

- Separate programmer and operator functions.
- Minimize after-hours access to the computer.
- Monitor and log computer activity.

### **Bribery and kickbacks**

The employee who lets a business secret slip for a price; the loading supervisor who ignores a short order for a fee; the contract officer who will speed things up for a gift. These are examples of bribery. It may not seem like a big problem at first, but these little favors can mean big trouble. Watch for the following:

- Purchasing agents use one supplier despite a policy of rotating suppliers.
- Employees associate with vendors or suppliers.
- Employees receive free tickets for sports events, shows, etc.
- Reputable businesses refuse to submit bids.
- One person has responsibility for issuing and approving bids.

To fight the problem, institute policies against accepting gifts, make sure employees get competitive bids, and rotate purchasing agents and suppliers.

### **Good business management**

Tighten hiring practices. Require job applicants to fill out a detailed application, then contact all references and former employers.

### **Separate functions**

The bookkeeper should never handle cash. The person who mails purchases should not be the one who pays the bills. Your accounting system should enforce accountability through a series of checks and balances. Each function should serve as a check on all transactions that went before. Have an independent company audit your books.

### **Set a good example**

The boss who takes merchandise and office supplies without paying encourages employees to do the same.

### **Keep employee morale high**

Employees who are treated fairly and generously are less likely to steal. Get to know your employees. Ask for their suggestions and seriously consider them. Involve employees in crime prevention practices. Consider starting a profit-sharing program. Make sure your salary rates are competitive — an underpaid employee may feel that stealing from you merely "makes up the difference."

For more information on this program and other crime prevention material, write to:

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