#	Screen Example	Narration	Comments
1	ASSET PROTECTION  This course includes audio, please be sure to turn your	Welcome to MAPCO Asset Protection. This course will provide an overview of store manager responsibilities for loss prevention. This is a course with audio narration, so please make sure you have your headphones or speakers on, and volume turned up. Select next to begin.	Also need to make sure there is a "next" button.
2	RETAIL LOSS PREVENTION theft	Controlling losses is the responsibility of every MAPCO team member. As a manager, it is important	

#	Screen Example	Narration	Comments
3	VIDEO SURVEILLANCE  - All MAPCO stores are equipped with video surveillance.  - Store activity is always monitored.  - Analytics program identifies high risk transactions and events.	Along with store policies and procedures, MAPCO stores are equipped with video surveillance. Store activity is monitored by Operations and by our Video Surveillance Department. We also use a sophisticated data analytics program that identifies high risk transactions and events.	
4	3 ELEMENTS INFLUENCE THEFT  Most people will only steal when three elements come together:  NEED  OPPORTUNITY  RISK	In a retail environment, theft can be committed by any person present, on either side of the cash register. It is important to understand that most people will only steal when three elements come together: need, opportunity, and a low risk of being caught.	

#	Screen Example	Narration	Comments
5	3 ELEMENTS INFLUENCE THEFT  Most people will only steal when three elements come together:  NEED  Severe needs can tempt a person to do something they wouldn't normally do.  OPPORTUNITY  RISK	Everyone has needs. When the need is severe, and the person feels they are in danger of losing something that is of high value to them, or when they are under some form of pressure, they may be tempted to do something they would not normally do. We can't control or take away needs.	
6	3 ELEMENTS INFLUENCE THEFT  Most people will only steal when three elements come together:	Opportunity surrounds us every day. No amount of coverage or supervision will eliminate opportunity to take a product off a shelf. Attempting to control theft by attempting to control opportunity would affect our	
	NEED Severe needs can tempt a person to do something they wouldn't normally do.	sales and guest satisfaction.	
	OPPORTUNITY Opportunity is always available. No amount of supervision can take it away.		
	RISK		

#	Screen Example		Narration	Comments
7	3 ELEMENTS INFLUENCE THEFT  Most people will only steal when three elements come together:		A low risk of getting caught contributes to the decision to steal. At MAPCO, the level of risk is ultimately in the manager's control. MAPCO's policies and	
	NEED	Severe needs can tempt a person to do something they wouldn't normally do.	procedures are written to increase the risk of getting caught.	
	OPPORTUNITY	Opportunity is always available. No amount of supervision can take it away.		
	RISK	Low risk of getting caught contributes to the decision to steal.		
8	TYPES OF THEFT		To prevent loss, it's important to understand the common ways theft may occur in MAPCO stores.	
	SHOPLIFTING	VENDOR THEFT TEAM MEMBER THEFT	There are three main types of theft. They cause different degrees of loss, and they can all be prevented using the policies and procedures we have in place.	

#	Screen Example	Narration	Comments
9	TYPES OF THEFT  SHOPLIFTING  VENDOR THEFT  TEAM MEMBER THEFT  Select each box to learn more about the types of loss that occur in our stores.	Select each box to learn more about the common types of theft that occur in our industry.	
10	**SHOPLIFTING  **Internal theft should be ruled out.**  **Loitering by friends or relatives is often a common contributor.**  **Reported shoplifting incidents must be totaled and compared to the audit.**  **Select to learn how to reduce loss.**	Although shoplifting is common, it accounts for approximately 10 percent of all inventory shortages. As a store manager, you must consider the possibility of internal theft and/or a lack of following procedures to prevent loss, even if there is known shoplifting.  In the rare instances where a significant loss is caused by shoplifting, experience has shown that loitering is often a common contributor.  A loiterer can be identified as an individual or group that remains present at a location for an excessive period of time, has no intention of making a purchase, makes others feel uncomfortable, or is soliciting guests.	

ш	Screen Exam	ple	Narration	Comments
#			Before determining an inventory shortage is the result of shoplifting, all reported incidents should be totaled and compared to the audit.	
11	SHOPLIFTING	PREVENTING SHOPLIFTING	If it is determined that shoplifting contributed to a shortage, a few things should be emphasized with team members.	
	FACTS PREVENTION	<ul> <li>Engage with guests.</li> <li>Enforce the loitering policy.</li> <li>Provide excellent guest service.</li> </ul>	The first is engaging with our guests. Greeting them, thanking them, and being friendly with guests can help reduce shoplifting.  Enforcing the loitering policy found in our Operations	
		Select next to continue.	Manual will also reduce the occurrence of shoplifting.  Remember, our best defense against shoplifting is providing excellent guest service.	

#	Screen Example	Narration	Comments
12	POTENTIAL RISKS OF LOITERING  - Worker's compensation liability  - Increased shoplifting  - False armed robberies  - Large cash thefts  Select next to continue.	If the loitering policy is not enforced, the practice usually grows and expands into the loiterers being permitted to perform routine cleaning and stocking chores.  In addition to potential workers' compensation liability for the company, a sense of entitlement is established in which the loiterer feels justified in obtaining free merchandise—starting with small items such as coffee and fountain drinks, and progressing to beer and cigarettes.  In our industry a high percentage of false armed	
13	TYPES OF THEFT  SHOPLIFTING  VENDOR THEFT  TEAM MEMBER THEFT  Select each box to learn more about the types of loss that occurs in our industry	robberies and large cash thefts often develop from unauthorized loitering.  None	

#	Screen Examp	ple	Narration	Comments
14	VENDOR THEFT	Approximately <b>10%</b> of all inventory shortages at MAPCO  • Vendor theft: a different kind of theft.	Vendors are our business partners and we count on them to deliver the goods we need to take care of our guests.	
	PREVENTION	<ul> <li>Vendors short the delivery and sell the retained product for cash.</li> <li>Dishonest vendors will be adamant about not following procedures.</li> </ul>	A dishonest vendor can be a factor in inventory shortages. Dishonest vendors account for approximately 10 percent of our inventory loss at MAPCO.	
		Select to learn how to reduce loss.	This type of theft occurs when the vendor is not outright stealing, but instead shorts the delivery for their credit customers in order sell the retained product for cash.	
			Theft among vendors most often occurs when procedures are not followed.	
			Dishonest vendors can be adamant about not following procedures and insist that no other MAPCO store enforces the procedures.	

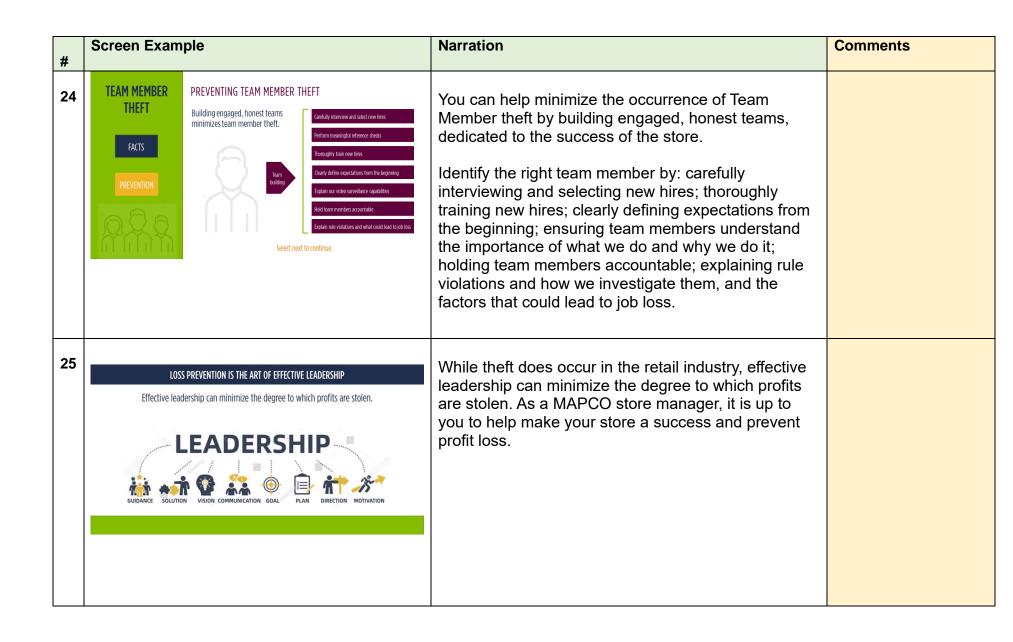
#	Screen Examp	ole	Narration	Comments
15	VENDOR THEFT  FACTS  PREVENTION	PREVENTING VENDOR THEFT  Use proper vendor check-in procedures to reduce shortages.  Make vendor aware of procedures and expectations.  Report uncooperative vendors through the vendor hotline.  Follow the vendor check-in procedures in the Operations Manual.  Select next to continue.	Following proper vendor check-in procedures can reduce these shortages. It is the manager's responsibility to ensure that check-in procedures are followed.  Communication is key. You need to make the vendor aware of our procedures and expectations during a delivery. When you are not there, you need to make sure that team members know how to do this.  Report uncooperative vendors through the vendor hotline. If you feel the need, please contact your direct supervisor for guidance or assistance.  A complete list of our Vendor Check-in policies and procedures can be found in the Operations Manual.	

#	Screen Example	Narration	Comments
16	TYPES OF THEFT  SHOPLIFTING  VENDOR THEFT  TEAM MEMBER THEFT  Select each box to learn more about the types of loss that occurs in our industry	None	
17	TEAM MEMBER THEFT  Indicators that a Team Member may not value the job:  PREVENTION	Team Member theft accounts for approximately 80% of all inventory shortages in this industry. Disengaged team members who may not value their job are more likely to try to take advantage of the company.  Stay alert for behaviors which can indicate team members who may not value their job.	

#	Screen Example	Narration	Comments
18	TEAM MEMBER THEFT  Approximately 80% of all inventory shortages in this industry.  Indicators that a Team Member may not value the job:  Poor Attendance Negative Attitude Poor Service Frequent Errors  Select the each box for details.	Behaviors such as poor attendance, negative attitudes, poor guest service, and frequent errors can be indicators of a team member who may not value their job. Select each box to view more details about these indicators.	
19	Approximately 80% of all inventory shortages in this industry.  Indicators that a Team Member may not value the job:  Poor Attendance Negative Attitude Poor Service Frequent Errors  Select the each box for details.	A team member who shows up late, leaves early, or misses work often may not value their job.	

#	Screen Example	Narration	Comments
20	TEAM MEMBER THEFT  Indicators that a Team Member may not value the job:  Poor Attendance Negative Attitude Poor Service Frequent Errors  Approximately 80% of all inventory shortages in this industry.  Behaves rudely - Acts hostile - Complains frequently - Threatens to quit  Select the each box for details.	A team member who behaves rudely, acts hostile, complains frequently, or threatens to quit may not value their job.	
21	TEAM MEMBER THEFT  Approximately 80% of all inventory shortages in this industry.  Indicators that a Team Member may not value the job:  Poor Attendance Negative Attitude Poor Service Frequent Errors  Approximately 80% of all inventory shortages in this industry.  Uses cell phone while waiting on guests Abandons guests at the register Exhibits employee rudeness  Select the each box for details.	A team member who demonstrates poor service by using their cell phone while waiting on guests, by abandoning guests at the register, or by exhibiting employee rudeness, may not value their job.	

#	Screen Example	Narration	Comments
22	THEFT  Approximately 80% of all inventory shortages in this industry.  Indicators that a Team Member may not value the job:  Poor Attendance  Negative Attitude  Poor Service  Frequent Errors  Approximately 80% of all inventory shortages in this industry.  Performs duties poorly  Violates rules  Consistently experiences cash variances  Offers excuses for cash variances  Creates confusion by making errors in shift reports  Select the each box for details.	A team member who performs their duties poorly, violates rules, consistently experiences cash variances, offers excuses for cash variances, or creates confusion by making errors in shift reports may not value their job.	
23	TEAM MEMBER THEFT  Claiming the auditor counts are inaccurate  Reporting past shoplifting incidents that they forgot to report  Reporting dishonest behavior by recently terminated team members  Dishonest team members usually test the manager with a small variance or violation to see how they will respond.	Dishonest team members may also make statements to deflect suspicion or blame others by claiming the auditor counts are not accurate, claiming past shoplifting incidents the team member "forgot" to report, or informing you about dishonest behavior of recently terminated co-workers.  If this tactic works, future loss will most likely increase.  Dishonest team members will test their manager with small variances to see how they will respond.	



#	Screen Example	Narration	Comments
26	THE STORE MANAGER'S RESPONSIBILITY	Store managers are our first line of defense for loss prevention and are responsible for the success of their store.  Stores with minimal losses are those that give a 'Better Break' to our guests, take care of their team members, drive sales, and manage inventory effectively.  We deter theft by consistently addressing behaviors, regardless of the intentions behind them. Team members who understand they will be held accountable for all variances—whether those are related to theft or error—are less likely to allow variances to occur at all.  Select each circle to learn about important leadership practices that can reduce loss.	

#	Screen Example	Narration	Comments
27	THE STORE MANAGER'S RESPONSIBILITY	Practice prevention as opposed to reaction.	
	Practice prevention as opposed to reaction.		
		Maintain a professional diatance from subordinates	
28	THE STORE MANAGER'S RESPONSIBILITY	Maintain a professional distance from subordinates and vendors.	
	Practice prevention as opposed to reaction.  Maintain a professional distance from subordinates and vendors.		

#	Screen Example	Narration	Comments
29	THE STORE MANAGER'S RESPONSIBILITY	Be consistent in the way you react to company policy violations.	
	Practice prevention as opposed to reaction.  Maintain a professional distance from subordinates and vendors.  Be consistent in the way you react to company policy violations.		
		Convey clear expectations.	
30	THE STORE MANAGER'S RESPONSIBILITY	Convey dear expectations.	
	Practice prevention as opposed to reaction.  Maintain a professional distance from subordinates and vendors.  Be consistent in the way you react to company policy violations.		

#	Screen Example	Narration	Comments
31	THE STORE MANAGER'S RESPONSIBILITY	Make non-emotional business decisions.	
	Practice prevention as opposed to reaction.  Maintain a professional distance from subordinates and vendors.  Be consistent in the way you react to company policy violations.  Convey clear expectations.  Make non-emotional business decisions.		
32	THE STORE MANAGER'S RESPONSIBILITY	Display consistent impartial leadership qualities.	
	Practice prevention as opposed to reaction.  Maintain a professional distance from subordinates and vendors.  Be consistent in the way you react to company policy violations.  Select next to continue.  Convey clear expectations.  Make non-emotional business decisions.  Display consistent impartial leadership qualities.  Select next to continue.		

#	Screen Example	Narration	Comments
33	SILENCE IS PERMISSION	Remember that "Silence in Permission." Failing to investigate even small variances, or asking only superficial questions, is viewed by dishonest team members as <b>permission</b> to steal. When managers ignore variances, it encourages dishonest behavior. When managers consistently investigate losses, it sends a clear message of accountability to team members.	
34	KNOWLEDGE CHECK	Select next to begin the knowledge check for this course.	

#	Screen Example	Narration	Comments
35	KNOWLEDGE CHECK  Approximately what percentage of inventory shortages in MAPCO stores are due to shoplifting?  A. 5% B. 10% C. 15% D. 20%	Approximately what percentage of inventory shortages in MAPCO stores are due to shoplifting?  A. 5%  B. 10%  C. 15%  D. 20%	
36	KNOWLEDGE CHECK  Correct!	Correct!	

#	Screen Example	Narration	Comments
37	Incorrect. Please try again.	Incorrect. Please try again.	
38	Incorrect. In our stores, shoplifting accounts for approximately 10% of inventory shortages.	Incorrect. In our stores, shoplifting accounts for approximately 10% of inventory shortages.	

#	Screen Example	Narration	Comments
39	KNOWLEDGE CHECK  What type of theft accounts for the highest percentage of losses in our stores?  A. Vendor theft B. Team member theft C. Shoplifting D. Robbery	What type of theft accounts for the highest percentage of losses in our stores?  A. Vendor theft B. Team member theft C. Shoplifting D. Robbery	
40	KNOWLEDGE CHECK  Correct!	Correct!	

#	Screen Example	Narration	Comments
41	KNOWLEDGE CHECK  2  Incorrect. Please try again.	Incorrect. Please try again.	
42	Incorrect.  Team Member Theft accounts for the highest percentage of losses at approximately 80%.	Incorrect. Team member theft accounts for the highest percentage of losses, at approximately 80%.	

#	Screen Example	Narration	Comments
43	Which of the following statement is true about vendor theft?  A. Vendor theft occurs when vendors short the delivery and sell the product for cash.  B. Vendors are often the ones who will shoplift while delivering product to the stores.  C. Dishonest vendors will follow procedures to cover up theft.  D. Vendor theft is the cause for the majority of inventory shortages in MAPCO stores.	<ul> <li>Which of the following statement is true about vendor theft?</li> <li>A. Vendor theft occurs when vendors short the delivery and sell the product for cash.</li> <li>B. Vendors are often the ones who will shoplift while delivering product to the stores.</li> <li>C. Dishonest vendors will follow procedures to cover up theft.</li> <li>D. Vendor theft is the cause for the majority of inventory shortages in MAPCO stores.</li> </ul>	
44	KNOWLEDGE CHECK  3  Correct!	Correct!	

#	Screen Example	Narration	Comments
45	KNOWLEDGE CHECK  Incorrect. Please try again.	Incorrect. Please try again.	
46	Incorrect.  Vendor theft occurs when vendors short the delivery and sell the product for cash.	Incorrect. Vendor theft occurs when vendors short the delivery and sell the product for cash.	

#	Screen Example	Narration	Comments
47	KNOWLEDGE CHECK  True or False: When shoplifting is determined to be the cause of inventory shortage, failing to enforce the loitering policy is often involved in the occurrence.  A. True  B. False	True or False: When shoplifting is determined to be the cause of inventory shortage, failing to enforce the loitering policy is often involved in the occurrence.  A. True  B. False	
48	KNOWLEDGE CHECK  4  Correct!	Correct!	

#	Screen Example	Narration	Comments
49	KNOWLEDGE CHECK  Incorrect. Please try again.	Incorrect. Please try again.	
50	KNOWLEDGE CHECK  Incorrect. Failure to enforce the loitering policy is often involved in shoplifting cases.	Incorrect. Failure to enforce the loitering policy is often involved in shoplifting cases.	

#	Screen Example	Narration	Comments
51	Which of the following is <u>not</u> an effective method to prevent losses caused by team member theft? Check all that apply.  A. Perform reference checks on new hires.  B. Remove any opportunity for team members to steal.  C. Explain video surveillance capabilities to new team members.  D. Clearly define expectations to team members.	<ul> <li>Which of the following is <u>not</u> an effective method to prevent losses caused by team member theft?</li> <li>A. Perform reference checks on new hires.</li> <li>B. Remove any opportunity for team members to steal.</li> <li>C. Explain video surveillance capabilities to new team members.</li> <li>D. Clearly define expectations to team members.</li> </ul>	
52	KNOWLEDGE CHECK  5  Correct!	Correct!	

#	Screen Example	Narration	Comments
53	S Incorrect. Please try again.	Incorrect. Please try again.	
54	Incorrect.  Every opportunity to steal cannot be removed, so attempting to prevent theft by trying to remove opportunity is not an effective prevention method.	Incorrect. Every opportunity to steal cannot be removed, so attempting to prevent theft by trying to remove opportunity is not an effective prevention method.	

#	Screen Example	Narration	Comments
55	KNOWLEDGE CHECK  What is the first line of defense in preventing losses?  A. Video surveillance in all MAPCO stores.  B. Vendor check-in policies and procedures.  C. Store manager following MAPCO policies and procedures.  D. Data analytics program to identify high risk transactions.	<ul> <li>What is the first line of defense in preventing losses?</li> <li>A. Video surveillance in all MAPCO stores.</li> <li>B. Vendor check-in policies and procedures.</li> <li>C. Store manager following MAPCO policies and procedures.</li> <li>D. Data analytics program to identify high risk transactions.</li> </ul>	
56	KNOWLEDGE CHECK  6  Correct!	Correct!	

#	Screen Example	Narration	Comments
57	6 Incorrect. Please try again.	Incorrect. Please try again.	
58	Incorrect. Store manager following MAPCO policies and procedures is the first line of defense to prevent losses.	Incorrect. Store manager following MAPCO policies and procedures is the first line of defense to prevent losses.	

#	Screen Example	Narration	Comments
59	KNOWLEDGE CHECK  True or False: Store manager leadership practices will not prevent theft. A. True B. False	True or False: Store manager leadership practices will not prevent theft.  A. True  B. False	
60	KNOWLEDGE CHECK  Correct!	Correct!	

#	Screen Example	Narration	Comments
61	KNOWLEDGE CHECK  Incorrect. Please try again.	Incorrect. Please try again.	
62	Incorrect. Store manager leadership practices can minimize and prevent loss.	Incorrect. Store manager leadership practices can minimize and prevent loss.	

#	Screen Example	Narration	Comments
63	Which of the following is a common practice among dishonest team members when confronted about a shortage?  A. Claim the auditor counts are inaccurate.  B. Report past shoplifting incidents that they forgot to report at the time.  C. Report dishonest behavior by recently terminated team members.  D. Test the manager with a small variance or violation to see how they will respond.  E. All of the above.	Which of the following is a common practice among dishonest team members when confronted about a shortage?  A. Claim the auditor counts are inaccurate.  B. Report past shoplifting incidents that they forgot to report at the time.  C. Report dishonest behavior by recently terminated team members.  D. Test the manager with a small variance or violation to see how they will respond.  E. All of the above.	
64	KNOWLEDGE CHECK  8  Correct!	Correct!	

#	Screen Example	Narration	Comments
65	KNOWLEDGE CHECK  8  Incorrect. Please try again.	Incorrect. Please try again.	
66	KNOWLEDGE CHECK  Incorrect. All of these are common practices by dishonest team members when confronted about shortage.	Incorrect. All of these are common practices by dishonest team members when confronted about shortage.	

#	Screen Example	Narration	Comments
67	KNOWLEDGE CHECK  What can you do to help prevent shoplifting in MAPCO stores?  A. Provide excellent guest service.  B. Enforce the loitering policy.  C. Follow MAPCO policies and procedures.  D. Engage with guests when they are in the store.  E. All of the above.	What can you do to help prevent shoplifting in MAPCO stores?  A. Provide excellent guest service.  B. Enforce the loitering policy.  C. Follow MAPCO policies and procedures.  D. Engage with guests when they are in the store.  E. All of the above.	
68	KNOWLEDGE CHECK  9  Correct!	Correct!	

#	Screen Example	Narration	Comments
69	KNOWLEDGE CHECK  9  Incorrect. Please try again.	Incorrect. Please try again.	
70	KNOWLEDGE CHECK  Incorrect.  All of these options are effective practices to prevent shoplifiting.	Incorrect. All of these options are effective practices to prevent shoplifting.	

#	Screen Example	Narration	Comments
71	KNOWLEDGE CHECK  Which of the three elements that influence theft can you control as a MAPCO store manager?  A. Need B. Opportunity C. Risk	Which of the three elements that influence theft can you control as a MAPCO store manager?  A. Need B. Opportunity C. Risk	
72	KNOWLEDGE CHECK  10  Correct!	Correct!	

#	Screen Example	Narration	Comments
73	KNOWLEDGE CHECK  10  Incorrect. Please try again.	Incorrect. Please try again.	
74	Incorrect. You can control the <u>risk</u> of getting caught by following policies and procedures and holding team members accountable.	Incorrect. You can control the <u>risk</u> of getting caught by following policies and procedures and holding team members accountable.	

#	Screen Example	Narration	Comments
75	Congratulations!  You have completed the Asset Protection Course.  Thank you for your continued efforts in leading your MAPCO team to success.	You have completed the Asset Protection Course. Thank you for your continued efforts in making your MAPCO store a success.	
	[Multiple screens]	Select next to continue.	