

Introduction

The Company has a Site Delivery Policy in which all employees must adhere to at all times. This company policy outlines what employees' responsibilities are when it comes to the site receive a delivery of any kind. Due to the nature of our Business we do receive a lot of deliveries. Therefore, it is important that employees understand this policy.

Scope

This policy applies to all of our employees.

Policy Elements

The following rules always apply;

- When signing for a delivery please ensure that you know what it is. Do not sign for something before checking.
- As we have multiple sites in the Glasgow area, please ensure that the delivery is for your site.
- Check that every item is accounted for i.e. the total amount stated on the invoice agrees with the amount you can see.
- Make sure the cones are out for the delivery driver and wear a high vis top if required.
- Do not leave a delivery on the forecourt for any longer than it needs to be. If you do then this will open up the opportunity for people to steal.
- Check for any empty spaces on shelves in the shop
- Open the box and scan the item. Ensure that the amount it scans at agrees with price on invoice. When putting item on shelf ensure that the item description, bar code and price agrees with shelf edge label. Please advise Manager of any differences in any of these.
- All employees must take their time.
- Check high value items first and do not allow the driver to leave the site without doing so.
- Check for dates on products especially chilled and frozen items.
- Put away the chilled and frozen delivery first, then move onto ambient.
- Place any tobacco out of sight of customers.
- If you receive a delivery that is for the owners then please post this onto the Group WhatsApp so that they are aware its at the site and place this into the office in a safe and secure location. Do not open.

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.

