

17.26 Employee Discount

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide an employee discount at its retail stores.

Procedure:

Before making a purchase, an employee must inform the cashier that he or she is a current employee of Licking/Knox Goodwill Industries, Inc. The cashier will ask the Manager in Charge to ring the employee's purchase. The purchase must immediately be entered in the Employee Purchase Log upon the conclusion of the sale, even if the employee discount is not taken.

Donated Goods:

- The standard employee discount is 26% off regular price merchandise. The employee discount cannot be used on promotional items or special purchases or, combined with other discounts or coupons.
- The 26% discount will signify an employee sale and shall not be used for any other type of sale or discount.
- The employee discount does not apply to items purchased through the Virtual Store, the Used Car Lot, or to "Unlimited Bargains" and new goods.

New Furniture:

- Non-Introductory employees may purchase new furniture at twenty percent (20.0%) over Goodwill's cost plus sales tax. Any shipping amounts over 20% will be paid by the employee.
- Employee new furniture purchases must be documented on a Goodwill Employee Furniture Sales Form.
- All employee new furniture purchases must have written authorization from a director and the CEO/President.
- The finance department alone is responsible for pricing and ordering new furniture for employees.
- All orders must be paid in full before any furniture is allowed to leave the store.
- Items may be returned in accordance with Policy and Procedure 17.29, *Refunds, Exchanges, and Due Bills*.
- Layaway of any retail store goods is not permitted.
- New furniture discounts may be used by Licking/Knox Goodwill Industries, Inc. employees only; all purchases will be monitored.
- No other discounts may be used in conjunction with the new furniture discount.

- Directors and the CEO/President reserve the right to deny the discount to any employee.
- The amount of discount may be changed at any time.
- The employee new furniture discount program may be terminated at any time.

Management reserves the right to contact the Human Resources Department or the employee's immediate supervisor to confirm current employment status.