

# 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.