

Title: Group & Brand Gift Voucher Use Policy

Procedures & Forms

Employee Handbook for Retail Employees
HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Group & Brand Gift Voucher policy. This policy is effective 1stMarch, 2018

Background

KOJ Group LLC (the “Group”) has established a Gift Voucher usage policy to ensure a fair and corporate practice is followed in the issuance and usage of the Group & Brand Gift Vouchers.

Scope

All employees who are all approved to issue Group & Brand Gift Vouchers to assist them in achieving results for the Group.

Policy and Procedure

To support our teams in delivery of certain requirements for the business, the company has available through finance a Gift voucher. This voucher is designed predominantly (but not limited) to be used for the following purposes:

1. Issuing to assist in achievement of required objectives with external parties, as approved.
2. Issuing to Employees as an incentive for extra performance
3. Issuing to Media Companies to be used as prizes for any marketing campaigns.

All vouchers should be requested using the online request form located on KOJ HR. Once the online form has been duly completed, it will be approved in line with the Company approval matrix, as issued and maintained by Finance Department. In general terms no vouchers will be issued to any employee without the approval of their Department Head, and in certain cases Deputy CEO Approval.

Once the request has been approved, and submitted to finance please allow 5 working days for the preparation of the vouchers. Once the vouchers are ready to collect, finance will notify the requesting employee to collect and sign for the same.

Finance will maintain a record of all vouchers issued, who received them and the reason for the request. In addition finance will monitor the redemption of each voucher, and the expiry date to ensure that we control the value issued, and the risk of the value still available to be redeemed.

The Value of any voucher requested will be charged back to the Department / Brand who made the request.

Misuse / abuse of Group Gift Vouchers

Gift Vouchers are available on request to aid you achieve success for the Group. Should an employee intentionally Mislead KOJ Group LLC when applying for Gift Vouchers to be used to support in their role, this would be seen as a breach of policy and the following penalties may be applied:

- Disciplinary action may be taken, potentially resulting in termination of contract