



Employee Purchases

Approved By: Director, Store Operations

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Contact: Store Operations Administration / Regional Manager

1.0 Purpose

To maintain business efficiency and workplace integrity, the BCLDB allows B.C. Liquor Store Employees scheduled for duty to purchase liquor products within set times and under specific regulations.

2.0 Scope

This policy applies to all B.C. Liquor Store employees.

3.0 Policy

- Purchases are to be made on store staff's personal time before/after their shift or while on an official break.
- Purchases must be made at a cash register other than that of the employee making the purchase and must be witnessed by a supervisor.
- Purchases must be retained in the manager's office or in an area designated by the Store Manager.
- Product must not be stored in the lunchroom or in the store refrigerator.
- Product must be paid for at the time of purchase. All products, including price-reduced or limited availability items, must remain available for sale to the general public and must not be held separate from saleable inventory for later purchase by staff.

4.0 Procedures

- Sales associates must make purchases in the presence of a supervisor.
- Purchases must be paid for at time of transaction.
- The product purchase must be placed in an unsealed bag.
- The sales transaction receipt must be initialled by the supervisor witnessing the employee purchase and must be placed in the unsealed bag with the product purchase.
- The product purchase must be stored in the designated area until removed from the store by the purchaser.
- Management may examine employee purchases and compare the product to the sales transaction receipt at any time.

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LIQUOR DISTRIBUTION BRANCH

Policies and Procedures

5.0 Responsibilities

B.C. Liquor Store Manager / Supervisor

- Inform employees of policy
- Ensure policy is adhered to
- Monitor employee integrity
- Correct performance when required

Sales Associate

- Follow proper procedures for employee purchases

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STANDARDS OF CONDUCT

for Branch Employees

This information is provided to familiarize Liquor Distribution Branch (LDB) employees with the standards of conduct required while in the branch's service. It is important that all staff read and understand their responsibilities in this area, in order to prevent placing themselves in a situation that jeopardizes their employment. These requirements are in addition to the standards of conduct required for public service employees.

**Know the standards.
Protect yourself!**

introduction

Many staff are in contact with representatives of the beverage alcohol industry in office, store or social situations. By its very nature, the industry presents many of its products at tastings or licensee promotions. Also, it is standard practise for suppliers to conduct business at lunches or dinners.

Guidelines are required for these situations to prevent any perception of conflict of interest. Staff simply avoiding these situations would place the branch at odds with the industry, would place unproductive barriers between the branch and its industry clients, and would run counter to the branch business goal of working with trading partners to achieve mutual objectives.

general standards of conduct

As employees of the LDB, it is incumbent upon all staff to conduct themselves in a manner that will not cause any negative reflection on themselves as individuals, or on the branch as an organization. Each employee should be aware of the relevant statutory requirements, including the following, under which branch employees operate.

liquor control and licensing act

SECTION 42 "A person must not consume liquor in a liquor warehouse, distillery, winery, brewery, liquor store or agency store, except as this Act provides, or as authorized by the general manager of the Liquor Distribution Branch."

liquor distribution act

SECTION 29(1): "An employee of the branch or the general manager must not solicit or receive, directly or indirectly, a commission, remuneration or gift from a person who has sold, is selling or is offering for sale liquor or other products or services offered for purchase or purchased by the branch."

SECTION 29(2): "A person selling or offering for sale liquor or other products or services to, or purchasing liquor or other products or services for resale or reuse from, the general manager must not directly or indirectly offer to pay a commission, profit or remuneration or make a gift to the general manager, members of the listing committee or an officer or employee of the branch."

conflict of interest

Employees are to avoid situations that would result in, or give the appearance of, a conflict between their personal interests and the interest of the branch where personal gain could be affected by knowledge or position.

Employees must not, therefore, acquire an interest in, be employed by, or affiliated with, organizations doing business with the branch where personal gain could be realized by knowledge or position.

Employees must not seek or use privileged or confidential branch or personnel information, or data from any organization dealing with the branch, for any purpose that is not related to an employee's work responsibilities.

It is acceptable for employees to serve their community through pursuing and holding public office at any level. However, employees should advise their area manager or director of their intention to do so, in order that the branch can provide them with information on appropriate standards of conduct regarding their dual roles as government employees and elected or nonelected officials.

Any such activity must not interfere with branch work time or level of performance and in no way may the participating employee represent, or give the impression of representing, the LDB in such activity. Employees in this or any similar circumstance, whether the outside activity is paid or voluntary, may not use branch assets or facilities, nor may they solicit contributions of any kind from suppliers of the LDB. This rule applies whether the outside activity is of a charitable, cultural, political or municipal nature

compromising situations

Employees may not place themselves in situations where they could be obligated to any person who might thereby benefit or seek to gain consideration or favour from the LDB. The honesty and impartiality of employees must be above reproach.

Employees may not endorse or appear to endorse any particular product, manufacturer, supplier, agent or trade association; this does not preclude them from offering opinions related to product or from recommending a selection of products from which a customer may wish to choose. It also does not preclude employees

from acting as judges at wine festivals where competitions are determined by blind tasting.

relationship of job responsibilities to an employee's private affairs

Employees may not write, for publication, a column or article related to beverage alcohol or other branch business areas, nor participate in an interview that may relate to similar topics, unless first authorized by the general manager, communications manager, or designate. Employees, when performing their official duties, may not give preferential treatment to relatives or friends or to any organization in which they or their relatives have an interest, financial or otherwise. No employee may personally benefit, or appear to benefit, from any government transactions which involve decisions over which they have influence, such as purchases, sales, contracts, regulatory or discretionary approvals or appointments. Employees may not use their position, office, government affiliation, government information or property to pursue personal interests.

business meetings and complimentary items

Meals may be accepted in the normal course of company business, provided the participant is accompanied by the supplier or representative and attendance has been pre-approved with the employee's director. These types of business meetings should occur on an infrequent basis and may not repeatedly involve the same supplier or representative.

Every employee attending an event, during or outside of regular business hours, that is substantially paid for by the supplier or an agency doing business with the branch, must pre-approve attendance with their director. This includes tastings, promotions, entertainment or any other event where goods or services of value are given to the employee.

Hotel lodging, travel expenses, or other related expenses may not be accepted from suppliers, manufacturers or agents at any time, whether travelling on business or vacation, except in circumstances as noted on following page.

Business invitations may only be considered if the invitation is

issued by a government body (e.g. a trade commission), or by an association/ consortium of at least three independent suppliers, or a supplier who demonstrates it is more cost effective for them to have branch personnel travel.

Where it appears appropriate for a representative of the LDB to accept such invitations, he or she may attend subject to the approval of the general manager. Requests for approval must state the reason for the trip, the duration of the stay, the perceived benefit to the LDB, whether the trip has been budgeted, and if not, the source of funds for the trip's expenses.

Invitations to attend supplier or agent meetings at resort locations are to be declined, unless they are unquestionably for business purposes. Attendance in such a case must be pre-cleared by the employee's director or the general manager.

Gifts, prizes or other complimentary items are not to be accepted from suppliers, customers or anyone else connected to the LDB in a business relationship. The only exception is modest promotional items of limited value, such as inexpensive pens, mugs, calendars, keychains and the like.

When gifts, prizes or gratuities outside those permissible are received, the employee must declare such at the earliest opportunity to their director or the general manager who will determine the appropriate response, which could mean the return of or other disposition of the gift.

confidentiality

Employees must not disclose information received through their position that is not available to the general public or to the liquor industry, unless prior authorization is given for its release.

Personal information about employees or customers may be disclosed to others only in accordance with information and privacy legislation.

Commercial information about external businesses must also be protected. For example, supplier or agency plans relating to product marketing or promotion may not be disclosed or discussed with other suppliers or agencies.

In addition, government and LDB information which is not yet

public must be treated as absolutely confidential. Examples include expected policy changes, price changes and other financial matters.

public comment

No employee except the general manager or designated spokespersons for the branch, may make public comment on any matters related to branch business.

In the normal course of day-to-day business, the manager of communications is to handle media calls, and all such calls should be referred to that office. While most customer inquiries are referred back to the individual department for handling, these should first be directed to the communications division or the general manager's office.

affidavits and legal opinions

Employees should not sign affidavits relating to facts that have come to their knowledge in the course of their duties and are intended for use in court proceedings, unless the affidavit has been prepared by a lawyer acting for the branch in the Affidavits and Legal Opinions Public Comment Confidentiality proceeding, or unless it has been approved by the branch solicitor. Employees are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of the branch by legal counsel is confidential and must not be released to persons outside the public service without prior approval in writing from the Legal Services Branch.

outside remuneration

Employees may enter another employment relationship (paid or unpaid) provided:

- it does not interfere with their duties as branch employees;
- it does not bring the branch or the government into disrepute;
- it does not represent a conflict of interest;
- they do not derive an advantage from their branch employment
- it is not conducted in a way that appears to be on behalf of the branch or representing branch policy or opinion; and

- it does not involve the use of government premises, services, equipment, information, or supplies to which they have access by virtue of their branch employment.

No LDB employee may work for another employer while in receipt of paid or unpaid leave benefits, including short-term illness and injury plan (STIIP). LTD benefit is reduced by 100 per cent of any earnings received by an employee if such earnings are derived from employment which has not been approved of as rehabilitative employment. Employees should be aware of the collective agreement provisions regarding outside remuneration as it relates to STIIP and LTD entitlements.

working relationships

An employee involved in outside employment must at all times comply with these standards of conduct. Employees who are direct relatives, or who share the same household, may not be employed in situations where a reporting relationship exists between them which allows the more senior person influence, input or decision making authority over an employee's performance evaluation, salary, premiums, special permissions, promotions, conditions of work or any similar matter. This same rule applies where a relationship affords an opportunity for collusion between the two employees which could have a detrimental effect on the employer.

workplace behaviour

The conduct and language of branch employees in the workplace must meet acceptable social standards and must contribute to a positive work environment.

The branch promotes a work environment that is free from discrimination and sexual harassment. Employees at all levels of the organization must treat co-workers and customers with respect and dignity.

email and internet usage

All staff must use the branch's Internet and email systems in a responsible manner. Only email services provided by the government may be used on LDB workstations. E-mail and access to the Internet is provided for the purpose of conducting

LDB business, however, staff may, with the permission of their supervisor, use government e-mail or the Internet for personal use on their time. This must not result in E-mail & Internet Usage Workplace Behaviour Working Relationships negative publicity, lost productivity or threats to the security of the LDB's information systems. Prohibited is the publishing of any material that might cause embarrassment, or harm the interests of the branch. Access to on-line gambling sites, and sites that feature pornography, hate literature, or any other material that may be considered offensive is forbidden. The LDB may monitor Internet usage and e-mail communications. All records created are LDB property and may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

to sum up

Any conduct of a questionable nature not covered in these policies must be cleared in advance through the employee's director or the general manager. If an employee has any questions regarding the meaning of any of these policies, or if any of these policies has any application to any activity in which they are presently involved, the employee must seek clarification through the area manager, if in Store Operations, or the director, if in other departments. These policies do not replace government guidelines. They are to be used as a supplement only.

It is the responsibility of the employee to disclose and resolve all personal situations that may constitute, or, in the public's perception, may appear to constitute, a breach of these standards of conduct.