HANDLING CASH

<Organization Name> will take all reasonable measures to safeguard the safety of an employee who is expected to work alone and is responsible for cash handling in the following manner:

* To deter robbery, cash on hand will be minimized through the use of a safe or drop safe. This policy will be prominently displayed.
* <Organization Name> will place personnel in high-visibility locations.
* Employees who are needed to handle cash alone will get robbery awareness and prevention training to ensure that they take the necessary precautions to avoid a robbery and/or act appropriately in the case of one.
* Employees must collaborate in the event of a robbery and promptly comply with the robber's demands by providing any available cash or items. Employees at <Organization Name> are significantly more precious than any sum of money or merchandise.
* When it is safe to do so, employees should call the police, necessary emergency services, and their direct manager/supervisor promptly following any robbery.
* Security systems will be maintained to ward off any possible robbery.