



# Employee Theft Checklist

75 percent of employees admit to stealing from their employer at least once, and 38 percent say they have stolen twice or more. In 2015, employees who stole took an average of \$175,000 from businesses of all sizes - a loss many small businesses can't survive. This checklist will help you know the signs of theft at your work place.

- An unexplained drop in profits
- Petty cash that is quickly depleted
- Missing inventory
- Payroll and expense discrepancies
- Undue travel expenses
- Disappearing office supplies



What to do if you suspect theft at your business. Document the following:

What was stolen?

If items are missing, could they have been misplaced or taken by accident?

When did the incident occur? Was it a one-shot deal or has it persisted over time?

What is the cost to your business?

Who do you believe is responsible?