

Staff Purchases and Staff Discounts Policy

Staff discounts apply to the **individual staff member** and is for **personal shopping only**. Staff purchases and/or refunds **MUST** be transparent; a manager must be present for transactions of \$50.00 or more.

- Discount structure is as follows and applies to all products purchased:
 - Full Time, Part Time and Casual Staff – Cost price plus 10% plus GST
 - The “best” price policy will automatically be applied at the point of sale
- Discount applies to cash and card transactions only (no debtor account transactions)
- Employees are NOT permitted credit /account terms. Purchases are strictly on a cash or credit card basis only.
- Employees can spend up to maximum \$1,000 (discount purchases) in any one calendar month. Request over \$1,000 in a single month requires the approval from the General Manager.
- The purchasing policy only applies to the individual staff member and their spouse living in the same residence.
- Staff members whom reside with their parents are entitled to purchase items for their address and must be present for the discount to apply.
- Staff members purchasing items for a significant home project (greater than a spend of \$2,500) must make the General Manager aware in writing.
- For transparency purposes non-DIY/Retail staff purchases (i.e., Trade – timber) **MUST** be approved by the Manager.
- Manager’s Authorisation is required for **ALL** staff purchases for any transactions over \$50.00.
- Staff members must seek approval from Manager’s before purchasing current promotional items. As a general rule current promotion product will be available to staff five days after the promotion starts to ensure advertised product supply to our customers.

Procedure

- A manager must be present during any transaction to authorise a purchase of \$50.00 or more.
- Staff members **must not transact their own purchases or refunds** or those of their family and friends.

Failure to adhere to this policy and procedure will be taken seriously and a breach will result in disciplinary action and/or termination.

Name:

Signature:

Date: