

# Security and Theft Policy

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At Aerco NW Electrical Pty Ltd, we are committed to creating a secure and trustworthy work environment. Protecting company, employee, and customer property is essential to maintaining a safe and respectful workplace. This policy outlines the responsibilities, expectations, and procedures for preventing and addressing theft and security breaches.

## Our Commitment to Security

- **Zero Tolerance for Theft:** Any unauthorized removal, misappropriation, or misuse of property, including trade secrets and personal possessions, is treated with utmost seriousness.
- **Confidentiality and Fairness:** All allegations of theft are investigated confidentially, fairly, and sensitively to ensure appropriate resolution.
- **Preventative Measures:** We implement security measures, including awareness programs and regular reviews, to deter theft and safeguard company property.
- **Compliance with the Law:** Where necessary, theft incidents may involve police investigations or legal action.

## Our Objectives

- To ensure all employees understand and comply with security policies and procedures.
- To prevent theft through education, monitoring, and secure work practices.
- To maintain the confidentiality of investigations while addressing theft incidents promptly.
- To enforce consequences for breaches of this policy, including disciplinary action or legal proceedings.
- To uphold a culture of respect and integrity within the workplace.

## A Shared Responsibility

At Aerco NW Electrical, ensuring workplace security is a shared responsibility. All employees, contractors, and stakeholders are expected to:

- Respect the property of the company, colleagues, and clients.
- Cooperate fully with theft investigations and maintain confidentiality.
- Report any suspicious activity or theft incidents immediately to a supervisor or manager.
- Take responsibility for securing their personal belongings and workspaces.

We are dedicated to fostering a safe and secure workplace. By adhering to this policy, Aerco NW Electrical aims to protect the integrity, property, and reputation of our company and its people.