

The guidelines recommended in this document are the accepted standards within the security industry. This is NOT a requirement imposed by the corporation.

Reporting Guidelines

Rationalization:

All security-related incidents and criminal acts should be reported to Corporate Security. Prompt reporting will facilitate appropriate follow-up and/or law enforcement notification and will promote the proper and uniform handling of incidents.

What to Report:

The following incidents should be reported to Corporate Security:

- Loss or intentional damage of XYZ Corporation or personal property in excess of \$500, or when multiple incidents of a similar nature total \$500.
 - Three or more incidents committed against the same entity/person in a 12-month period.
 - Improper offering, soliciting, or acceptance of gifts contrary to XYZ Corporation Business Conduct Policy.
 - Unauthorized use of XYZ Corporation personnel, materials, or equipment.
 - Proprietary business information loss or destruction.
 - Discovery of eavesdropping or suspected devices.
 - Unauthorized attempts to gain access to company computers or facilities.
 - Illegal sale, possession, or use of drugs on XYZ Corporation property, or during assigned work hours while off company property.
 - Threats made to employees or customers, whether specific or implied.
 - Physical or sexual assaults by or against employees.
 - Suicide or intent to harm references
 - Felonious activity by or against employees or contractors.
 - Possession or use of unauthorized weapons on company property.
 - Security-related incidents where disciplinary action is taken.
 - Robbery or burglary.
 - Embezzlement
 - Fraud.
 - Bribery.
 - Criminal acts occurring on company property.
 - Unauthorized sale of XYZ Corporation products, whether stolen or diverted.
 - Other significant company losses or discrepancies for which there are no immediate explanations, such as unusual cash or inventory shortages.
 - Emergencies or disasters arising from either natural or intentional causes, fires, explosions, spills, or releases into the atmosphere.
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How to Report:

An electronic version of the Incident Report (XYZ Corporation Form X) may be found on the XYZ Corporation Intranet and may be transmitted to Corporate Security via e-mail, or hard copies are available from Forms Management and may be faxed to Corporate Security at (XXX)XXX-XXXX. If you need immediate assistance, call

Reporting Guidelines (Continued)

Corporate Security at (XXX)XXX-XXXX. If you are unable to reach anyone at this number, call the Hotline at 1-(XXX)XXX-XXXX.

*Reporting to
Law
Enforcement:*

When a crime is in progress, or if an immediate threat exists to people or property, you may need to contact law enforcement first. In all other cases, you should report incidents to Corporate Security before contacting local, state or federal law enforcement agencies.

Confidentiality:

Do not report incidents to anyone who does not have a legitimate need to know. Indiscreet discussion or handling of a report can jeopardize the success of an investigation and can form the basis of a civil action against the company.
