.

Failure to report any theft on Superior Road Products property will be viewed as both gross-negligence of duties and as an accessory to the crime, and will be subject to legal or corrective action.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Anti-Theft Policy of Superior Road Products. Further, I agree to adhere to this Policy and will ensure that any employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face legal action or corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____