



STAFF DISCOUNT POLICY

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Eligibility

Employees become eligible to participate in the Staff Discount Scheme upon attaining three months service. A discount card will be sent to the individual at their store/department by the People & Performance department.

The employee may apply for a second card, to be used by a nominated family member. The nominated person **must** be a member of the **immediate** family **living in the same household** as the employee - i.e. husband, wife, partner, son/daughter, brother/sister, or parent. Other proof of identity may be requested at any time.

The discount is an **employee** benefit, for the employee and their immediate household only. The second card is offered for convenience, because it is recognised that the employee may not always be the person available to undertake the household shopping.

Use of the Discount card

Cards are not transferable and must only be used by the named cardholder i.e. the cardholder and additional cardholder must use the card containing their own signature only.

Under **no circumstances** can the card be given to another family member, colleague or any other person to use, either in the card holders presence or absence.

Staff Discount procedures must be used in conjunction with existing staff shopping procedures.

Cards become void upon termination of employment and should be surrendered. Void cards swiped at the till point will produce a 'member not valid' prompt and discount will not be given.

Employees retiring from the Society, made redundant or terminated on the grounds of ill health will be permitted to retain and use their Discount card until its expiry.

Other information

Cards remain the property of the Society and any loss or damage must be reported immediately to People & Performance Department.

The Society reserves the right not to issue replacement cards.

This scheme may be amended or withdrawn at any time and does not form any part of an employee's main terms and conditions of employment.

The scheme is administered by the People & Performance Department, whose decision will be final in respect of any queries concerning the scheme.

Data Protection Notice: Staff purchase and discount data is processed for management and business analysis purposes.

Staff Discount Procedures

The level of discount is 10%.

Goods where discounts are not permitted are:

Cigarettes & Tobacco Products	Purchase of Saving Stamps
Lottery Tickets	Postage Stamps
Gift Vouchers	E-Top Up
All Paypoint Transactions	All Paystation Transactions
All fuel Transactions	Baby Milk

Other excluded items may be advised from time to time.

You are entitled to receive staff discount when purchasing goods in our stores (other than the excluded items above) when you pay by cash, card, high street gift vouchers or saving stamps.

The following is the procedure for using your Staff Discount Card:

Scotmid and Semichem

Present the Staff Discount Card to the Cashier.

When the Cashier sub totals the purchases, the discount will be automatically calculated and shown on the receipt.

At the end of the transaction, the Cashier will ask you to sign the back of the store receipt. This signature must match that on the back of the Staff Discount Card.

There is no minimum spend for Staff Discount in Scotmid or Semichem Stores.

Funerals & Funeral Plans

Present the Staff Discount Card to the Funeral Director, the holder of the card should be the individual completing the funeral arrangements and who will be responsible for the settlement of the account.

Funerals, the discount is £200 off the Funeral Director's professional fees. The funeral account must be paid in full within 28 days of the date of the invoice, or the discount will be forfeited.

Funeral Plans, the discount is £200. The funeral plan must be paid in full at time of application.

Use of the staff discount card indicates your acceptance of the rules governing it, as found in the Staff Handbook. The onus is on the card user to understand the rules or seek clarification if unsure – line managers can provide discount card rules information on request.

Any misuse/abuse of the scheme may be viewed as gross misconduct and could result in dismissal.