

7.19 Theft

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that employees are given a clear and concise understanding of the actions that constitute theft.

Procedure:

Actions that are considered by Licking/Knox Goodwill Industries, Inc. to be theft include, but are not limited to, the following:

- Purchasing items from the production/processing area
- Purchasing items that have not yet been placed for sale on the sales floor
- Knowingly purchasing items that are incorrectly or improperly priced, including items that are priced below Goodwill standards or items with a damaged price tag
- Purchasing items without an attached price tag
- Giving items found in production/processing areas to others
- Purposely “over-ringing” or “under-ringing” a customer purchase
- Purposely over-charging a credit/debit card purchase
- Knowingly shortchanging a customer
- Possession of any un-purchased merchandise from the store or production/processing area
- Purposely concealing un-purchased merchandise, regardless of intent
- Possession of discarded merchandise
- Removal of any Goodwill asset, including but not limited to, equipment, supplies, merchandise, or any other property from the premises without prior authorization
- Removal of employee or company records without prior authorization
- Tampering with or removal of other employees’ personal items
- Incorrect reporting of hours worked and/or tampering with attendance records
- Spending working time on personal pursuits
- Excessive personal cellular telephone use (voice, text, internet, or other applications) during assigned work shift. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.
- Possession of cash or other items found in/on donated items or improper reporting thereof
- Retention of customer cash donations or improper reporting thereof
- Personal use of a company vehicle without prior authorization
- Use of a company credit, debit, or gas card for personal purposes
- Tampering, destruction, or removal of customer property

Employees share the responsibility of preventing theft. Licking/Knox Goodwill Industries, Inc. therefore requires immediate reporting of all perceived incidents of theft.

Employees determined to have committed theft are subject to disciplinary action, up to and including termination.