

## S 110 - ASSET PROTECTION

### **Policy:**

It is the responsibility of the Manager/Supervisor to protect all Company assets.

Removal of any company, equipment tools, machinery, materials, vehicles, or other property from company offices or job sites without prior written authorization is prohibited. Any employee who violates this policy will be terminated and prosecuted to the fullest extent of the law.

There is a continual problem of theft in the construction industry. It begins with the lack of basic security techniques and inventory controls by contractors. In addition, there is the daily confusion associated with multi-employer construction sites

The result is potentially a great loss of company equipment, machinery, tools, and materials. As company managers and employees you must be aware of the need for your participation in the security efforts of the company.

In order for a company security program to succeed, it must have the full cooperation of all its employees. Physical changes in security methods cannot take place if management does not know that problems exist . . . each supervisor and superintendent must report these problems to his or her manager. An investigation must take place immediately before the people are gone and the facts change. Hunches may also be communicated to management as they occasionally form a pattern which will allow the company to uncover both internal and external thefts.

An employee should never attempt to apprehend a suspect due to the many civil rights laws presently enforced in the United States which could cause problems for both the company and the employee.

There is a continual problem of theft in the construction industry. It begins with lack of basic security techniques and inventory controls by contractors. In addition, there is the daily confusion associated with multi-employer construction sites. The problem is complicated by the slowing of the economy, the unemployment of more people, and the continuing problem of drug addiction.

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### **Audits are Necessary:**

All employees should be aware of ways to audit your own areas for the controls you are using to stop theft. These controls should be evaluated often. Never assume that the current controls you have are adequate.

### **Danger signs to look for:**

- An employee may not wish to take a paid time off because they are afraid their improper activities will be discovered if anyone is allowed to access their records.
- Increase in spending habits
- Objection to procedural change
- Sudden procedural changes may result in closer supervision of an employee's activities
- Factors that motivate people to become dishonest:
  - Has a problem they consider unshakable
  - Has a psychological need
  - Has a basic criminal tendency or motivation
  - Rationalization "borrowing"
  - May feel they underpaid so steals to compensate
  - May see others get away with it