



# AR Policy & Procedure Document

Attached is your AR Policy & Procedure Document that needs to be held within your business and provided to all employees of the business.

The document has been created to meet the needs of heating business operation within the AR network. Please ensure you read through the document and ensure you are happy with the contents and requirements.

To ensure that the document is tailored to your business please personalise the following sections within the document. All areas that need editing are highlighted in yellow.

Page 2 - Please complete the standard data, in most cases the approved person also holds the other roles.

Page 5 - Maximum value of gifts that can be accepted before reporting to owner / manager.

Page 9 - Maximum amount of cash that the business will accept

Page 17 - Maximum value of gifts that can be accepted before reporting to owner / manager. must match page 5.

Page 37 - 42 - Please print / store these reporting items separately and to be filled in when required

Page 41 - Once all staff have been issued with a copy of the completed document please record staffs commitment to meet the document standards.

This document will be revised and updated during the AR 6 month and 12 month reviews. Please ensure it is accessible at all times.

If any support is needed completing or using this document please contact

[Consumer.credit@uk.bosch.com](mailto:Consumer.credit@uk.bosch.com)