

## **Introduction**

The Company has a strict Cash Float Policy in which all employees must adhere to at all times. This company policy outlines what employees' responsibilities are when it comes to cash control.

## **Scope**

This policy applies to all of our employees. Even if you do not work on a till point as part of your role you are required to read this policy and understand its contents.

## **Policy Elements**

The following rules always apply;

- All employees who are assigned a float are responsible for checking the float amount before they start their shift. If the till is short then you may be liable for this discrepancy. Therefore, it is vital you check your float at the beginning as this will eliminate the chance of a shortage being someone else's fault.
- You will sign a Till Agreement before you first work on a till. This can be found on the staff portal under 'Till Agreement'. This provides you with a Till Point number. Within this agreement you will sign the following clause "I confirm that I have been given the above numbers to access the systems as part of my employment with Subway. I also confirm I will not allow anyone else to use my till and that all recorded discrepancies linked with these numbers will be solely my responsibility to resolve as per the Deductions from Pay I have previously signed".
- You will sign a Deduction from Pay Agreement as part of your New Starter Form which further outlines your responsibilities when it comes to cash control.
- Drops should not be greater than £200. If your site is higher then you will be notified accordingly.
- No other member of staff should be on your till.
- If large discrepancies are found this will be fully investigated.
- If you steal from your till or any other money from the company you will be dismissed.
- You must cash up your till at the end of the day and display your end of day report accordingly.
- If you feel you need further training then please ask your line manager. Your colleagues are also there to help but not when it comes to taking or counting money.

## **Disciplinary Consequences**

When an employee disregards this Policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the Policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct, this may be subject to formal disciplinary action. You will receive a notice of your discrepancies from HR before payday and this is your opportunity to ask your line manager if you are uncertain as to why this charge is being made. If your discrepancies are above £20 then a letter of concern will be issued. Further disciplinary may be taken if you receive more than three of these letters. Receiving a letter of concern for cash control during your probation period may be taken into consideration when doing your review.

## **Termination of Employment**

On the termination of your employment you will be notified of any outstanding discrepancies/ monies owed to you or the employer. Under normal circumstances the employer will only deduct a maximum of 10% of your gross for your total discrepancy. However, when you enter your final pay month the full balance will be taken.

