**You only need to complete this form if you work in one of the Warwick SU Commercial Outlets or within the Commercial Operations Team.**

Warwick SU acknowledges that it is the responsibility of all employees to maintain reasonable standards of behaviour, performance and attendance at work.

It is the responsibility of managers to maintain discipline and to set fair standards of performance and behaviour and ensure staff are properly trained to carry out their duties.

When working in the Commercial areas you are responsible for following correct procedures and ensuring the correct handling of stock and cash at all times. There have been previous occasions where members of staff have decided to take matters into their own hands and either:

* Given away free drinks/food
* Allowed money off drinks/food
* Not taken payment for a transaction at the time/point of purchase
* Permitted entry to events without charging or having a valid admission ticket
* Falsified BERT records by clocking in or out at times other than normal rota’d shift times

Any of the actions listed above all constitute theft or fraud, which would be considered an act of **Gross Misconduct** under the Warwick SU Disciplinary Policy. (A copy of the policy can be found on the staff intranet ‘Grapevine’).

**Fraud** is defined as a deliberate deception, trickery or cheating intended to gain an advantage

**Theft** is defined as illegally taking another person’s property or services without permission.

Such acts could result in the summary dismissal of an employee for a **first offence** (dismissal without notice and without pay in lieu of notice).

You may face a degree of peer pressure from friends to pull in favours for them or to turn a blind eye. If you are put in such a position or are unsure of how to carry out your duties correctly, you should always seek advice and support from your Team Leader or refer the matter to a member of the Commercial Management Team.

There have been previous cases whereby staff that have been in the last week of the final year of university think that they won’t get caught, and even if they do, because they are leaving University no further action will be taken. Please be advised that even after leaving the University, should there be sufficient evidence brought to light to incriminate a staff member in relation to theft or fraud, criminal prosecutions can be brought against you if the SU were to choose to pursue matters through the police.

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I acknowledge that I have read and understood the contents of this communication

Name: …………………………………………………… Department: …………………………………………………

Signature: …………………………………………………… Date: ………………………………………………..