



Title: Stock Handling Policy

Procedures & Forms

HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Stock Handling Policy. This policy is effective 1st February 2014

Background

This Policy Statement is targeted at preventing the theft of company property, as well as property belonging to its employees and the public. Listed below are specific procedures, which everyone at KOJ Group LLC is expected to adhere to strictly.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

The Receiving/Shipping Area

- a. Security personnel will be assigned to all receiving areas, allowing only authorized people into or out of specific sections.
- b. “Employees Only” signs must be posted at all non-sales area entrances from the sales area.
- c. All employees performing duties at open doors will be spot-checked at least three (3) times a week.
- d. The outside perimeter of the stores, including the dumpster, will be searched for hidden products. This will be a matter of routine.
- e. Only an authorized employee is allowed to unlock the door for UPS. All incoming shipments will be counted out before being signed for.
- f. The Receiving/Shipping Area is restricted to only employees of KOJ Group LLC. All authorized personnel found in this area must wear company name badges.

2. Stock Areas

- a. All merchandise that is returned is to be placed in the designated area of the store.
- b. The stock area is restricted to only employees of KOJ Group LLC. All authorized personnel found in this area must wear company name badges.
- c. All merchandise removed from stock and/or the store premises for style shows, cleaners, alterations and/or displays must be documented.
- d. Employees who borrow an item of the company’s must receive authorization in advance.

3. The Selling Floor

- a. Merchandise or personal belongings shall never be stored at the POS terminal.
- b. Periodic spot checks will be conducted as every employee leaves the store for breaks, dinner or at the completion of his/her shift. Any employee asked to submit to such a check should cooperate.
- c. Merchandise will never be stacked or stored near doors.
- d. Employee Purchase Procedures will be followed strictly. Employees are not allowed to handle their own purchase transactions. All employee transactions must be approved by the Store Manager.
- e. Two employees must be in the store at all times. If for any reason a key-carrier must enter the store alone, he or she must call and obtain approval from the Store Manager.
- f. Bank deposits will be made daily, and deposit amounts are to be reported daily by phone to the Corporate Office by the designated time.

Suggestions:

To lessen the probability of these theft cases, here are some suggestions to establish more awareness and control.

To minimize the probability of theft thru non-entry of sale at stores:

Sign Board

There will be a notice displayed to advise the customer of the need to keep their receipt, in case a refund or exchange is required.

To minimize the probability of theft thru cash in drawer in stores:

Cashier

The shop manager will assign one person to be responsible for the counter for a given period may be it daily, weekly or monthly, the shop manager will rotate this job function to other staff, the Cashier will be held responsible for any overage or losses in cash in the drawer and will ensure the proper amount transfer to the next shift cashier.

Maintenance and amendment of the policy

As with all Group policies (the "Group") may amend this policy at its discretion at any time.