

Tool Box Talk: Theft

- In line with the Values and Expectations of 168, we all have a duty to follow the laws and rules in the countries where we work.
- Theft, or stealing is a criminal act and can be punishable by law.
- As employees of RPM, we have a duty to protect the company from acts of theft, whether this be by fellow employees or third parties who may or may not work with our businesses.
- Theft can include anything from physical items, ideas, secrets and even time.
- Theft can be major items such as laptops and mobile phones or company inventory, but can also be smaller, consumable items such as food items, PPE, toiletries and stationery.
- Theft of time occurs when an employee receives pay for time they did not actually work or were not authorised to do, i.e. unauthorised overtime. Late starts, long breaks, early finishes, excessive socialising, personal activities at work could all be examples of theft of time. Clocking in or out for a colleague is prohibited.
- It is important that if you ever spot anyone stealing or suspect someone of stealing, that you report it to your supervisor, HR, the legal and compliance team or use the company's hotline, which is available on RPM's website or listed on the Speak Up posters in the plant.
- The company will thoroughly investigate all reports.
- Should you have concerns about reporting concerns about theft in the workplace, the Company prohibits retaliation against employees who make reports in good faith.