**CASH HANDLING PROCEDURES**

*Last Updated on 2/19/19*

**Cash and confidentiality**

In order to maintain confidentiality and security the following rules are in place regarding the discussion of and handling of money:

* Cash is handled outside Customer view.
* Driver drop boxes must be in a secure location within the store, outside of Customer view.
* Discussions of cash handling procedures or sales volume must happen solely in the office.
* When conducting business outside of the store setting (such as a meeting with other management or a supervisor) precautions must be taken to prevent eavesdropping or accidental overhearing of business information.

**Confidentiality**

Throughout the course of employment with Toppers Pizza, Team Members will be exposed to vast amounts of confidential information. Confidential information can include, but is not limited to:

* Personnel information
* Corporate and franchise sales figures
* Marketing objectives
* Operations recipes
* Computerized information
* Access to websites

The use of this information by the Team Member is only for the benefit of Toppers Pizza. Any breach of confidentiality is grounds for termination. The responsibility to hold such information confidential continues during and indefinitely after termination with Toppers Pizza. Documents may not be copied and/or distributed unless it is strictly for the benefit of Toppers Pizza. Upon termination with Toppers Pizza, all documents drafted, copied or computerized must be returned immediately.

Payment security

**Credit Card Security**

When accepting a credit card as a form of payment:

* Check for ID if the card is not signed.
* Check for ID on all orders above $75.
* Obtain the billing zip code.
* Obtaining the CVV code is optional (Reduces fees).

These procedures protect the Customer’s security and the security of Toppers Pizza. The more information, the more secure you are and the more secure our Customers are.

**Cash Handling**

Do not accept foreign coin or currency.

Don’t become distracted when handling cash. Always finish the transaction before answering phones or answering questions, and never leave the cash drawer open and unattended.

We do not make change for a patron who is not ordering anything.