



Sample Alcohol Sales Policy for Alcohol Retailers

1. All customers who appear to be under 30 must be prepared to show ID. Acceptable forms of ID include:
 - Valid driver's license
 - Valid state-issued ID
 - Valid military ID
 - Valid passport
2. No alcohol will be sold to any adult who is suspected of purchasing alcohol for the purpose of providing it to a minor.
3. Responsible Alcohol Sales training will take place within five days of hire. It is the store's responsibility to provide this training to new employees.
4. It is illegal to sell alcoholic beverages to anyone under the age of 21.
5. Employees who do sell alcohol to an individual under the age of 21 will:
 - Be suspended for (insert your time-frame) days without pay.
 - Pay all fines associated with this offense.
 - Be terminated if it is the employees (insert number) offense.
6. Signage announcing the policy of not selling alcohol to anyone under 21 years of age or to intoxicated individuals will be posted in a visible location.
7. Employees must report all "suspicious" alcohol sales incidents to the manager on duty and document these events in the store's incident log book.
8. Employees will call the police to report any intoxicated individual who leaves the store and gets behind the wheel of a motor vehicle.
9. A copy of the Alcohol Sales Policy will be distributed to every employee when hired. All employees must sign a statement indicating that they have read, understand and agree to comply with this store's alcohol policies and procedures.

I have read and understand these policies and accept them as part of the terms of my employment.

Signature of employee

Date

Authorized representative

Date