

10 POLICIES TO PREVENT THEFT IN YOUR BUSINESS

1. **Job Applicant Consent to Background and Credit Check** - Require all job applicants to consent to background and credit checks prior to starting employment with your company.
2. **Anonymous Reporting of Theft** - Ensure your employees feel empowered to report by making your reporting policy anonymous so they are not concerned with retaliation.
3. **Whistleblower Protection Policy** - Similar to #2, ensure your whistleblowers are protected by implementing a non-retaliation policy and enforcing it.
4. **Randomized Workstation Inspection Policy** - By implementing a random workspace inspection policy, you can dissuade would-be offenders who are scared that may get caught in an inspection.
5. **Inventory Control** - Keep accurate inventory counts of your materials and require employees to sign off when they get new materials from the business.
6. **Cybersecurity and Data Protection Policy** - Protecting data is of utmost importance in today's world. Be sure you implement a cybersecurity policy and data protection safeguards so that business and client data is protected.
7. **Accounts Receivables and Payables** - Keep the A/R and A/P personnel separate whenever possible to prevent fraud and embezzlement. If you don't have the staff resources to make them separate, consider requiring double approval before any deposits are made or checks are signed.
8. **Limit Check Signing Authority** - Never give check signing authority to an employee without proven tenure and the required background checks.
9. **Internal Audits** - Implement randomized audits to review time-keeping, account management, inventory, and other important metrics that can be a source of slow leaks.
10. **IT Policies** - Ensure that you have policies that define what types of websites and activities are appropriate on your devices, and monitor with software that allows you to see history and other activity on your business devices.