

AIMS COMMUNITY COLLEGE PROCEDURE

EMPLOYEE DISCOUNT PROGRAM

GENERAL POLICY STATEMENT

Aims Community College may, from time to time, enter into arrangements and/or agreements with other business whereby Aims Community College Employees are provided discounts on the procurement of goods and services.

Any arrangements, or services and products purchased with this discount program are the sole responsibility of the individual employee. Aims Community College and Work-Life Wellness Program assume no obligation for these arrangements and do not endorse any of the organizations or their services, products or programs. All arrangements are strictly between the employee, as a consumer, and the service provider.

All employees are encouraged to shop and compare prices and services before purchasing, signing any contract, or making any arrangements. Aims Community College and the Work-Life Wellness Program assume no responsibility for any arrangements, contracts, purchases, or disputes between individual employees and any discount provider. The Aims Community College Work-Life Wellness Program does not negotiate, guarantee, or endorse discount providers or discount prices and it is highly suggested each employee research and compare prices, levels of service, and any licensing or certification requirements, as should be done before agreeing to any arrangement, contract, or purchase.

Generally, all Aims Community College employees, regardless of department or full time status, are eligible for these discounts; however, limitations on participation may exist for those specific employees directly and significantly involved in the procurement process. Such employees should consult their purchasing director or the Legal Affairs Department for guidance, as appropriate. Specific eligibility requirements may be set by the discount provider and generally include all employees. Employees must consult the discount provider for any proof of employment requirements, typically a pay stub or ID, if required. Some discount providers may include retirees in their offers. Employees must contact the discount provider for any specific questions or concerns and for all customer service functions.

The discount offer must be an added value or actual discount on products or services and the business must be legitimate. A business may not disclaim knowledge of, or responsibility for, the authenticity or legality of the products or services offered. No discount offer shall be allowed to compete or conflict with any current Aims Community College program.

Discounted products or services offered must be of an appropriate nature and not referenced anywhere within this procedure as restricted or prohibited. All products or services must not be of an offensive nature or promote hatred, violence, or intolerance, and not be political, religious, pornographic or sexual in nature.

All businesses must submit a valid application to be considered for listing within the Work-Life Wellness Employee Discount Web site. Applications from 'Web Only' businesses will not be considered unless the business is accredited by the Better Business Bureau.

The application and any subsequent approval or disapproval of an application shall not be viewed or used as a College contract. It is the policy of the Work-Life Wellness Program to not accept gifts of any value, at any time, from any business. Businesses are asked to refrain from sending or offering any gifts as they will not be accepted by the Work-Life Wellness Program.

The Web site will be a central point for collecting and presenting all discount offers to Aims Community College employees. This in no way constitutes an endorsement for any business. At any time and for any reason the Work-Life Program reserves the right to remove or modify any content on its Web site.

The Work-Life Wellness Program reserves the right to revoke, deny, or disapprove any existing or applying business, based on the Work-Life Wellness Employee Discount Program procedure or for any other business reason. All businesses participating in the discount program agree to comply with all conditions set forth in this procedure and any subsequent revisions.

PROHIBITED AND RESTRICTED PRODUCTS AND SERVICES

Alcohol and Tobacco

All alcoholic beverages and tobacco products are prohibited due to the highly regulated and taxed nature of these items within the United States. Due to the many difficulties inherent in Internet alcohol and tobacco sales or discount offerings, Aims Community College Work-Life Wellness Web site will not permit the listings of wine, beer, or other alcoholic beverages, and tobacco products. Services or training related to alcohol and tobacco is also prohibited.

Note: Businesses representing food establishments or general merchandising (e.g., restaurants or retail sales) shall exclude alcohol and tobacco products from their discounts.

Counterfeit or Unauthorized Items

Items such as counterfeits, unauthorized replicas, or otherwise unauthorized items (counterfeit watches, handbags, or other accessories) are prohibited. Unauthorized (such as pirated, duplicated, backup, bootleg, and so forth) software programs, video games, music albums, movies, television programs, or photographs are prohibited.

Drugs and Drug Paraphernalia

Narcotics, steroids, or other controlled substances (including any substance in Schedules I, II, III, IV or V of the Uniform Controlled Substances Act, 21 U.S.C. 801 et seq.) shall not be listed within the Work-Life Wellness Web site.

Drug paraphernalia, as defined in [21 U.S.C. 863](#), are prohibited. Such paraphernalia includes all items that are primarily intended or designed for use in manufacturing, concealing, or using a controlled substance.

Firearms (including Replicas and Militia) and Ammunition

Firearms and firearms dealers are prohibited within the Work-Life Wellness Web site. Firearms include all "pre-ban," sporting, collectible, curio and relic (C&R), and antique firearms, regardless of their capability to fire a shot. Any item that is designed to propel a metal (or similar) projectile is covered by this restriction, regardless of that item's present ability to fire. Services or training related to firearms are also prohibited.

All firearms-related items and components (BB guns, air guns, any kit designed to create a firearm, silencers, or converters), ammunition magazines, including high capacity magazines (magazines that can hold more than 10 rounds) and ammunition with propellant (such as gunpowder) are prohibited on the Work-Life Web site. Generally, all ordnance (military weaponry, ammunition, and related parts) is not permitted, even if the item is "unserviceable" or has been "demilitarized" or "demilled". Look-alike firearms and weapons are also prohibited.

Hazardous Items

Hazardous or dangerous goods items that may pose a danger to health, safety, or property while being transported, such as explosives, fireworks, radioactive materials, flammable gases and solids, and toxic substances, are prohibited.

Gambling

The Work-Life Program does not permit the sale of lottery tickets, slot machines, or other gambling related products or services.

Offensive and Pornographic Materials

Businesses, products, or services that promote or glorify hatred, violence, intolerance, or items that promote organizations with such views are prohibited. Pornographic material and products, items, or services of a sexual nature are prohibited.

Law Enforcement Related Items

Law enforcement badges or official law enforcement equipment from any public entity (local, state, federal, and foreign governments) are prohibited. Further, federal agencies also prohibit any commercial reproduction of their name, seal or logo.

Postage Meters

The Work-Life Wellness Program does not permit the listing of postage meters on its site because the sale by unauthorized dealers violates United States Postal Service Regulations.

Prescription Drugs and Services

The Work-Life Wellness Program does not permit the listing of any controlled drug or item that requires a prescription from a licensed health care provider to dispense. Such products and services are covered by the State's group health benefit plans. (Also see "Treatment of Medical Conditions".)

Treatment of Medical Conditions

Aims Community College provides group health benefit plans covering the treatment of diagnosed medical conditions. Since Employee Benefits is a current program and because human life is involved, the Work-Life Wellness Program will not list services for the direct treatment of medical conditions. (Also see “Prescription Drugs and Services”.)

Satellite and Cable TV Descramblers

The sale of items that can be used to descramble or facilitate the access to cable or satellite television programming without authorization or payment is prohibited.

Stolen Property

The sale of stolen property is strictly forbidden and violates state, federal, and international law. The Work-Life Wellness Program strongly supports law enforcement efforts to recover stolen property that may be listed on its Web site, and urges the prosecution of those responsible for knowingly attempting to sell such items.

Weapons and Knives

Weapons, knives and any other item where the sole purpose is to harm or take a life are prohibited. Services or training related to such items are also prohibited.

- **Hunting Firearms and Weapons**

The Work-Life Program prohibits business from listing sport & hunting firearms as well as ammunition. Bows, crossbows, arrows, and other similar and related hunting weapons are prohibited. (See above policy on “Firearms”.)

- **Hand Weapons**

Any hand weapons, such as metal knuckles and throwing stars are prohibited.

- **Knives**

Knives and related products are generally not permitted.

- **Switchblade Knives**

A switchblade knife is defined as any knife that resembles a pocketknife with a blade that can be released automatically or by use of a trigger. These knives are prohibited.

- **Disguised Knives**

Knives disguised to look like a harmless item are prohibited. These items include but are not limited to belt buckle knives, lipstick case knives, air gauge knives, and writing pen knives. This policy and list of prohibited or restricted items may not be all encompassing and the Work-Life Wellness Program reserves the right to refuse, revoke, or not approve any business’s discount application based in part or in whole on this policy. Please direct any questions or concerns to Human Resources.

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: March 21, 2011