

Anti-theft Policy

Intent

Landscape Effects Group will not tolerate the theft of its property, either physical or intellectual, or the property of any employee or visitor on our premises. Theft is a criminal offence and a serious violation of the company's code of conduct, and will result in disciplinary action up to termination of employment and potentially criminal prosecution.

Theft of Landscape Effects Group property affects everyone. Theft decreases morale and affects the overall safety of employees, their identities, and their belongings. Additional expenses related to theft recovery, such as replacement of products, investigations, and surveillance materials, can reduce funds that could otherwise be available for employment enhancements.

The company will aggressively pursue any instances of theft or misappropriation of company property, whether on or off our premises, and will prosecute violations to the fullest extent of the law. By working together, we can eliminate theft and provide a more productive and safe environment for all employees.

Definitions

Theft: Within the *Criminal Code* means when someone "fraudulently and without colour of right takes, or fraudulently and without colour of right converts to his use or to the use of another person, anything, whether animate or inanimate, with intent to deprive, temporarily or absolutely, the owner of it, or a person who has a special property or interest in it, of the thing or of his property or interest in it."

Guidelines

In cases of theft or suspected theft, Landscape Effects Group will investigate and notify appropriate authorities as required. Theft investigations will be conducted confidentially and fairly to all those involved in the investigation. Where theft investigations require assistance from outside authorities, including law enforcement, the company will fully cooperate in the investigation process. At the conclusion of the investigation, if an employee is found to have violated this policy or the *Criminal Code*, they may:

- Be subject to progressive discipline.
- Have their employment terminated with cause; or
- Face prosecution to the full extent of the law.

The company reserves the right to place an employee on administrative leave while an investigation is being conducted into any allegation of theft or fraud. Administrative leave may be implemented where health and safety is a concern, or where removing a person from the workplace will assist the investigation. Administrative leave is not disciplinary or punitive in nature, and must be applied fairly.

Reporting

Any Landscape Effects Group employee who witnesses a theft or has a reasonable suspicion of theft taking place must report the incident immediately to their supervisor.

All reports will be treated as strictly confidential, unless disclosure is required by law, and those who report theft will be protected from reprisal to the extent possible. Reports may also be made anonymously by submitting a written report to the human resources mailbox.

Failure to report workplace theft, or any false or malicious reports made, may result in disciplinary action up to and including termination of employment.