



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

WORKPLACE THEFT & MISAPPROPRIATION POLICY

Applicability

This policy applies to all employees, interns, fellows, and volunteers engaged by the City of Providence, including employees of the Water Supply Board.

Purpose

All employees must act with honesty and integrity at all times, and the City will not tolerate any acts of theft in the workplace. Such acts include, but are not limited to, theft or other misappropriation of:

- Cash, or other financial instruments;
- Physical goods or assets of the City;
- Intellectual property;
- Property being stored by or disposed of by any City entity; and
- Time, in the form of wrongfully compensated hours.

Policy

- No City employee, official, volunteer, or intern shall steal, take, remove, or otherwise cause to be removed from City property any item of any value, for any purpose. This includes items received by the City for storage and/or scheduled for demolition, destruction, or other method of disposal. **(This excludes items issued to employees for the purpose of performing work off-site such as laptop computers, tablets, smart phones, etc.)**
- Any item of any value or no value at all, located or stored by the City on any City property (including property leased or rented by the City), even an item acquired for the sole purpose of disposal, is considered City property and will be treated as such for the purposes of this policy.
- Pursuant to City Code of Ordinances 17-33(c)(2), employees shall not use any of the supplies, provisions, or other City property provided to them for the purpose of performing their job for any use other than for the purpose of performing their job.
- Any employee seeking payment for hours not worked will be viewed as having engaging in theft of compensation. This includes engaging in other business or recreational activity while on duty and being paid to perform work for the City.

Matters involving misappropriation, theft, or other stealing will be taken very seriously by the City. All reported and suspected violations will be investigated by the Human Resources Department, no matter how seemingly small or insignificant the infraction. The intent to steal or misappropriate, even if unsuccessful or uncovered prior to execution, will be treated as an act of theft or misappropriation.

Any employee who engages in any act of theft, misappropriation, or fraud will be subject to termination. Be advised that the City of Providence Retirement Board may also elect to take action to reduce or revoke that employee's pension pursuant to City Code of Ordinances 17-189.1. The City may also, at its discretion, pursue criminal or civil charges and restitution.

REVISED 04/17/2019

PROVIDENCE THE CREATIVE CAPITAL

25 Dorrance Street | Room 401 | Providence, Rhode Island 02903 | 401 421 7740 OFFICE | 401 273 9510 FAX

www.providenceri.com