

PATHWAYS ABILITIES SOCIETY

POLICY: DISCOUNTS

Applies to: All Personnel, Persons Served and Volunteers

PREAMBLE

The society sells goods in order to offset service costs and provide meaningful activities for the individuals we serve. In recognition and to promote business services, Pathways Abilities Society staff, individuals and volunteers receive discounts as outlined in the policy below.

Definitions:

“Immediate family”: The person’s spouse, common-law spouse, same sex spouse, child or stepchild.

“Items”: Used goods sold.

“Individual”: Any person Pathways Abilities Society provides a service to.

“Volunteers”: Board of directors and persons who donate in excess of 35 hours of non paid work per year.

POLICY

Pathways Abilities Society employees who have successfully completed their probationary period, individuals, volunteers and their immediate family may purchase re-furbished bikes sold from BikeWays at twenty percent (20%) discount. They must have been associated with the society for minimally 6 months. Reclaimed and used bikes cannot be pre-selected or placed on hold by employees, individuals, volunteers or their families.

No further discounts are provided on designated sales inventory including parts.

Items discounted must be approved by the Employment Manager. In their absence a staff or volunteer who has been at BikeWays for minimally 6 months can approve.

A Pathways Abilities Society Discount form must be completed. In the case of the Employment Manager, the form must be signed by the Executive Director and in the case of the executive director, the form must be signed by a Board Officer. The completed form is submitted to the Employment Manager.

The Employment Manager gives the completed form to the Executive Director who gives it to the Finance Manager for filing.

Pathways Abilities Society has the authority to:

- Limit the number of times and quantity of bikes purchases made by an individual.
- Prohibit the discounted purchases of employees, individuals, volunteers and their immediate family who may not be in good standing.

Effective/Revision Date
April 26, 2021

Board Approval

Date Approved
April 26, 2021