
	<h1>Store Operations Alcohol Sales Policy</h1>	<h2>Onboarding Document</h2>
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It is the policy of UGO/GO to **check ID for any customer, regardless of their age**, who wants to purchase alcohol. UGO requires ID to be checked for the sale of any alcohol in all stores that carry alcohol. Alcohol may not be sold to anyone under the age of 21 years old. There are only four forms of acceptable identification:

1. Driver's License with photo.
2. U.S. Military ID (Note – these are always green and white and have a physical description of the person and a photo.
3. A state issued photo ID card. This is a special ID card issued by the state for those persons who do not drive.
4. An official passport

- When checking ID you must follow your states ABC laws, steps that instruct you about ID's. When in doubt call your MOD.
- Only the customer who shows the ID can pay for the purchase of alcohol.
 - It is illegal to purchase beer, wine, or tobacco products for a minor, any store employee may refuse to sell alcohol to an adult suspected of having minors waiting outside.
- Follow the RASP/RAV instructions when you believe the person trying to purchase alcohol is possibly impaired. When in doubt call your MOD (Manager on Duty).
- When checking a customer's ID always ask that they remove the document from their wallet. Check for any unnatural thickness or cuts in the plastic surface. Look for press on lettering or uneven photo edges. Ask for a second form of ID if you are still uncertain.
 - Once you have the ID in hand you need to key the birthdate into the cash register. Note.... This is not to take the place of the cashier to determine if the customer is of age 21 or older to purchase alcohol, follow the steps from your states training standards.
- Any person authorized to sell alcoholic beverages may, on their discretion, refuse to sell to anyone who does not show their ID, appears to be intoxicated or could possibly be purchasing alcohol for an underage person. It shall be unlawful for any person to knowingly buy alcoholic beverages for someone who has been refused the right to purchase. No person may refuse to sell alcoholic beverages to a person **solely based** on that person's race, religion, national origin, sex, or disability.
 - It is illegal to sell alcohol to anyone that appears to be intoxicated so observe customers carefully.
 - If you suspect a customer to be intoxicated, let the customer know that your job would be at jeopardy should you sell alcohol to someone suspected to be under the influence. Inform management of your decision not to sell the beverage to the customer.
- In the state of TN, it is unlawful for an employee under the age of 18 to sell/ring up alcohol for a customer, a minor must call a certified RAV employee to check their ID and sell the alcohol product to the customer.
- In the state of NC, a minor may sell alcohol to customers of legal age provided they have been certified RASP trained.
- In the state of VA, a minor may sell alcohol providing there is an ABC manager on duty.
- In the state of AL minors may sell alcohol providing an adult employee is in attendance at all times.
- In the state of GA minors are prohibited from selling alcohol to anyone at anytime

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THE MOST IMPORTANT RULE WHEN IN DOUBT – DON'T SELL

- NC employees are certified RASP (Responsible Alcohol Seller Program) by either attending a free local classroom training provided by the NCABC or through an on-line course on the NCABC web site <http://abc.nc.gov/education/RASP/> this certification is for 2 years, once the employee takes the RASP test they will receive a certificate stating they passed the course.
- TN, GA employees must complete RAV (Responsible Alcohol Vendor) training once a year. Top Shelf Training The course is provided by TNABC at the expense of the company, an employee in the state of TN may not sell alcohol to anyone if they have not completed RAV training, this training is conducted once a year unless otherwise needed.
- VA stores employees must complete RSVP, Managers must be trained on Mart, an ABC Manager 21 or over must always be in the store that has been trained on MART.
- AL stores will be trained by UGO using top shelf training materials.

I hereby certify that I have read and understand this policy as it relates to the selling of alcohol products while I am an employee of Bargain Barn, Inc. I do further agree to abide by the aforementioned rules and regulations.

Review and Revision History

Date	Revision No.	Reason for Change	Sections Affected
6/2025	Original	New Document	