

Employee Discount Program Policy



1. POLICY

- Excluding advertised and regular sale items, XYZ Co. offers current employees a discount of [**fifty percent (50%)**] off regularly priced and clearance items.
- Up to [**ten percent 10%**] of an employee's net monthly salary or earnings can be used by employees purchases at discount prices.
- Gift cards or certificates are not eligible for employee discounts.
- Discounted prices are limited to purchases made by the employee on behalf of the employee or his or her immediate family members only.

2. PURPOSE

- To encourage employees to use XYZ Co. products and as a benefit to employees in general, XYZ Co. offers discounts to employees.

3. SCOPE

- This policy applies to all employees.

4. RESPONSIBILITY

- Employees need to avoid exceeding the purchase limits set out in paragraph 1.02.
- Managers under this program of employee purchases have the responsibility to monitor the program to ensure employees comply with paragraph 1.02.

5. DEFINITIONS

- "Clearance items" are items which have been permanently discounted at a rate of [sixty percent (60%) or more] off regular price.
- "Immediate family" for the purpose of this policy only means the employee's spouse or common-law partner, children, step-children, parents, step-parents, parents-in-law.
- "Sale items" are items either advertised as "on sale" or which have been only temporarily discounted for promotional, seasonal or other purposes.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None.

7. PROCEDURE

- Employee purchases must be transacted as follows:
- All purchases must be completed through another employee.
- Employees are strictly forbidden to “ring in” their purchases.
- Payments can be made in cash or credit card at time of purchase.
- As noted in paragraph 1.02, purchases over the limitation noted are not eligible for an employee discount. Employees agree that discounts received for purchases over and above the stated limitation shall be reimbursed to XYZ Co. through payroll deduction from wages.
- The discount program may not be used by other persons including friends or acquaintances as the program is designed solely for the benefit of employees.
- Disqualification for employees to use the discount program may arise if the employee misuses the program or breaches the terms of this policy. There maybe other discipline including termination for cause.

8. ATTACHMENT

None.