## **Employee discount policy template**

[Organization Name] Employee Discount Policy

### **Introduction**

[Organization Name] is committed to providing its employees with a comprehensive benefits package that includes a discount on our products and services. This policy outlines the guidelines and procedures for employees to receive this discount.

### **Eligibility criteria**

The following employees are eligible for the discount:

* Full-time employees
* Part-time employees
* Temporary employees

Immediate family members of eligible employees, including spouses, children, and parents, are also eligible for the discount.

### **Discount amount and terms**

The discount amount is up to 20% off all [organization name] products and services. The discount can be used by the employee or their immediate family members.  
The discount cannot be used on already discounted items or combined with any other promotions or offers. The policy may have certain restrictions on the frequency or amount of discounts that can be used within a certain time period.

### **Exclusions and limitations**

The following items or services are not eligible for the discount:

* Gift cards
* Pre-paid cards
* Subscription services
* Services that are already discounted

#### **Method of delivery**

The discount will be delivered to employees through a unique discount code that can be used online or in-store. The code will be provided to employees upon request and can be used by the employee or their immediate family members.

### **Employee responsibility**

Employees are responsible for using the discount in accordance with this policy and any applicable laws or regulations. Misuse of the discount may result in disciplinary action, up to and including termination of employment.

### **Conclusion**

[Organization Name] is committed to providing its employees with a benefits package that includes a discount on our products and services. This policy outlines the guidelines and procedures for employees to receive this discount. By following this policy, employees can enjoy the benefits of working for [organization name] while also feeling valued and appreciated for their hard work and dedication.

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