

Theft TBT – December 2023

The Holiday season for many can be the most wonderful time of year but it is also the time of year where theft-related crimes increase in the workplace, according to the Association of Certified Fraud Examiners, theft-related crimes increase by as much as 20% over the holiday period.

There are many factors that lead to the increase over the holiday period, including:

- Financial pressure during the holidays can burden employees;
- More people may be out of the facility or office giving increased opportunity for theft with less oversight; and
- Many businesses have larger volumes running up to the holiday period as such regular processes and procedures may become more relaxed.

These factors can create conditions that increase the opportunity and rationalization for theft.

As per our Values & Expectations of 168, we all have a responsibility to protect company assets from misuse and theft, we can help reduce the risk of theft both in the holidays and throughout the year by being aware of signs of theft in the workplace.

There are several common types of employee theft:

- Inventory Theft
 - This is one of the most common types of thefts in the workplace; the thief may want the item for personal use or steal with the intent to sell.
- Data Theft
 - This is a troubling type of employee theft as it may not only put the company's assets in danger but may put our customers' data at risk too. Examples include:
 - Stealing trade secrets;
 - Theft of Personally Identifiable Information e.g., Social Security / tax numbers, credit card information, addresses etc.; and
 - Stealing customer contact lists when leaving the company
- Theft of Time
 - Examples include unauthorized overtime, late starts, long breaks, early finishes, clocking in or out for a colleague, excessive socializing or personal activities at work.
- Other Asset Theft
 - Theft of items such as laptops, cellphones, stationery, toiletries, and food items can be commonplace.

To ensure that we minimize the risk of theft, be sure to follow policies and procedures and if you ever spot anyone stealing or suspect someone of stealing, 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.