



Fraud Investigation

When is it Stealing?

*All of these are unauthorized taking of company or company-related property or time.
Each results in losses to the company.*

Is it stealing when an employee:

- Uses sick leave when not sick?
- Gets paid for overtime when not worked?
- Takes longer lunch and coffee breaks when authorized?
- Has someone punch a time card for him/her, even when he/she is not at work?
- Punches a time card for an absent employee?
- Comes late to work or leaves early without approval?
- Does slow or sloppy work on purpose?
- Fakes injury to receive worker's compensation?
- Uses computer time for personal reasons?
- Sell company computer time to others?
- Works while under the influence of drugs or alcohol?
- Keep sales or manufacturing samples?
- Takes and keeps personal property of co-workers?
- Takes care of personal business on company time?
- Actively helps another person take away company property or merchandise?
- Uses company copying machines for personal purposes?
- Takes stamps from the mail room?
- Falsifies a company document for personal gain?

- Makes long distance calls at company expense?
- Purposely mistreats or breaks company property?
- Uses company tools or equipment for personal reasons away from the workplace?
- Keeps company office supplies or equipment?
- Takes money from the company?
- Does not report a theft or company property by another employee?
- Discloses confidential company documents or information for personal gain?
- Accepts money or gifts from competitors, clients, or sales representatives?
- Takes company property of nominal value?
- Takes valuable company property or merchandise?
- Purposely damages company merchandise so that someone can buy it at a discount?
- Gets paid for more hours than scheduled?
- Under-rings customer purchases for personal monetary gain?
- Uses the discount privilege in an unauthorized manner?
- Gives away company property without the authority to do so?
- Deliberately sabotages production?
- Takes obsolete or defective parts or components, tools, or other types of equipment?
- Intentionally charges one customer for services or merchandise given to another?
- Takes and keeps customer's property or money for personal use?
- Accepts money from supplier in exchange for placing orders with that supplier in preference to others?