TOYMATE

MISCELLANEOUS STOCK POLICY

OVERVIEW

The information contained in this Policy explains in detail the Management and correct use of the Miscellaneous item at POS. The Miscellaneous Stock Policy covers all Toymate stores and all Miscellaneous sales in the business.

It is not only important for you to be able to understand this policy, but to also realise the consequences to the business if our best practices are not followed as outlined in this Policy.

The Policy is designed to ensure Miscellaneous sales are used appropriately and within the Policy guidelines outlined below.

Following the guidelines set out in this policy will ensure that the business expectations are met. Breaches of this Policy and intentional misuse of the Policy may result in termination of employment.

IN THIS POLICY

1. **Purpose**
2. **Commencement of the policy**
3. **Application of the policy**
4. **Miscellaneous Process**
5. **Authorisation**
6. **Reporting**

PALLET CONTROL POLICY

1. PURPOSE

1.1 This Policy outlines the conditions and obligations of Toymate's ('TOYMATE') employees' with regards to Miscellaneous Stock at Toymate.

1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

2. COMMENCEMENT OF THE POLICY

2.1 This Policy will commence from 11/7/2020. It replaces all other leave policies of Toymate ('Toymate') which deal relating to Miscellaneous Stock.

3. APPLICATION OF THE POLICY

3.1 This Policy applies to employees (including temporary employees) of Toymate regarding miscellaneous stock.

3.2 This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.
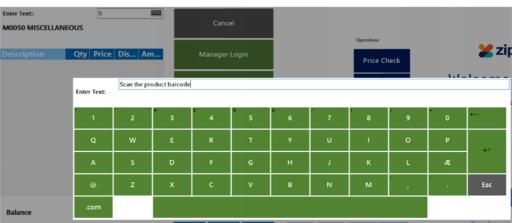
4. MISCELLANEOUS PROCESS

4.1 Miscellaneous items may result where an item in stock is not scanning in the system or does not have a barcode. It is imperative that when this occurs a Manager is notified to attend the register and after scanning the item again if the issues is not resolved the manager is to attempt to look up the item on the back office computer and look at the shelf label.

4.2 If all avenues of obtaining a price have been exhausted the cashier with the Managers approval is to process the item at POS as follows.

> ➢ Select Miscellaneous Item from the QuickSKU Menu
>
> ➢ Key in the price when it prompts.
>
> ➢ Scan the no existing item barcode in the Text field.

4.3 Miscellaneous option is not to be used as a quick fix or easy way out. This option is to be used minimal in the business and under the strictest control. Most items are locatable on price look up on the back-office computer.

4.4 All Miscellaneous sales are audited by Loss Prevention. Any contravention to this Policy may result in immediate termination of employment.

5. AUTHORISATION

5.1 The person with the discretion to make a decision on a miscellaneous sale is the Store Manager. In certain circumstances the store Manager will contact the

Area Manager for further approval if the item price is over $100.

6. REPORTING

6.1 Miscellaneous items must be reported to the Buyers (Head Office) so they can be rectified. The Miscellaneous items may affect a number of stores so alerting head office to the miscellaneous items will result in the issue being resolved before it effects other Toymate stores.