

Turner Valley Golf Club

Anti-Theft Policy

Intent

Turner Valley Golf Club 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 Turner Valley Golf Club Standards of Conduct and will result in either the immediate suspension or termination of employment and potentially to criminal prosecution.

Theft of Turner Valley Golf Club property affects everyone. Theft decreases morale and the overall safety of employees, their identities and their belongings. Also, additional expenses related to unnecessary theft recovery, replacement of products, investigations, surveillance materials, and audits, such unnecessary expense also reduces funds that could otherwise be available for enhancements to benefits, salaries and improvements to the property, for attracting and hiring new employees, as well as for charities and worthwhile programs.

Turner Valley Golf Club will aggressively pursue any theft on our premises, and will prosecute violations to the fullest extent of the law. By working together, we can eliminate theft on Turner Valley Golf Club premises.

Definitions

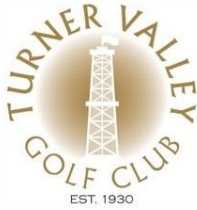
Theft -Theft is defined under the Criminal Code of Canada as:

322. (1) Every one commits theft who 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
(a) 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;

Theft in any form will not be tolerated on Turner Valley Golf Club premises, including physical or electronic property, and intellectual property.

Guidelines

As theft is a serious criminal offence, and an egregious violation of company policy, the need to follow steps outlined in progressive discipline are suspended. **Turner Valley Golf Club employs a Zero Tolerance policy towards theft.** Any employee, visitor, contractor or guest that is found



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to have violated the anti-theft policy will be prosecuted to the full extent of the law, and they will be subject to an immediate suspension, or their employment will be terminated with cause, without compensation.

When Dealing with Allegations of Theft, the action taken will depend upon the nature of the concern, and may be subject to:

- Investigation internally by Turner Valley Golf Club staff, or Internal Audit; and/or
- Police involvement.

Reporting

Any Turner Valley Golf Club employee who witnesses a theft or has a reasonable suspicion of theft taking place is required to report the incident(s) immediately to his/her supervisor or management department.

All reports will be treated as strictly confidential, and reporters will be protected from reprisal. Reports may also be made anonymously.

Failure to report any theft on Turner Valley Golf Club property will be viewed as both gross-negligence of duties and as an accessory to the crime, and will be subject to legal or corrective action.

Acknowledgement & Agreement

I, _____ acknowledge that I have read and understand the Anti-Theft Policy of Turner Valley Golf Club. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face legal action or corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____