BANYAN
MANAGEMENT SUPPORT SERVICES PVT. LTD.

# THEFT INVESTIGATION CHECKLIST

### *Step 1: Recognize a Problem Exists*

☐ Acknowledge receipt of complaint.

☐ Determine whether an investigation is necessary.

☐ Identify what has been stolen.

☐ Analyze all company policies and guidelines that apply.

☐ Check for prior complaints. Are there any previous accusations of theft against the employee?

☐ Review all relevant documents, including personnel files and policy manual.

☐ Determine if any interim actions are needed before the investigation begins. Should the employee be placed on paid leave of absence?

### *Step 2: The Interview*

☐ Draft an outline of open-ended questions.

☐ Select a neutral location in which to conduct the interviews.

☐ Take clear, factual notes. Don't enter the interview with the mindset that the employee is guilty until proven innocent.

☐ Notify interviewees as to the seriousness of the investigation and the importance of confidentiality.

☐ To avoid miscommunications, repeat back what interviewees have said.

☐ Have witnesses prepare a signed statement.

☐ Remember to note body language. Did the employee avoid eye contact?

### *Step 3: Review Findings*

☐ Is more information needed? Do you need to speak with additional witnesses?

☐ Should the authorities be contacted? How serious was the theft?

☐ What factors, if any, mitigate against discipline?

☐ Create a summary that includes all relevant facts.

### *Step 4: Recommend a Course of Action*

☐ Notify the appropriate decision-maker of your recommendation.

☐ If disciplinary action needs to be taken, fill out a discipline report and then implement.

☐ If the employee is not terminated, follow up to make sure all disciplinary measures are being met.