



SALE OF CIGARETTES, ALCOHOL AND SOLVENTS PROCEDURE

- Customer must look 25 years or older
- If not, customer should be asked to produce suitable I/D to prove that they are at least 18 years old
- Do not ask another member of staff for their advice at this stage as responsibility lies with yourself
- It is an offense to break a pack of cigarettes and sell them individually to an adult.
- Cigarette paper are also classed as tobacco products.
- Operate the Challenge 25 Policy
- Any customer asked for ID for policy 25+ ages/firefighters/ alcohol/ lottery must be logged in your refuse book weather you sell or refuse stating what your product and ID provided – this protects you and the company

ID required – Passport, Drivers License, student card with picture & hologram