

MEMO

Date: 6 December 2013
To: All Managers and Contractors, Post Haste Group
From: Evan Warren

Delivery of alcohol to the public

A recent news article has highlighted our responsibilities when delivering Wine, Spirits and other items that contain alcohol.

The laws in this country prohibit the sale of alcohol to person under the age of 18, and with internet shopping there are cases where persons under that age may be able to purchase alcohol which is then delivered by courier to their address.

Our company policy states we do not deliver product to unattended premise unless there is written instructions giving us permission to do so. This practice stands even if the product is alcohol. You must, as with all ATL or PTL instructions, take a photograph of the "Leave" instructions and where the product was left. If there is no one home, DO NOT leave the item, leave a card as per the company policy.

Most importantly you **CANNOT** hand the item to a person under the age of **18**, even if they do say their parents are home but are too busy to come to the door. Only a person 18 years or older can accept the delivery of alcohol. So if you are in doubt of the person's age then ask for ID. NO Identification proving the persons age to be 18 or older **NO** delivery, leave a card.

If you are caught delivering alcohol to an under aged person you can be prosecuted by the NZ Police.

If you have any questions regarding this then please talk to your local manager.

Regards

Evan Warren
National Operations Manager
Post Haste Limited