



**GOODWILL INDUSTRIES OF NORTHEASTERN PA**  
**925 PROSPECT AVENUE, SCRANTON, PA 18505**  
**(570) 343-1166 | [www.goodwillnepa.org](http://www.goodwillnepa.org)**

### **EMPLOYEE PURCHASE POLICY**

Community members donate items to Goodwill in order to support our Mission Programs – a form of trust. In order to honor the intent of the donor, Goodwill offers donated goods for sale to the public at an optimum price with as little cost as possible. Allowing employees to “shop” for donated goods before they are offered to the public decreases efficiency and may result in a lower than optimum price. The perception that Goodwill employees “get all the good stuff” hurts and may lead to donors taking donations elsewhere. It is the intent of Goodwill Industries to provide exceptional customer service to our loyal customers and/or donors. This policy will enforce that customers have the first right to all merchandise being donated by the general public.

The objective of this policy is to provide direction, guidance and assistance to employees with regard to employee purchases in our retail facilities. This policy applies to all employees, regardless of level and employment status.

For the purposes of this directive:

**Employee:** any person employed with and receiving a paycheck from Goodwill Industries of NEPA.

**Immediate Family Member:** father, mother, sister, brother, spouse or child.

**Manager:** the person responsible for planning and directing the work of a group of individuals, monitoring their work, and taking corrective action when necessary.

**Employee Purchase:** Any and all items bought for personal use by an employee at any Goodwill retail facility.

The following policy will be followed regarding employee purchases:

- All employees of Goodwill Industries of NEPA are eligible for a 25% employee discount in our retail stores. This benefit is available on the first day of employment and ceases upon termination from employment.
- Employees can shop any color in any store, so long as the purchase is not made while the employee is on the clock. If the employee wishes to purchase an item with a new color that is being processed that week, the 25% discount will not apply.
- Employees are eligible to participate in sales and promotions but cannot use their employee discount in conjunction with the sale or promotion. New goods and other like items as well as any items sold through [shopgoodwill.com](http://shopgoodwill.com) are not eligible for any discounts.
- All shopping must be done during store hours, on the sales floor and on employee personal time (before/after a shift or on a day off). Employees are not permitted to shop during their shifts, on breaks or lunches.
- The manager on duty will ring up all employee purchases, initial the register receipt, bag the item(s) and give the bagged purchase to the employee. A duplicate receipt will be printed and must be signed by the employee making the purchase. Employees shopping at store sites other than the one they are assigned to must have the manager on duty ring up their purchases.



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**EMPLOYEE PURCHASE POLICY (continued)**

- Purchases made from shopgoodwill.com must be done through the shopgoodwill.com website and not in person at the warehouse. All receipts for shopgoodwill.com purchases made by employees must be forwarded to the retail director at the time the transaction is completed.
- All items must be purchased directly from sales floor. Employees may not manipulate or monitor goods for their advantage or benefit or that of any other person. Items may not be staged (set aside, taken out of process, or stashed). Any employee determined to be staging merchandise for purchase by self, family or friends will be terminated immediately.
- Employees are not permitted to ask another employee to price items from the back rooms for their own benefit, and similarly, employees are not authorized to price their own items with intent to purchase after their shift. It is the responsibility of management to oversee and enforce this. Any employee discovered changing or color-coding a false color or tampering/altering pricing in any way will be terminated immediately.
- Goodwill employees are not authorized to buy directly from warehouses, retail back rooms, donation centers, or salvage. Items designated as trash cannot be purchased, taken or given away. Salvage items are not for sale to employees.
- The employee discount benefit is for employees and their immediate family members only. Immediate family members (as defined above) may also use the employee discount but the employee must be present at the time of purchase. Both the employee and immediate family member must sign a copy of the receipt.
- Employees are not permitted to use the employee discount to purchase items and then receive reimbursement from individuals outside their immediate families. Items may not be resold to others to provide merchandise for garage sales or similar endeavors. Using the employee discount to make purchases for resale is strictly prohibited.
- Employees are not permitted to ring up the purchases of their family members, dating partners, or other friends under any circumstances.
- The manager will consider all items on the sales floor and in the processing areas Goodwill property in the absence of a register receipt initialed.

This program will remain in effect until such time as the company feels it is no longer in the best interest of our business. Any employee found to be abusing this benefit or failing to follow these procedures will be dealt with through the company disciplinary procedures.

Employees found to have violated this policy will be subject to disciplinary action up to and including termination.



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**ACKNOWLEDGEMENT OF EMPLOYEE PURCHASE POLICY**

I hereby acknowledge that I have received Goodwill Industries of Northeastern Pennsylvania's Employee Purchase Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy and that I have the opportunity to ask questions about any portion that may be unclear to me by contacting my immediate supervisor or the Human Resource Director.

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Employee Name (please print)

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Employee Signature

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Date