



TRASH PALACE STAFF PURCHASING POLICY



Trash Palace is part of Mana Recovery, a not for profit organisation that provides vocational training and rehabilitation of people with mental health needs. Trash Palace received donated goods from the public through two main avenues

- Trash Palace drop-off
- Trash Palace Inorganic truck collection

Trash Palace relies on donated goods to be sold or recycled in order to ensure the organisation is able to cover the operating costs associated with the charitable work it does.

Once goods are placed in the Trash Palace truck or any of the vans or removed from people's vehicles at the drop-off they are deemed to be property of Mana Recovery.

Anyone taking goods that have been donated To Trash Palace will be deemed to have stolen property belonging to Mana Recovery and will be treated as gross misconduct under the Mana Recovery Code of Conduct.

Staff are able to purchase goods from Trash Palace. The following procedure must be adhered to by all staff

Procedure

- Goods are to be weighed at drop off and recorded on daily record sheet
- Goods are then to be sorted and placed in the correct trolley/area
- They are then to be placed in the correct area in the shop of yard
- All goods are to be priced either according to ranges or fixed price set or individually priced if the good is a Flash Trash item
- 24 hours after goods have been priced and placed in the correct sale area, staff are able to purchase goods.
- Under no circumstance are goods to be purchased for staff or the public (even regular customers) out of the drop off area (exception service agreement for specified untested electronic goods)
- Purchases are to be made for personal use only. Commercial quantities, buying for a third party or to resell the goods are not permitted by staff
- Staff receive a 10% discount on whiteware
- Staff receive a 25% discount on all other goods
- Staff are able to buy metal from our recycling area. They are to pay in accordance with our service agreement with local businesses. That is current scrap metal price plus 20%.
- Staff are able to take wood from the "free container" at any time
- Staff are able to take goods each market day for free from the "free area"

Any breach of the above procedure may be deemed to be theft and subject to serious misconduct.