



Theft Policy

1. Purpose

The purpose of this Theft Policy is to define the company's approach to handling theft, protect company assets, ensure a safe and secure work environment, and outline the procedures to follow in case of a theft incident.

2. Scope

This Policy applies to all employees, contractors, and visitors of TLC Digitech Private Limited and its group companies in India and overseas.

3. Definitions

- **Theft:** The act of unlawfully taking or attempting to take property or assets belonging to the company, employees, contractors, or visitors.
- **Company Property:** Includes all physical and intellectual property owned or controlled by TLC Digitech Private Limited.

4. Policy Statement

TLC Digitech Private Limited is committed to preventing theft and ensuring that any incidents of theft are addressed promptly and fairly. Theft undermines trust and compromises the integrity of the work environment. We are committed to safeguarding our assets and maintaining a culture of honesty and accountability.

5. Responsibilities

- **Employees:** Employees are expected to take reasonable care of company property and report any suspected theft or security breaches to their immediate supervisor or the HR department.
- **Implementation:** Supervisors, managers and all other employees are responsible for implementing this policy, ensuring that their teams are aware of and adhere to it, and reporting any incidents of theft to the HR department or designated security personnel.
- **HR Department:** The HR department will investigate reported theft incidents, coordinate with law enforcement if necessary, and ensure that appropriate disciplinary actions are taken.



6. Reporting Theft

- Any employee who suspects or witnesses' theft must report the incident immediately to their supervisor, HR department, or security personnel.
- Reports should be made in writing where possible, providing as much detail as possible about the incident.

7. Investigation Procedures

- The HR department will initiate an investigation into reported theft incidents. The investigation may include interviewing witnesses, reviewing security footage, and inspecting relevant areas.
- During the investigation, confidentiality will be maintained to the extent possible to protect all parties involved.
- If theft is suspected to involve criminal activity, the matter may be reported to local law enforcement authorities.

8. Disciplinary Actions

- If an employee is found to be involved in theft, the company will take disciplinary action up to and including termination of employment.
- Disciplinary actions will be conducted in accordance with the company's Disciplinary Policy and local labor laws.

9. Legal Actions

- In cases where theft constitutes a criminal offense, the company reserves the right to pursue legal action against the perpetrator(s).
- The company will cooperate fully with law enforcement agencies during any criminal investigations.

10. Prevention Measures

- The company will implement preventive measures, such as secure storage for valuable items, surveillance systems, and access controls, to minimize the risk of theft.
- Regular audits and security reviews will be conducted to ensure compliance with this policy and identify potential vulnerabilities

11. Training and Awareness

- Employees will receive training on this policy and the importance of safeguarding company property as part of their onboarding process and through periodic refresher courses.



- Awareness programs will be conducted to ensure that employees understand their role in preventing theft.

12. Policy Review

- This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

13. Contact Information

- For any questions or concerns regarding this policy, please contact the HR department at hr.helpdesk@tlcgroup.com