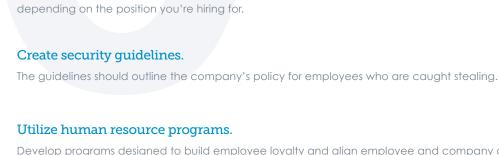
# TIPS TO **PREVENT** EMPLOYEE DISHONESTY:

Establish a pre-employment screening program.



Develop programs designed to build employee loyalty and align employee and company goals. For example, you could offer training and skill upgrade programs or a mentorship program.

The program should include reference checks. You may also want to perform criminal and credit checks,



# Ensure that company merchandise and/or property isn't easy to steal.

This could include a number of tactics ranging from locking up merchandise to installing a surveillance system.



## Establish controls.

Controls should be in place for things including petty cash disbursements, bank deposits, withdrawals, issuance of cheques, payrolls, reconciliation of bank statements, and payment of invoices.



#### Ensure no one employee has control over all parts of a financial transaction.

Owners should separate responsibilities and functions so more than one employee deals with any given financial transaction. Workflows should also be organized in a way that ensures one employee verifies the work of another.

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## Perform regularly scheduled and random inventory checks.

A program should be implemented to manage these checks and ensure they are done properly and consistently.

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#### Monitor the premises with closed circuit television (CCTV) surveillance.

Before installing this type of system, be sure to keep in mind any applicable privacy law requirements with respect to surveillance.

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#### Check merchandise records.

All incoming merchandise should be checked against purchase invoices and all outgoing merchandise against shipping documents.

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#### Being firm is important. But so is being friendly and fair.

If you treat your employees with respect, they're far more likely to return the favour.

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