



## Workplace Theft – more common than we think

Stealing from the workplace is more common than you would think. In fact, YOU may have stolen from your company and not even realized it. Have you ever used your company's copier to make personal copies? Accidentally taken a pen and not returned it, balanced your checkbook while sitting at your desk on company time? These things seem trivial, however if you multiply each of these by 50, 100 or 1,000 or more employees, the cost of these activities can really add up. There are a number of ways stealing happens at work. The following lists the 10 most common.

1. Making personal copies
2. Using the company's fax machine for personal use
3. Taking longer coffee or smoke breaks. Do you take 15, 20 or 25 when you're supposed to take only 10 minutes?
4. Receiving and making personal telephone calls at work
5. Running personal errands on company time. You know, running by the bank to deposit your check when you were on your way to the post office for your boss, or even worse, stopping at the store to browse, while running errands for the office
6. Making long distance telephone calls or using your company's cell phone for personal calls
7. Using company time for personal things such as ...napping or daydreaming, doodling, snacking, balancing your checkbook, listening to a ball game or even worse, watching it and finally gabbing and gossiping
8. Taking pens, paper clips, manila folders, rolls of tape, staples or stapler, stamps, Whiteout, envelopes or paper for home and personal use
9. Surfing the web, playing PC games such as Solitaire, or other internet activities
10. Getting to work late and leaving early but logging in and out on time. Ten minutes late, leaving 10 minutes early every day or so – just think about how those minutes add up! 20 minutes a day times 5 days week is almost 2 hours a week or 96 hours in one year. Now that is stealing!

Whether inadvertently or knowingly carrying out of these activities, they are stealing from the company. Whether it is time, number of copies, or supplies – it all adds up to significant lost dollars to a company.

**Think about it – be an HONEST EMPLOYEE!**

Source for Top 10: [www.essortment.com](http://www.essortment.com)