

AWPL

POLICY 18 – STAFF PURCHASE POLICY

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18.0 Purpose of Policy 18 – Staff Purchase Policy

This policy sets the guidelines around staff purchases within AWPL Retail outlets, the process and the applicable discounts.

18.1 Scope

Staff discounts provide a benefit to AWPL staff and encourage purchase of AWPL goods.

The staff purchase procedure is the same for all staff. The guidelines around discounts and allowances differ for specific concepts.

All AWPL employees are responsible for complying with the guidelines laid out in the Staff Purchase Policy.

AWPL at its discretion may proceed with disciplinary action for any employee found to have used staff discount inappropriately.

18.2 Staff Purchase Eligibility

All individuals employed by awpl on a permanent or casual basis are entitled to receive staff discount. The provision of discount is a staff privilege therefore under no circumstance can this discount be provided or used by friends or family.

Staff purchase discounts apply to the majority of our products but there are some categories which are excluded due to the associated profit margins associated, these include:

- E-pay processed items
- Cigarettes
- Newspapers
- Books
- Magazines
- Lotto
- Promotional and discounted items

New product lines introduced within retail stores cannot be purchased using staff discount until they have been available to customers for a 6 week period to ensure our customers have the first benefit of availability of new lines.

Individuals employed by AWPL and are entitled to purchase products at two rates of discount which include:

- 20% when using the staff purchase procedure, on items over the value of \$30.00 processed via the HR department.
- 10% when processing the item through the shop floor.

No allowances, or capped spending applies in AWPL retail outlets.

18.3 Staff Purchase Procedure

Staff may elect to purchase items on the shop floor and receive a 10% discount or alternatively if the purchase is over \$30, staff can elect to go through the staff purchase procedure and receive 20% off their purchase.

The practice of purchasing items directly from our vendors and suppliers is not permitted under any circumstances.

18.3.1 Staff Discount Procedure (10% off purchase – on shop floor)

When processing an AWPL staff member discount, the staff member is required to provide their ASIC/AIC (for Support Centre employees that do not possess an ASIC/AIC card, photo ID is sufficient). It is the staff member who is processing the sale's responsibility to ensure that the Staff Discount Card and ASIC belong to the same employee.

A maximum discount of 10% can be applied to staff purchases that are made through the register.

Under no circumstance should employees process their own discounted transaction, this is considered theft and will result in summary dismissal.

Once the sale has been processed, a reprinted a copy of the receipt must be printed. The staff member purchasing items is required to sign the receipt and this is to be placed with the other EFTPOS and credit card receipts.

For items not required for immediate consumption (i.e. Water) it is preferred that discounted goods are transacted before or after an employee's scheduled shift.

18.3.2 Staff Purchase Procedure (20% off purchase – payroll deduction)

Staff may choose to receive a 20% discount off their purchase by following the Staff Purchase Procedure, outlined below for items above \$30.

Staff purchase requests need to be received by the Support Centre by Close of Business Thursday of the non-payroll fortnight in order to be processed before the next pay run.

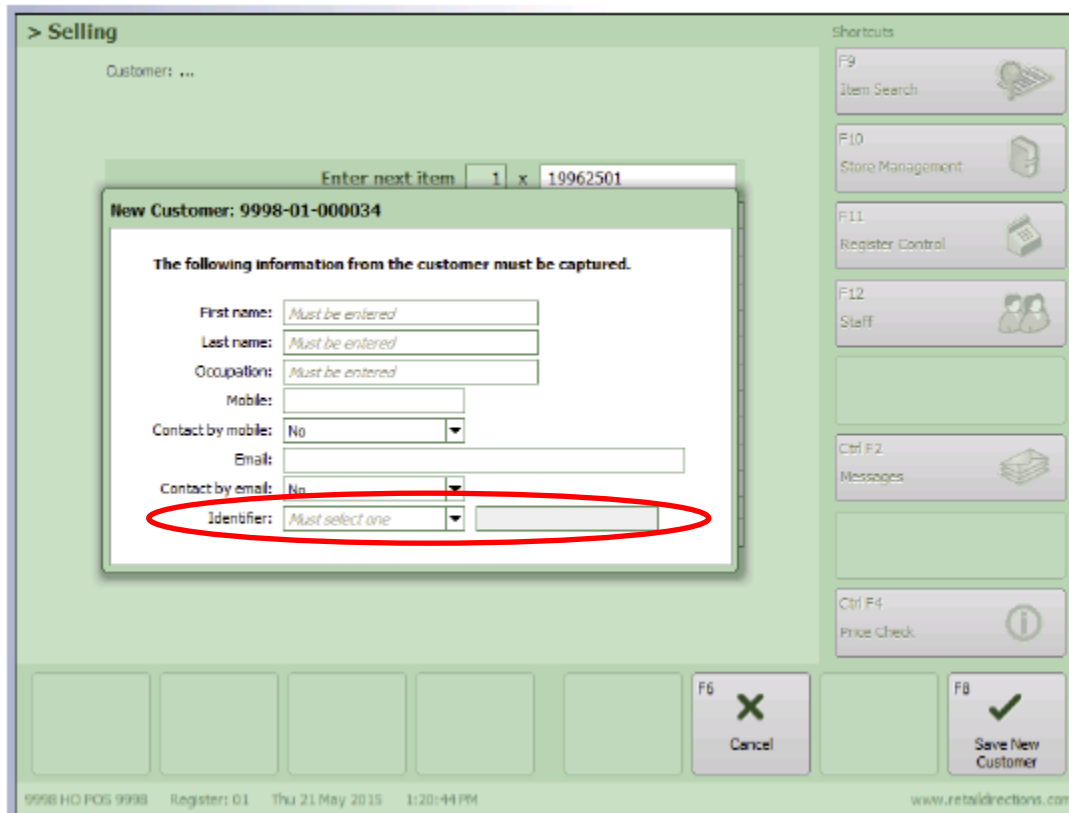
Under no circumstances should any product leave the store without a receipt from the Payroll Department, confirming the payroll deduction.

- 1** Complete the “Request for Staff Purchase Form”, detailing the product description, product code, colour, size, retail price, discount % and the net price. Ensure this is signed off by either the Store Manager or Retail Sales Manager.
- 2** Once your purchase has been approved by a Manager complete a stock transfer in the store POS to Head Office POS (9998 – for Australia; 9997 – for New Zealand). Please ensure you print out the transfer receipt (please note: all purchases attract GST).
- 3** After printing the two receipts, attach a transfer docket (that the computer produces) to each of the forms.
- 4** Send one form into the office, via email to hr@awpl.com.au by COB Thursday of the non-payroll fortnight.
- 5** Keep the other form on file in your store under “Staff Purchases”.
- 6** Once the office receives the approved form and transfer docket, they will complete a payroll deduction for the amount of the staff purchase from the relevant staff member.
- 7** The HR Department will send the Store Manager and staff member (for whom the staff purchase is for) two copies of the receipt acknowledging the pay deduction.
- 8** When the Store Manager receives this receipt from the office, the products can be released to the employee from the store.
- 9** One copy of the receipt should be kept on file and the other copy should be given to the staff member who is making the purchase as proof of purchase.

18.3.3 Airport Employee Discounts (not employed by AWPL)

Airport employees are entitled to a 10% discount at any of our AWPL Retail Outlets.

You can process an Airport employee discount through the POS by entering an ASIC/AIC card number (in the absence of an ASIC/AIC card, photo ID such as a drivers' license is acceptable). Please see example below.



Please Note: Airport employees are entitled to a 10% discount on *most* of our products.

Discounts for Airport Employees do not apply on the following items:

- Epay processed items
- Cigarettes
- Newspapers
- Books
- Magazines
- Lotto
- Promotional and discounted items

18.5 Related Policies

Policy 3 – Staff Conditions

Policy 25 – Cash Handling and POS Security