MakeItZone Anti-Theft Policy

MakeItZone will not tolerate the theft of its property, either physical or intellectual, or the property of any client, customer, employee, member, visitor, or guest on our premises. Theft is a criminal offence and a serious violation of MakeItZone's ethics. Any theft will result in appropriate disciplinary action for the circumstances and potentially criminal prosecution.

# Definition

Theft is defined as a criminal act in which property belonging to an individual or business is taken without the consent of the owner. Theft may be of physical, non-physical, or intellectual property. It includes, but is not limited to: goods, money, services, coupons, etc.

Some examples:

* taking money or property without permission
* intentionally over-charging
* using coupons without the owners (eg client, MakeItZone) permission
* making copies of other's digital assets without permission
* taking photos of other's creations without permission
* Any other action that meets the definition of theft provided in this policy or in the Criminal Code.

# Disciplinary and Legal Action

MakeItZone has a zero tolerance policy towards theft.

Because theft is a criminal offence and a violation of company policy, the regular steps of progressive discipline may be suspended. Any employee of MakeItZone who is found to have violated the anti-theft policy may be subject to an immediate suspension, or may have their employment terminated with cause. Any employee, client, customer, member, visitor, or guest who is found to have violated the anti-theft policy may be prosecuted under the Criminal Code.

When dealing with allegations of theft, the action taken will depend upon the nature of the concern, and may include:

* Internal investigation by MakeItZone staff or internal audit; Or
* Police involvement.

# Reporting Theft

Any MakeItZone employee who witnesses a theft or has a reasonable suspicion of theft taking place is required to report the incident(s) immediately to their supervisor or management.

All reports will be treated as strictly confidential, and individuals who report theft will be protected from reprisal. Reports may be made anonymously.

Acknowledgement and Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print) , acknowledge that I have read and understand the Anti-Theft Policy of MakeItZone Industries Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules and procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_