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“Loss and Prevention Policy”

Secure Shield Security Inc.

Purpose

The purpose of this policy is to establish guidelines and procedures to prevent, detect, and respond to incidents of theft, fraud, and other losses within client locations. This policy aims to protect company assets, ensure a safe working environment, and maintain the integrity of business operations.

Scope

This policy applies to all employees, contractors, and third-party vendors associated with Secure Shield Security. It covers all aspects of loss prevention, including physical security, inventory management, financial controls, and incident reporting.

Key Objectives

- **Prevent Theft and Fraud:** Implement measures to deter and detect theft and fraud.
- **Protect Assets:** Safeguard company property, inventory, and financial resources.
- **Ensure Compliance:** Comply with legal and regulatory requirements.
- **Promote Awareness:** Educate employees on loss prevention strategies and responsibilities.
- **Facilitate Incident Response:** Provide a structured approach to investigating and responding to loss incidents.

Responsibilities

- **Management:** Oversee the implementation and enforcement of the loss prevention policy. Conduct regular reviews and audits to ensure compliance.
- **Employees:** Adhere to the loss prevention procedures, report suspicious activities, and participate in training programs.
- **Loss Prevention Team:** Develop and maintain loss prevention strategies, conduct investigations, and provide training and support to employees.

Loss Prevention Measures

1. Physical Security:

- **Access Control:** Restrict access to sensitive areas using key cards, biometric systems, or other security measures.
- **Surveillance:** Install CCTV cameras and monitoring systems in strategic locations.
- **Security Personnel:** Employ trained security guards to monitor and patrol premises.

2. Inventory Management:

- **Regular Audits:** Conduct periodic inventory audits to identify discrepancies.
- **Secure Storage:** Store high-value items in secure locations with restricted access.
- **Inventory Tracking:** Use technology such as RFID or barcode systems to track inventory movement.

3. Financial Controls:

- **Segregation of Duties:** Implement checks and balances by separating financial responsibilities among different employees.
- **Transaction Monitoring:** Regularly review financial transactions for signs of fraud or irregularities.
- **Expense Management:** Enforce strict controls over company expenses and reimbursements.

4. Employee Training and Awareness:

- **Training Programs:** Provide regular training sessions on loss prevention techniques and company policies.
- **Awareness Campaigns:** Promote awareness of loss prevention through posters, newsletters, and meetings.
- **Ethics and Integrity:** Foster a culture of honesty and integrity within the organization.

Incident Reporting and Investigation

- **Reporting Mechanism:** Establish a confidential reporting system for employees to report suspicious activities or incidents.
- **Immediate Response:** Respond promptly to reported incidents by securing the area and preserving evidence.
- **Investigation Process:** Conduct thorough investigations into reported incidents, involving law enforcement if necessary.
- **Documentation:** Maintain detailed records of all reported incidents, investigations, and outcomes.

Review and Improvement

- **Policy Review:** Regularly review and update the loss prevention policy to reflect changes in the business environment or legal requirements.
- **Continuous Improvement:** Analyze incident reports and audit findings to identify trends and improve prevention strategies.
- **Employee Feedback:** Encourage employee feedback on loss prevention measures and incorporate suggestions into the policy.

Compliance and Enforcement

- **Disciplinary Action:** Enforce disciplinary actions for employees found in violation of the loss prevention policy.
- **Legal Compliance:** Ensure all loss prevention activities comply with relevant laws and regulations.
- **Audit and Inspection:** Conduct regular audits and inspections to ensure adherence to the policy.



More information

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