

Appendix 5-8

SKILL 1.7 REPORT SECURITY VIOLATIONS

Security violations can be both internal and external.

Internal violations are violation carried out by employees stealing product or cash.

External violations are those carried out by customers.

Guidelines for monitoring security violations are:

- Follow company cheque, cash, and credit card acceptance policies. Report any variances that you notice.
- Monitor returns, layaways, pick-ups, repairs and alterations. Check with manager if the situation is unusual or unfamiliar.
- Notify security if a theft is witnessed.
- Follow up on security violations.
- Prevent future violations, if possible.
- Know your company policy. Check with supervisor or manager if you have any questions or concerns.