

Introduction

The Company has a Menzies Delivery Policy in which all employees must adhere to at all times. This company policy outlines what employees' responsibilities are.

Scope

This policy applies to all of our employees who work at site level.

Policy Elements

The following rules always apply;

- **MENZIES DELIVERIES;**
- When the papers arrive, these must be checked against your site quantities and placed on the stand tidy.
- Magazine boxes taken into store.
- When papers are checked put the delivery note on magazine boxes so they can be checked and returned.
- Put the magazines out correctly, checking that they scan when placing on the shelves. Remove the old copies of the same issue. There should be no old magazines on the shelves with the new edition.
- Now return the magazine if you turn over delivery slip there is normally printed copies you should be returning just enter quantities if not there then write down the other copies. We do not require putting a copy of returns into the box just the barcode sheet you return papers with.
- Make sure at night when papers return & magazine boxes go out at night or in the morning depending on the site.
- Delivery slips must be put in the folder when finished.
- **RETURNS;**
- Take your time when doing returns.
- Back shift staff returning papers must ensure that all papers go back on time.
- Day shift staff must ensure that all relevant magazines go back on time.
- The recall note has details of all magazines and papers which require to go back on that specific recall note.
- Please check this recall note carefully in order that nothing is missed.
- Vouchers - managers will be checking weekly charges which need to be signed off.

Disciplinary Consequences

When an employee disregards this Policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the Policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct, this may be subject to formal disciplinary action.