

Supplier Guidelines For Province Wide Employee Training

The purpose of these guidelines is to ensure equal training opportunities are offered to all corporate store employees throughout the province. The Corporation supports and encourages the supplier community's involvement with employee product knowledge training, and appreciates the valuable contribution it offers. These guidelines only apply to province wide training proposals. Should you wish to conduct tastings for individual stores or regions, the "Staff Tasting Program" permits this without Head Office involvement.

Training proposals are to be directed to Alcool NB Liquor's Training Officer. The following guidelines will outline the necessary conditions:

- Proposals are to be submitted 12 weeks prior to the proposed training dates. They are to include a description of all training aspects, duration of the sessions, number of sessions per day, optimal number of employees per session and a list of all products to be sampled
- Any related costs that are to be incurred by the Corporation are to be identified (i.e. accommodations, conference rooms, glasses, food & beverage, projector screens, multimedia projector, handouts, etc.). Any associated costs not listed will be presumed to be incurred by the applicant
- Training sessions are to be offered in both official languages, including written handouts and audio/visual presentations
- Training will be offered in all regions of the province (i.e. Moncton, St. Andrews, Fredericton, Saint John, Tracadie, Bathurst and Grand Falls)
- Training must take place off premise
- Only products listed with Alcool NB Liquor will be permitted to be sampled
- Proposals will outline transportation arrangements for any events at which samples will be served

The Corporation reserves the right to accept/reject any proposal without recourse. Criterion will be based on the need for specific category training, timing with respect to related seasonal store promotions and overall feasibility. Successful applicants will be entitled to a product discount, as per the Staff Tasting Program section of Alcool NB Liquor's In-store Merchandising Policy. The Corporation will make all of the necessary arrangements to ensure employee attendance and see that training activities are properly coordinated. Proposed training dates should not fall in June, July, August or December, as these are the peak business periods in the stores.

Thank you for your interest and we look forward to reviewing your training proposals.