

## **19.07 Employee Purchases and Discounts**

### Policy:

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

### Procedure:

Before purchase, an employee shall notify the Used Car salesperson of their eligibility for a discount.

The Used Car salesperson may contact the Human Resource Department or the employee's immediate supervisor, if necessary, to confirm eligibility.

The standard employee discount is 10% off the current sticker price.

The employee discount cannot be combined with other discounts or coupons.

Vehicles must have a completed Valuation Assessment Form and be listed as a current asset in the records of the Director of Finance before being sold.

All employee sales must be approved by either the Director of Retail or the CEO/President.