TriOak Apparel Purchasing Policy

1. All TriOak apparel purchased by an employee is to be purchased through the online store at <https://anywearmp.com/collections/tri-oak-foods>.
2. Any items purchased are done so at the employee’s expense. TriOak will provide a 25% discount on all items purchased by employees.
	1. To receive the 25% discount on the purchased items, use the code: TRIOAK at checkout.
		1. If code is not applied at checkout, employees will not receive the 25% discount and original pricing is final.
	2. Orders will be shipped directly to the employee at the address of their choosing.
	3. Picking up orders will not be available.
	4. No catalogue ordering will be allowed. Items available on the website will change seasonally.
3. Company credit cards are not to be used on the online store. Anything purchased is done at the employee’s expense.
4. Giving thank-you gifts of clothing will no longer be an option. If a manager would like to reward an employee for going above and beyond in their work, use the TriOak Bucks system (refer to the TriOak Bucks section in The Roadmap).
5. Bulk orders for items such as hats or t-shirts for producer meetings, farmer meetings, etc. will be placed 3 times a year. This will NOT be done on the online store. Each regional/manager will need to submit their order to Rory for what they will need over the next few months. These items are company paid for as opposed to personally ordered items.
	1. This is not to be done for employee gifts.
	2. This is for outside promo/advertising/thank you gifts for producers, customers, grain clients, etc.
	3. Regionals- if your fieldstaff members hand out hats to producers as a thank you, communicate with them and include these numbers in your bulk orders.
6. There are no departments within TriOak that are required to wear TriOak apparel at this time, therefore no departments will be receiving free TriOak branded apparel.
7. Once a year, TriOak will provide item(s) to each current full and part-time employee. Each year the items may vary, i.e. an employee may receive a t-shirt & hat one year, and maybe a jacket the following year.
8. Special events may allow miscellaneous orders to be placed at the discretion of senior management.