

MARK	DATE	DESCRIPTION

DRAWN BY: SCB
 PLOT: BLC
 JOB NO: 21-1126
 DATE: 05/29/2021
 SHEET NAME: EQUIPMENT PLAN
 PROJECT NAME: EQUIPMENT PLAN

**KWIK TRIP INC.-TOBACCO OUTLET PLUS
 #5 14-TENANT INFILL REMODEL**
 1117 NORTH SHERMAN AVE, MADISON, WI 53704

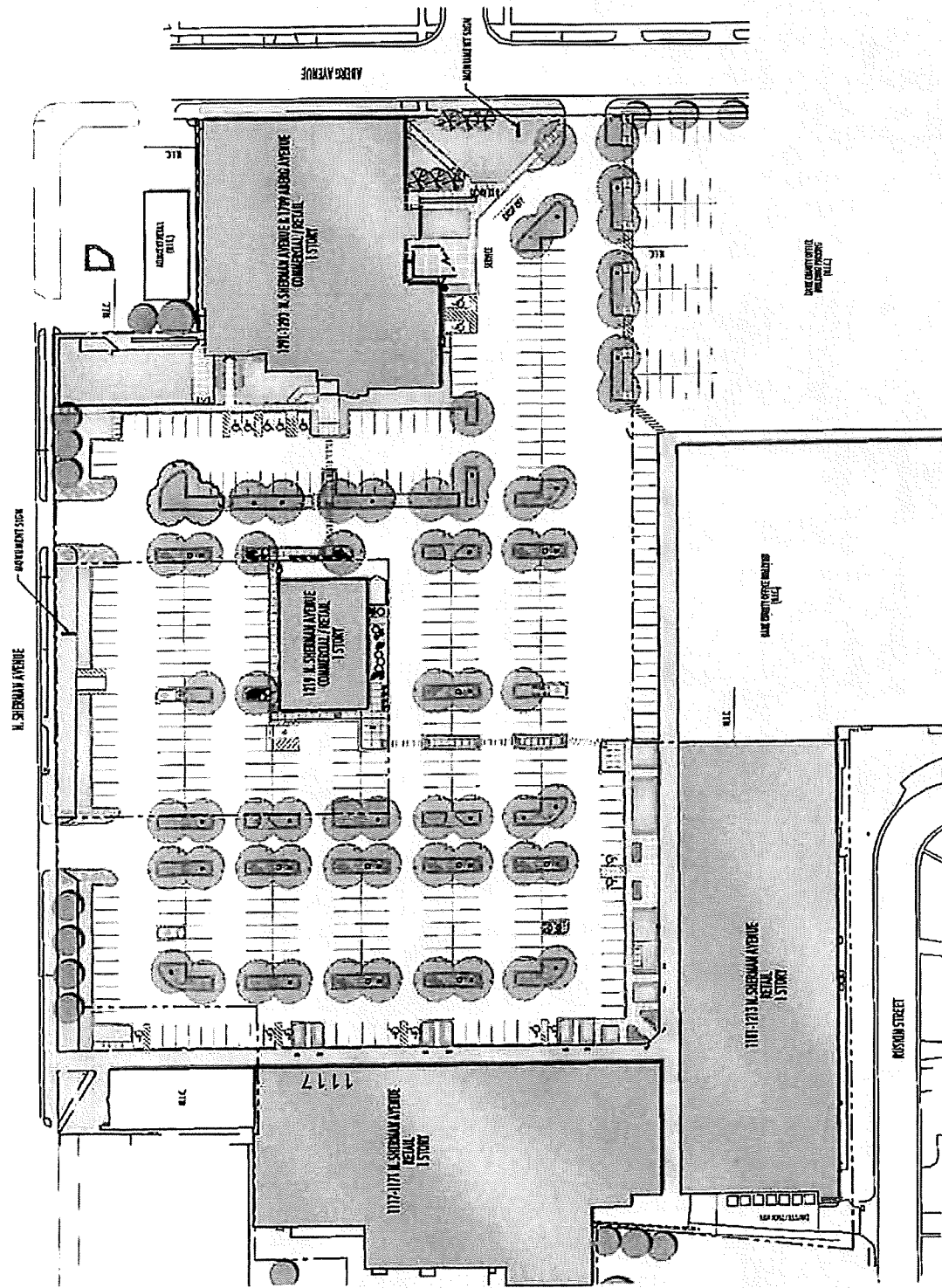
STORES

RV

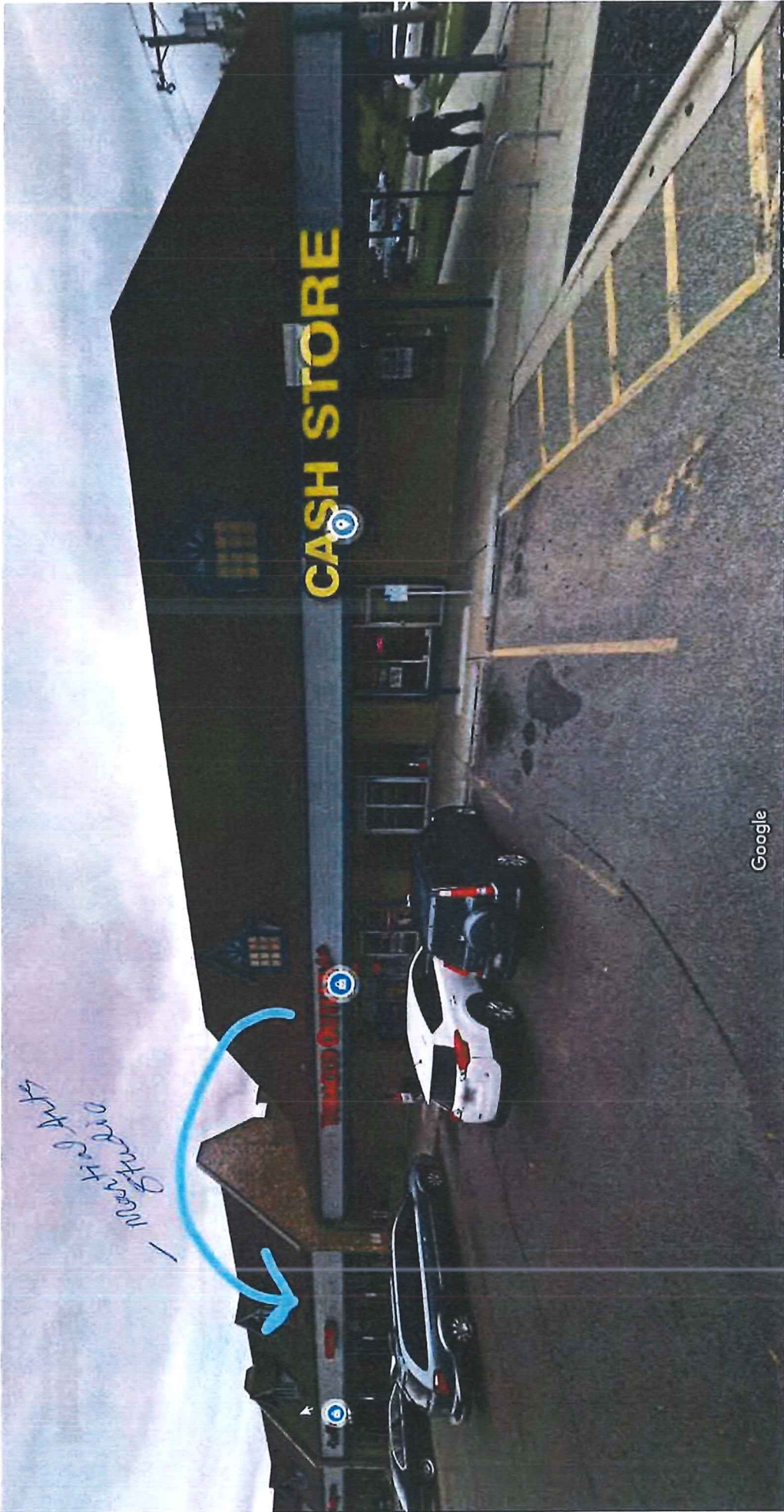
RIVER VALLEY ARCHITECT

2300 2nd Street, Suite 1A Eau Claire, WI 54601

AB01



Northgate Site Plan



1. Meeting on 1st floor

Google

Alcohol, CBD and Tobacco/Nicotine Sales Policy

Last Updated 11/12/2020

You must ask for the guest's ID and scan/swipe the ID or enter the guest's birthdate on the register when guest is purchasing:

Alcohol, CBD and tobacco (including electronic cigarettes/liquid nicotine products) **and** they look younger than 30 years of age*

* **Exception:** 1.) Unless you have previously verified their age and ID, AND/OR 2.) Know the person by name and they are of legal age to purchase alcohol and tobacco products.

Note: Under no circumstances can a coworker accept the "OK" or approval by another coworker as a substitution for proper identification. The Coworker scanning the product must be the person checking the ID or approving the "Exception".

Kwik Trip's Minimum Age Requirements to Purchase Restricted Products:

- CBD – 21+ years of age
- Tobacco (electronic cigarettes/liquid nicotine products) – 21+ years of age
- Alcohol – 21+ years of age

Only these forms of guest ID are valid:

- Valid, picture US driver's license
 - ✓ **MN:** An Expired ID is only a valid proof of age for the purchase of age restricted products when shown in conjunction with the new temporary ID.
 - ✓ **WI:** The paper temporary Driver's license or ID card is a valid form of identification if it contains the photo and bar code used to check the age of the guest.
 - ✓ **IA:** The paper temporary Driver's license or ID card is a valid form of identification if it contains the photo and bar code used to check the age of the guest. A License Renewal Kiosk or online/electronic renewal "Proof of Transaction" can be accepted as a valid ID for up to 21 days after the issue date, as long as it is still legible, when shown in conjunction with the expired ID. This is the only exception to the requirement to scan/swipe all IDs as it does not include a bar code.
 - ✓ **IL:** The temporary secure paper Driver's license or ID card is a valid form of identification for up to 90 days if it contains the photo and the basic information used to check the age of the guest that would normally appear on a permanent license.
- Valid, US State-issued picture identification card (must include picture and date of birth- example: an IA Donor Card)
- Picture US military identification
- Valid US or foreign passport with easily identifiable date of birth
 - ✓ **IL:** If a foreign passport is presented, the state also requires a US travel visa.
- Valid Wisconsin or Minnesota Tribal Identification Card (must include legal name, date of birth, signature and photo of the enrolled tribal member)
- Valid Permanent Resident Card ("Green Card")

However, if the ID is in question at all, DO NOT MAKE THE SALE!

Do Not sell alcohol to anyone who is:

- Obviously intoxicated
- Attempting to purchase before or after the selling hours established by your municipality

Do Not sell alcohol, CBD, tobacco, electronic cigarette/liquid nicotine products to anyone who is:

- Going to give or resell the product(s) to an underage person
- Under the legal age
- Cannot produce a valid ID

Kwik Trip's Minimum Age Requirements to Sell Age Restricted Products:

- Tobacco/CBD – 16 years of age, unless local jurisdictions dictate otherwise
- Alcohol – 18 years of age, unless local jurisdictions dictate otherwise

Failure to ask for and swipe/scan the ID or manually enter the Birthdate on the register for any Guest, Company, City, State, or County Representative for alcohol, CBD, tobacco, electronic cigarette, and/or liquid nicotine purchases will result in:

Violation	Retail Hourly Positions	Retail Salaried and Hourly Professional Positions
First Violation	Written warning with a suspension for three (3) working days without pay and mandatory retraining. The date of the first violation denotes the beginning of a 24-month monitoring period.	Written warning, the next merit increase will be postponed for 30 days, and mandatory retraining will be imposed. The date of the 1st violation denotes the beginning of a 24-month monitoring period.
Second Violation	A second violation within this 24-month period will result in a written warning with a suspension for five (5) working days without pay and mandatory retraining.	A second violation within this 24-month period will result in a written warning with a suspension for five (5) working days without pay and mandatory retraining.
Third Violation	A third violation within this 24-month period will result in termination of your employment with Kwik Trip, Inc.	A third violation within this 24-month period will result in termination of your employment with Kwik Trip, Inc.
Knowingly selling to a minor	Immediate termination of employment.	Immediate termination of employment.

Note: The violation standard outlined above is the same for any Store Leader whose store receives an Alcohol or Tobacco Licensing Violation issued by any City, County, or State agency.

Note: It is grounds for immediate termination for a coworker to knowingly sell age restricted products to guests not of legal age AND for a coworker not at/above Kwik Trip's minimum age requirements to sell age restricted items.

Policy Enforcement:

- Kwik Trip, Inc., and/or local agencies, will periodically send a mystery shopper to purchase alcohol, tobacco, electronic cigarette, or liquid nicotine products.
- If you ask for identification from the Kwik Trip mystery shopper, swipe the ID or enter the birthdate, and are wearing your nametag, you will receive a \$10.00 gift certificate.
- If you fail to ask for, and swipe/scan the ID or enter the Birthdate on the register for the identification of the mystery shopper, or any other mystery shopper from a government agency, you will be disciplined accordingly.
- All violations will be dated the day of the incident, when known. All other incidents will be dated the day that Kwik Trip, Inc. is made aware of the violation.
- If the original 24-month monitoring period expires and the individual has other violation(s), the date of the next violation denotes the beginning of a new 24-month monitoring period. Therefore, individuals with violations will be in a monitoring period until 24 months pass without a violation.

Store Violations and Discipline:

- The Store Leader/acting Store Leader will receive a violation if a coworker fails any type of ID check prior to having completed the Alcohol and Tobacco/Nicotine Sales training.
- If your store has 2 violations of this policy within 6 months, the Store Leader will hold a mandatory re-training session with all store coworkers.
- If your store has 3 violations of this policy within 6 months, the Store Leader will work an alternate shift with the last offender. During their shift, the Store Leader will train and coach the coworker on how and when to verify ID for alcohol and tobacco products. In addition, the District Leader will hold a mandatory re-training session with all store coworkers.

