



## **EMPLOYEE PURCHASE POLICY**

**The purpose of this policy is to ensure there are clear guidelines to all employee purchases that protect The Saver Group, & Saver Tarheel LLC from any unnecessary monetary loss.**

- 1. All purchases are to be made while the employee is off the clock. This means prior to clocking in, while on break, lunch, or after you have clocked out for the day.**
- 2. The receipt for your purchase or purchases should be attached to the actual product.**
- 3. No merchandise can be consumed prior to paying for it.**
- 4. No product is allowed to be store expensed for your consumption at anytime. For example we do not allow store expensed coffee, coffee filters, cups, plates, sugar, creamer, etc. These must be purchased and the receipt must be attached.**
- 5. At no time is anyone allowed to accept Out Of Date merchandise from any vendor for consumption or any other reason.**
- 6. At no time is it allowed that merchandise be marked down for an employee without store manager approval; IE close dated, out of date merchandise.**

**Any violation of the above mentioned policy can result in disciplinary action up to and including discharge and or legal action being taken.**

**Employee Signature \_\_\_\_\_ Date \_\_\_\_\_**