

## Introduction

The Company has a Staff Purchases Policy in which all employees must adhere to at all times. This company policy outlines the procedure in which employees are expected to follow when it comes to purchasing any item from our sites. During your employment there may be times where you decided to buy something from the shop i.e. petrol, a slush, your lunch or even your weekly shop. You are welcome as would any customer to our sites. However, in order for the site to ensure that there is a level of security and record of stock it is a requirement that you follow this policy.

## Scope

This policy applies to all of our employees, including staff members, supervisors, line managers and head office workers.

## Policy Elements

The following rules always apply;

- When you purchase any item, you must stand in the queue and be waited to be served like any normal customer would.
- You must not process your own transaction. If you are working in a solo capacity then you are required to send a picture of your receipt into the appropriate WhatsApp group message immediately.
- You must keep this receipt for your records as you may be asked to provide this a later date. Do not keep this at the site as this will be discarded.
- If you cannot prove that you have purchased your chosen item(s) then you may be asked to pay for this asked. Therefore, it is vitally important that you obtain and keep your receipt.
- All staff purchases must be posted on the WhatsApp group message.
- Do not purchase items when clocked in and working. This can be done either on days off, before work, during lunch breaks or after your shift.
- Do not leave the site without paying for your item(s). Paying for items at a later time or date will not be accepted and will be regarded as theft.
- If you have decided to purchase a large amount of the one product at the same time, we ask that you give your manager notice. This is to ensure that the site does not result in not having a particular item in stock as this can lead to customer upset.
- In line with our 'Items In and Out' Policy you may be asked to show the contents of your bag when entering and leaving the site. This will be done professionally, in private location and only conducted for a matter of security.

## Disciplinary Consequences

When an employee disregards this Staff Purchases 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 Staff Purchases 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.