**Employee Discount Policy**

**1. Purpose:**

The purpose of this Employee Discount Policy is to establish guidelines for employees regarding discounts on company products or services. This policy is designed to ensure fair and consistent practices while promoting employee engagement and satisfaction.

**2. Eligibility:**

All employees of [Your Company Name] are eligible for employee discounts, subject to the conditions outlined in this policy. Contractors, consultants, and temporary staff are not eligible for employee discounts.

**3. Discount Offerings:**

Employees are entitled to the following discount offerings:

* [Specify the types of products or services eligible for employee discounts]
* [Specify any limitations or exclusions]

**4. Discount Percentage:**

The discount percentage for eligible products or services is [Specify the discount percentage]. This percentage is subject to change at the discretion of the company.

**5. Purchase Limits:**

Employees may purchase a maximum of [Specify the maximum quantity or value] of discounted products or services per [Specify time period, e.g., month, quarter].

**6. Ordering Process:**

Employees must follow the designated process for placing orders with employee discounts, which includes [Specify the ordering procedure, e.g., using a dedicated online portal, presenting an employee ID at a physical location].

**7. Payment:**

All purchases made with employee discounts must be paid for in full at the time of purchase. Payment methods accepted include [Specify accepted payment methods].

**8. Expiration of Discounts:**

Employee discounts are subject to expiration on [Specify expiration date, if applicable]. The company reserves the right to discontinue or modify discount offerings at any time.

**9. Personal Use Only:**

Employee discounts are intended for personal use only and may not be resold or transferred to others.

**10. Compliance with Policies:**

Employees must comply with all company policies, including those related to ethical conduct and the use of company resources, when availing employee discounts.

**11. Violations:**

Any violation of this Employee Discount Policy may result in disciplinary action, up to and including termination of employment.

**12. Review and Modification:**

This policy is subject to periodic review, and [Your Company Name] reserves the right to modify or update the policy as needed. Any changes will be communicated to employees through [Specify communication channels, e.g., email, company intranet].

**13. Questions:**

Employees with questions or concerns regarding this policy should contact [Specify contact person or department].