



TEMPO
FLEXIBLE PACKAGING

Anti-Theft Policy

Tempo Flexible Packaging ("TFP") expects all employees to act with integrity and honesty and will not tolerate the theft of its property, either physical or intellectual, or the property of any employee or visitor on our premises. Theft is a criminal offence and a serious violation of TFP's Standards of Conduct and will result in either immediate suspension or termination of employment and potentially to criminal prosecution.

All reported incidents of theft will be subject to an internal investigation.

Definition of Theft

Under the Criminal Code of Canada the definition of theft is as follows:

322 (1) Every one commits theft who fraudulently and without colour of right takes, or fraudulently and without colour of right converts to his use or to the use of another person, anything, whether animate or inanimate, with intent

- (a) to deprive, temporarily or absolutely, the owner of it, or a person who has a special property or interest in it, of the thing or of his property or interest in it;....

Reporting

Any TFP employee who witnesses a theft or has a reasonable suspicion of theft taking place is required to report the incident(s) immediately to his/her supervisor or department manager.

All reports will be treated as strictly confidential, and reporters will be protected from reprisal. Reports may also be made anonymously by using the confidential Human Resources drop box located by the production entrance.

Failure to report any theft on TFP property will be viewed as both gross-negligence of duties and as an accessory to the crime, and will be subject to legal and/or corrective action.



TEMPO

FLEXIBLE PACKAGING

Requesting Tempo Property

If employees wish to remove Tempo property, authorization must first be approved by a manager or executive, either manually or electronically.

If company property is removed without prior consent, it will be considered theft and the applicable disciplinary actions will be enforced.

Lee-Anne Giglio
Chief Operations Officer

May 03, 2022