



<b>POLICY INFORMATION (Policy no IG004)</b>	
<b>Subject</b>	<b>Staff Purchases Policy</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All staff and volunteers of Nottinghamshire Hospice.
<b>Target Audience</b>	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
<b>Date issued</b>	30 April 2024
<b>Next review date</b>	30 April 2025
<b>Lead responsible for Policy</b>	Director of Income Generation
<b>Policy written by</b>	Retail Operations Manager
<b>Notified to (when)</b>	Strategy and Corporate Governance Committee (30 April 2024)
<b>Authorised by (when)</b>	Strategy and Corporate Governance Committee (30 April 2024)
<b>CQC Standard if applicable</b>	
<b>Links to other Hospice Policies</b>	Refund Policy <a href="#">Disciplinary Policy &amp; Procedure HR024</a> <a href="#">Managing Concerns and Performance of Volunteers VOL003</a> <a href="#">Right of Search Policy HR017</a>
<b>Links to external policies</b>	N/A
<b>Summary</b>	This Policy provides guidance on the process to follow for staff and volunteer purchases.
<b>This policy replaces</b>	N/A

### **IMPORTANT NOTICE**

Staff should refer to the Hospice website for the most up to date Policy. If the review date has passed it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Review date</b>
Original policy written by Retail Operations Manager	February 2023	
Policy reviewed by		
Policy notified to Strategy and Corporate Governance Committee	30 Apr 2024	
Policy ratified by Strategy and Corporate Governance Committee	30 Apr 2024	30 Apr 2027
Updated control sheet and published on website	May 2024	

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<p><b>1.</b></p>	<p><b>Introduction</b></p> <p>Nottinghamshire Hospice shops work to raise funds to enable care and support to be delivered to people who have been told that their illness cannot be cured, helping them to live as actively and well as possible.</p>
<p><b>2.</b></p>	<p><b>Policy Aims</b></p> <p>This Policy aims to:</p> <ul style="list-style-type: none"> <li>• Provide guidance on staff and volunteer purchases.</li> <li>• Ensure that the shops finances are managed in a way that maximises the amount of care the organisation can provide.</li> </ul>
<p><b>3.</b></p>	<p><b>Responsibilities</b></p> <p><b>Community Shop Managers/Assistant Community Shop Managers</b></p> <p>To ensure that staff purchases are carried out in line with this policy.</p> <p><b>Staff and Volunteers</b></p> <p>To act in line with the policy.</p>
<p><b>4.</b></p>	<p><b>Pricing and Payment</b></p> <p>No discount should be given on any item purchased by staff or volunteers. All items must be sold at the price that would be entered on the price label and displayed for sale to the public.</p> <p>If a volunteer or staff member wishes to purchase an item and it has not already been priced, the Community Shop Manager or Assistant Community Shop Manager should set the price of that item and carry out the sales procedure on the till. Staff and volunteers are not permitted to price or carry out the sales procedure on items they wish to purchase themselves.</p> <p>A charge must also be made for items that are due to be recycled or designated for waste. These items can be purchased at a nominal price if representing little value. This price should be set by the Community Shop Manager or Assistant Community Shop Manager.</p>

	<p>All purchases, including recycled and waste items must be processed through the shop till and recorded as a staff/volunteer purchase.</p> <p>If anyone is unsure or unclear with a pricing of an item, then and advice should be sought from the Community Shop Manager or Assistant Community Shop Manager.</p>
<b>5.</b>	<p><b>Saving of Items for Purchasing</b></p> <p>Each shop has a specific designated area set aside for staff and volunteers to leave items for a short period prior to purchase. This is the only place in the shop that non-purchased goods should be placed.</p> <p>Under no circumstance is it permitted for any items to be taken away from the shop prior to purchasing. Items must not be borrowed on loaned from any shop without prior authorisation from the Retail Area Manager or Retail Operations Manager.</p>
<b>6.</b>	<p><b>Purchased Items Returned for Refund</b></p> <p>Any returned items should be processed in line with Nottinghamshire Hospice's refund policy.</p>
<b>7.</b>	<p><b>Failure To Comply with the policy</b></p> <p>Failure to comply with the procedure and any suspicious activity will result in a formal process of investigation and could lead to further action being taken as per Nottinghamshire Hospice's Disciplinary Policy &amp; Procedure.</p>
<b>8.</b>	<p><b>Equality Impact Assessment (EIA)</b></p> <p>EIA completed.</p>