

## **Addendum to Merchandising Policy**

### **Product integrity review process for current store inventory**

Product integrity may be reviewed as necessary on a case by case basis.

Any product or product safety/integrity concern may be brought to the attention of store staff by any employee, owner-member, or customer.

Concerns relating to specific products currently on store shelves may be directed to the department managers. Suggestion forms are available at the Customer Service window at the front of the store. Concerns relating to general product or food safety or Merchandising Policy issues may be directed to the Merchandising Committee. Suggestion forms are available at the Customer Service window or email comments may be sent to [info@briarpatch.coop](mailto:info@briarpatch.coop).

### **Part One: Product Review Procedure**

Product concerns brought to the attention of department managers will be considered in the following manner:

1. A department manager or assigned staff will review product: (review ingredients, country of origin, packaging, or other factors). Confirmation of integrity may be researched by contacting a vendor or manufacturer, if needed. *A department manager may ask for assistance with this task from the Merchandising Committee if no staff is available.*

2. A department manager will make a decision to:

a) discontinue the product (following procedure outlined below).

b) refer the product to the Merchandising Committee for further research.

c) retain product if it is acceptable (based on Merchandising Policy criteria).

*If there are additional concerns with a department manager's decision, they may be referred to the AdCore and the Merchandising Committee.*

General concerns relating to the Merchandising Policy, issues affecting food safety or specific product issues referred to the committee by a department manager will be reviewed by the Merchandising Committee. The committee may:

1. Research the products or concerns, prioritizing requests as necessary.

2. Update the Merchandising Policy to reflect current research and issues.

3. If it is clear without research that the products are not in conflict with the current Merchandising Policy, choose to take no action.

*If committee research shows a conflict with the existing Merchandising Policy, the Merchandising Committee may meet with the AdCore and/or a department manager to make recommendations for action.*

### **Part Two: Discontinuing Products**

1. If a decision is made by a department manager to discontinue a product due to a Merchandising Policy concern, the following label will be placed on the shelf to inform customers of the change.

*Specific wording may be modified to fit the product/issue. The department manager will provide wording for signs to be produced by the Marketing department.*

*(generic template for shelf sign:)* “ ” **is being discontinued.**

BriarPatch bases our product selection on our Merchandising Policy criteria to offer the highest quality food and products to our customers.

In this effort, we have chosen to discontinue and are in the process of phasing out “ ”.

We offer other similar products as an alternative to this one.

*(example of shelf sign:)*

**Barbara’s Cheese Puffs have been discontinued.**

BriarPatch supports local and worldwide efforts to promote products that feature organically grown and non-genetically modified corn.

In this effort, we have chosen to discontinue Barbara’s Cheese Puffs and other products with non-organic corn or soy as main ingredients.

We offer cheese puffs made with organic corn as an alternative to Barbara’s.

2. A department manager will decide whether to pull the product from the shelf immediately or to let the current product inventory sell out.

3. Appropriate identification on shelf tags will alert staff not to reorder.

4. After current product inventory is sold out or pulled from shelf, the following label will be placed on the shelf where the discontinued product once was. This sign will remain for one month.

*The contact information for the manufacturer(s) will be placed on the bulletin board at the front of the store so that customers may contact the company regarding the product of concern.*

*(generic template for shelf sign:)* **Where are the “ ” ?**

BriarPatch bases our product selection on our Merchandising Policy criteria to offer the highest quality food and products to our customers.

In this effort, we have chosen to discontinue and are in the process of phasing out “ ”.

We offer other similar products as an alternative to this one.

**Send a message...**

If a product you are familiar with has disappeared from our shelves, please contact the manufacturer to encourage them to change their production policies. A list of discontinued products and contact information is posted on the information board near the checkstands.

Thank you for joining us in this effort!

(list contact information for manufacturer)

*(example of shelf sign:)*

**Where are the Barbara's Cheese Puffs?**

BriarPatch supports local and worldwide efforts to promote products that feature organically grown and non-genetically modified corn.

In this effort, we have chosen to discontinue Barbara's Cheese Puffs and other products with non-organic corn or soy as main ingredients.

We offer cheese puffs made with organic corn as an alternative to Barbara's.

**Send a message...**

If a product you are familiar with has disappeared from our shelves, please contact the manufacturer to encourage them to stop producing food products with genetically engineered corn. A list of discontinued products and contact information is posted on the information board near the checkstands.

Thank you for joining us in this effort!

Attn.: Product Information

Barbara's Bakery Products

info@barbarasbakery.com

customerservice@worldpantry.com

Barbara's Bakery

c/o WorldPantry.com, Inc.

601 22nd St., San Francisco, CA 94107

707-765-2273

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