

Title: <b>Volunteers and staff – Purchasing of Goods</b>		No: <b>43701</b>
Policy Owner: Chief Financial Officer		
Policy Operational Delegate: Social Enterprise Manager		
Date approved: July 2009 Reviewed: October 2013 June 2017 February 2023		Suggested Review Date: June 2019 February 2025
Reference or source: Department of Justice, Fundraising Appeals Act 1998		
Purpose: To apply a consistent policy regarding purchasing of goods, and applicable discount, across Family Life volunteers and staff.		
<b>Application</b> Whole Agency	<b>Type</b> Policy	<b>Policy group</b> People

1. **Purpose**  
To apply a consistent policy regarding purchasing of goods, and applicable discount, across Family Life volunteers and staff.

2. **Scope**  
This policy applies to all staff and volunteers (formal and informal as defined by Policy 43700) of Family Life. The policy relates to the purchase of goods from Family Life Opportunity Shops and Warehouse only.

3. **Policy statement**  
Family Life Staff and Volunteers are entitled to a 20% discount on all purchases of goods from Family Life Opportunity Shops and Warehouse if the parameters outlined in 4.0 are met:

4. **Parameters**  
1.1. Volunteers and all Family Life staff are allowed a 20% discount off ticketed items across all op shop locations.

1.2. All items must be available on the shop floor for sale before purchasing.

1.3. All sales must be registered in the POS system.

1.4. All goods must be priced for sale on the shop floor by the person with expertise in pricing that line of goods or the relevant Supervisor or Manager. (This may mean the buyer must return on another day to collect and pay for the goods).

1.5. Supervisors/managers must ensure that good stock is always available for sale on the shop floor for the general public (i.e. not delay the pricing and progress of stock for sale on the shop floor).

1.6. The Supervisor's or Manager's decision on the pricing is final.

1.7. All transactions must be deemed to be 'arms-length' – i.e. paid for over the counter during normal trading hours.

1.8. All goods must be paid for in full before removal from the store.

1.9. No goods may be taken for donation to other organisations and groups without approval of the Social Enterprise Manager, and recording of such donations in the organisations CRM system.