



Trees Organic  
COFFEE & ROASTING HOUSE

## **Policies & Procedures**

### **Employee Discounts**

Hourly paid employees are entitled to a 30% discount on regular priced food items consumed during a break, 30 minutes prior, or 30 minutes after a shift. Employees are also entitled to free coffee beverages and tea.

Meal Deductions: Employees may choose to have the cost of meals consumed deducted from their paycheque. Employees will be required to sign an agreement for meal deductions.

Employees are entitled to a 10% discount on all food and beverages during a day off.

The employee discount is non-transferable to anyone not employed by Trees Organic. Employees may not purchase food at a discount on behalf of a person not employed by Trees Organic.

There is no discount for retail items such as mugs or other promotional sale items.