

Burglary and Theft Protection Policy

1. Introduction

This policy outlines the measures, procedures, and responsibilities for protecting the premises and assets of [Company Name] against burglary and theft. All employees, visitors, and contractors are required to adhere to this policy at all times.

2. Objective

To prevent, detect, and respond to incidents of burglary and theft within the organization, and to ensure the safety of personnel and protection of property.

3. Scope

This policy applies to all personnel, physical assets, and resources located at [Company Address/Premises].

4. Definitions

- **Burglary:** Unauthorized entry into the premises with intent to commit theft or any other felony.
- **Theft:** Unlawful taking of property belonging to the company or any person within the premises.

5. Policy Guidelines

1. Access Control:

- Entry and exit should be via authorized points only.
- All personnel must wear identification badges at all times.
- Visitors must be registered and accompanied at all times.

2. Physical Security:

- All assets should be secured after working hours.
- Locks, alarms, and surveillance systems must be regularly maintained and tested.

3. Incident Reporting:

- All suspicious activities or incidents must be reported immediately to the Security Officer or Management.
- An incident report must be completed following every event involving burglary or theft.

4. Employee Responsibilities:

- Employees should not leave valuables unattended.
- Ensure that all doors, windows, and entry points are locked when not in use.

6. Enforcement

Failure to comply with this policy may result in disciplinary action, including termination and legal consequences where applicable.

7. Review and Update

This policy will be reviewed annually and updated as necessary to address new threats or changes in operations.

Approved by: _____ Date: __ / __ / ____

Important Notes:

- This policy template should be customized to fit the specific needs and risks of your organization.
- All employees must be made aware of and trained on this policy.
- Periodic risk assessments are recommended to keep the policy relevant.
- Keep incident records securely and review them regularly.
- Legal compliance with local regulations is essential.