

EMPLOYEE THEFT

POLICY STATEMENT:

Logifix Freight Solutions is concerned about internal theft. This policy is targeted at preventing the theft of company property, as well as property belonging to its employees and the public. Listed below are specific procedures, to which everyone at Logifix Freight Solutions is expected to adhere to.

We recognise that the following list of preventative procedures intended to minimise and reduce employee theft may be incomplete. In this regard, any actions not described below, which could reasonably contribute to theft at Logifix Freight Solutions will be cause for immediate disciplinary action, up to and including termination.

PROCEDURE:

- a. No employee is permitted to remove any company property or equipment from the Logifix Freight Solutions premises without the approval of their direct manager, for any reason except for genuine authorised work purposes.
- b. Company property includes, but is not limited to, all equipment such as company vehicles, printers and computers (including accessories), as well as consumable items such as all stationery, cleaning products, and marketing materials as well as all Intellectual Property. It also includes all items being housed or shipped on behalf of a client of Logifix Freight Solutions.
- c. Any employee falsifying timesheets, kilometre claims, expense reimbursement claims or any other claim for the purpose of receiving false payment from Logifix Freight Solutions will be considered actions of theft and may result in termination.