

UP CHANNEL REPORTING TO LOSS PREVENTION MANAGER

<u>Occurrence</u>	<u>Reporting Requirement</u>	<u>Frequency/Time Frame</u>
<i>SAFETY</i>		
<u>Accidents</u>		
* Employee (First Aid Only)	Written Accident Report (AR)	As required/within 72 Hours
* Employee (Beyond First Aid)	Telephonic, followed by AR	As required/immediately
* Customer – All customer accidents of which a Team Member is aware	Telephonic, followed by AR	As required/immediately
* Property Damage	Immediate telephonic notification, followed by AR	
* Near Misses	Immediate telephonic notification, followed by AR	
* Product Damage	Written Accident Report	As required/within 72 Hours
<i>SECURITY</i>		
<u>Shoplifting</u> – Observed – shoplifter detained	Telephonic, followed by Incident Report (IR)	As required/immediately
Observed – shoplifter not detained	Telephonic, followed by Incident Report (IR)	As required/immediately
<u>Shoplifting</u> – Unobserved, with evidence confirmed	Unobserved Shoplifting Report	Monthly/due by the 5 th
<u>Employee Theft</u> – All actual and suspected cases to be immediately reported telephonically, followed by an Incident Report within 24 hours		
<i>CASH & SALES DATA</i>		
Cashier Over/Short	by Cashier	Daily
Refunds	by Terminal (Nr & \$)	Daily
Sale Voids	by Terminal (Nr & \$)	Daily
Inventory Shrinkage	Lows-Outs Report	Weekly
Margin Exception Report	by Store	Daily