



Team Member Dishonesty, Fraud & Corruption Policy

Just Focus Pty Ltd

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OVERVIEW

In our organisation trust and honesty is paramount. As cleaners, we are put in a position of trust. A team member who breaches that trust can put the organisation as well as other hard working, honest Team Members at risk.

Just Focus aims to remain a stable place of employment for many years to come, and during this time be a source of job security for all of our current and future Team Members. To achieve this goal Just Focus cannot and will not tolerate or excuse any form of theft, fraud, dishonesty, or corruption committed by any Team Member regardless of position, employment status, or length of service.

POLICY STATEMENT

Fraud is dishonest activity causing actual or potential financial loss to any person or entity including theft of money or other property by workers or persons external to Just Focus and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Corruption is dishonest activity in which a person acts contrary to the interests of Just Focus and abuses his/her position of trust in order to achieve some personal gain or advantage for themselves, or provide an advantage/disadvantage for another person or entity.

Just Focus will not excuse or condone any form of attempted or actual theft, fraud, dishonesty, and/or corruption committed by any Team Member, contractor or supplier.

Just Focus Team Members must immediately report any form of attempted or actual theft, fraud, dishonesty and/or corruption committed by any person whilst working in the premises of any of Just Focus's Customers or against any Just Focus's asset or Customers Assets.

To detect and investigate acts of theft, fraud, dishonesty, and corruption both covert and overt cameras can be used by our customers across their sites.

Team Members must not remove, consume, or take any item of stock. Consumables supplied by the Customer must be checked / security sealed prior to using the stock.

Team Members must not remove any cash, assets, or any other company property from the site without first having written authorization to do so.



All acts of attempted and actual theft, fraud, dishonesty, or corruption will result in termination.

All acts of attempted and actual theft, fraud, dishonesty, and corruption will be referred to the Police regardless of the dollar value or other actions taken against the individual.

In addition to termination and criminal prosecution, Just Focus will also seek a civil compensation order against the individual for the direct and indirect loss that the company has incurred as well as the cost for the investigation into the acts of criminality.

PROCEDURES AND GUIDELINES

General

Any Just Focus Team Member who witnesses any form of attempted or actual theft, fraud, dishonesty, and or corruption must immediately contact one of the following people regardless of the time of day:

- Managing Director;
- Operations Manager.

Investigation

All information will be investigated in a confidential and professional manner.

RESPONSIBILITIES AND ACCOUNTABILITIES

All Team Members must:

- Adhere to this policy;
- Immediately report any form of attempted or actual theft, fraud, dishonesty, and corruption.

All Managers must:

- Adhere to this policy;
- Immediately report any form of attempted or actual theft, fraud, dishonesty, and corruption;
- Undertake regular compliance audits to ensure your Team Members have a clear understanding of this policy; and
- Implement corrective / disciplinary action if non-adherence is identified, as per company policy.

All Area Operations Managers must:

- Adhere to this policy;
- Immediately report any form of attempted or actual theft, fraud, dishonesty, and corruption;

- Undertake regular compliance audits to ensure your Team Members have a clear understanding of this policy; and
- Implement corrective / disciplinary action if non-adherence is identified, as per company policy.

