



Title: Employee Discount and Purchase Policy

Related Policies, Procedures & Forms

Employee Handbook for Retail Employees

Effective Date:

This version supersedes all previous policy and practices related to Employee Discount and Purchase Policy. This policy is effective 1st April 2014.

Background:

To ensure that employees are aware of their maximum benefit through shopping at brands within the Kamal Osman Jamjoom Group LLC (the "Group") Portfolio.

Scope

All Employees under the umbrella of the "Group" are governed by this policy.

Policy and Procedure

Employee Discount is available to all employees within the "Group" who have passed their probation period. The employee can avail a discount which varies between 15%-25% of the items retail price in KOJ stores.

The maximum purchases allowed by each employee in total for one calendar month should not exceed 25% of their basic salary. Any amount spent over this will be deducted from employee's salary.

Example: Basic Salary is AED/SAR 4,000 (Maximum purchased allowed each month is AED/SAR 1,000)

1. Availing Discount

To obtain the discount the employee must be present in the store and have their employee ID card on hand upon purchasing. **No discount will be given without the employee ID Card or National ID Card with full name and picture of employee**

The employee is required to sign and write the ID number on the receipt after the transaction.

Any retail employees who are making purchase in their own store are not permitted to conduct their own transaction. The employee and the Store Manager must sign the receipt once the transaction has been completed.

In case the manager makes the purchase, the Area Manager must also sign the receipt.

Any purchase, exchange or refund made by an employee must be processed by another employee. Under no circumstances may an employee process their own transaction.

Discount approval cannot be accepted by telephone or email under any circumstances.

(If you do not have your card or ID, please do not become annoyed with your colleagues if you are refused discount. It is you that is at fault not them!)

Discounts can only be claimed for items that the employee is purchasing for own personal use (Including gifts)

Employee may use their employee discount to purchase goods with discount on behalf of immediate family members. An example of this would be for Brother, Sister, Mother, Father or close relatives. However this excludes Nayomi Beauty Salon where only the discount card holder only will be permitted to obtain discount

Anyone found to be using their discount to sell to other people or for any other reasons will be subject to disciplinary action and this may result in the loss of their employment.

2. Return of Items

If an employee wishes to return an item, the same policies and rules apply as for someone who is not an employee.

For a refund or exchange, receipts must be provided, the transaction must take place within the time frame of the policy and the transaction must be made by an employee. In case of refund only the amount paid after discount will be refunded to the employee and not the full amount.

Any employee found to be processing their own transactions will face disciplinary action and this may result in the loss of their employment.

Should you have any questions or concerns regarding this policy, please refer back to the HR team for assistance.

Maintenance and amendment of the policy

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