MTC Northwest and MTC Truck & Van Rental’s employee theft policy provides for the equal and fair treatment of all employees by establishing guidelines that will be consistently applied in all cases of employee theft or fraud. Stealing is taken very seriously and will not be tolerated; it can negatively impact financial performance, employee morale and workplace culture as well as customer relationships and reputation.

MTC Northwest Ltd and MTC Truck & Van Rental have a zero tolerance approach theft and as such Company employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud and theft.

**Employee Theft Definition**

Employee theft is the stealing of MTC Northwest Ltd, MTC Truck & Van Rental or an employee’s property or assets/s for personal use or sale. This includes the theft of

* Inventory/Stock
* Services (e.g. Use of equipment without permission)
* Data (e.g. financial information, customer information)
* Money; either company or employee
* Property; either company or employee
* Time

We make every effort to ensure that our business is conducted in an ethical and transparent manner. We offer all employees an environment that is free from harassment and unlawful discrimination. We have policies and procedures in place to achieve this goal.

Our open door policy ensures that staff feel comfortable reporting any issues with following our procedures and policies without fear of reprisal. A breach in this policy would result in disciplinary proceedings; theft is considered gross misconduct, which can result in termination of employment.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels.

Stephen Gray

Managing Director