

BUSINESS SECURITY

STAFF EMPLOYMENT

When recruiting staff for your business it is important to ensure you have the best applicant. Consider the following strategies when recruiting and introducing a new member to your team.

Recruitment

- Applications should be carefully screened, including the sighting of original photographic identification.
- References should be checked.
- Consider requesting applicants to produce a National Police Check.

Employment

- Induction programs for new employees should be conducted, providing them with a clear understand of security procedures.
- Ensure your policies are clear and explain what actions are not acceptable and liable to further action by management.
- Advise all staff of the procedures to be followed when they purchase goods from your business.
- Provide strong and consistent supervision.
- Provide ongoing security training.
- All personal belongings should be locked away in a designated, secure area.
- Have an effective asset inventory control system to identify losses as they occur.
- Put procedures in place that make employee theft difficult, including random bag checks and the security tagging of merchandise.
- Careful checks should be made at dispatch and delivery areas to prevent falsifications of records, theft and poor resource management practices.
- Ongoing issues in relation to shortfalls in daily takings should be investigated immediately.
- Watch for customers recognised as continually returning to the same register or customers who appear to be over friendly with the staff.

For further business crime prevention information please visit <u>www.police.sa.gov.au</u> or contact your local police station.



SOUTH AUSTRALIA POLICE SAFER COMMUNITIES



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