



## Employee Purchase Policy

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### Intent

We, The Authentic T-Shirt Company®/SanMar Canada encourage employees to use and enjoy the products we carry. All employees will receive discounts on in-house and proprietary brands (pricing on all brands to be confirmed by the manager at time of purchase).

### Definition

Employees are defined as:

- Full time
- Part time
- Coop students
- Casual

Temporary labourers are exempt from employee purchases as well as previous employees no longer working for the company.

### Expectations

Personal orders are classified as personal wearables and/or gifts for family and friends of an employee. Employees may not purchase merchandise for groups, organizations, and/or businesses and terminated/resigned employees. Items purchased by employees may not be re-sold in any manner.

Employee purchases are not rush or priority. Orders placed and paid for will be invoiced by operations once ready.

### Procedure

Employee purchases can be placed under employee accounts and must be entered by their supervisor and/or manager or Human Resources Assistant. All employee orders should be placed before or after work or on their breaks.

Once an employee has placed their order they must pay for it in full. Payment can be made at the reception/COD pick-up area at your location using cash, debit, Visa, MasterCard, AMEX, Discover, or personal cheque. Employees are welcome to keep their credit cards on file and notify the credit department at the time of purchase for processing.

Once the order has been paid in full it will be released and picked by the warehouse. All orders must be picked up within one (1) week once invoiced. Purchases not picked up within one (1) week will be returned to inventory and the employee will be charged a 20% restocking fee.

### Disciplinary Action

Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment with cause.