

## 17.25 Employee Shopping Policy

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish certain rules pertaining to the purchase of Goodwill merchandise, included vehicles, by employees and volunteers.

### Procedure:

All Licking/Knox Goodwill employees and volunteers must observe the following rules:

- Employees may not make purchases while on the clock; including during paid rest breaks.
- Retail employees may not purchase any merchandise located in their assigned store that is tagged with the current week's color.
- Immediately after weekly re-pricing, all tags, stickers and "tagger tails" must be locked and accessible only to management.
- Employees may not shop at any Goodwill retail store or vehicle lot during a period in which they have called off work for any reason.
- Employees may not make purchases for other employees who are currently working.
- Employees may not hold items for future purchase by themselves or others.
- Employees may not have family or friends shop for them while the employee is working.
- Employees may not purchase items directly from the production room.
- Employees may not pull items for customers directly from the production room.
- Employees may not knowingly purchase improperly priced items, including but not limited to, items with missing or damaged price tags or items priced below established standards.
- Employees may not ring their own or other employee purchases; all employee purchases **must** be rung by management.
- Employees may not ring purchases for family, friends or domestic partners.
- All employee sales (except vehicles) must be documented on the Employee Purchase Log. Employee purchase logs are subject to random audits by Retail Coordinators or the Director of Retail. (See Policy & Procedure 19.07, *Employee Purchases and Discounts* for vehicle sales documentation procedures.)
- Management may refuse the sale of any item. Retail Coordinators and the Director of Retail have authority to review any sale.

Employees who violate this policy or any part thereof will be subject to disciplinary action up to, and including, termination.