

Appendix 5-7

SKILL 1.6 REPORT STOCK SHRINKAGE

- Monitoring stock is an effective way to identify and prevent losses.
- The only way to notice stock shrinkage is if you are alert and are aware of your store's current stock levels.
- Report any shrinkage or loss in stock levels to the appropriate individuals.
- Complete any necessary documentation (stock shortage report or police report) promptly.

SKILL 1.8 MONITOR FLOOR PRODUCTS

Monitoring floor products helps to prevent theft from the floor. To monitor floor products, follow these guidelines:

- Walk through the store or department at the beginning of each shift and note the levels of products.
- Check the stock levels and positions of products periodically during our shift.
- Ensure there are sales associates located throughout the store or department.
- Walk through the store at the end of your shift to ensure adequate stock levels and correct positioning of products. Return items to their proper locations.