

The Annual Maintenance and Upkeep uniform certificates are distributed once a year on June 1st to employees who have completed at least 1 full year of service by May 31st. Seasonal D.O.T. employees will be issued a certificate once they are called back to work the following season.

For clarification per Policy 202 – Company Uniform – The yearly maintenance and upkeep allowance can **only** be used towards the purchase of the **daily** work uniforms (top section on the reference order form) in addition to any items listed on the D.O.T. Dock reference order form in Section A under optional clothing. [Anything in the D.O.T. Dock Uniforms and Annual Maintenance and Upkeep Certificates Sections on the website.]

You cannot use these certificates to order safety shoes, pants or any other items in the women's program or optional items in Section B on the D.O.T. Dock program [or in the ladies or Safety Award section on the website].

Safe Worker and CSR Performance review certificates can be used towards the purchase of **any** available items on the program. For further information on the Safe worker reward program, please reference section 8 in the company manual form 8.005.

Instructions for certificate use:

- Please note the expiration date on all certificates is 6 months from the date of issue.
- Do not misplace or loose these certificates. We will not replace them.
- You must turn in the original certificate to Forest Lake with the invoice to get the credit applied; otherwise the cost of the clothing will be at the employee's expense.
- All shipping and tax is covered by the company and will be a company expense.
- If there is a balance due from the employee due to overage, please pay directly to your Branch CSR to put into Petty Cash or send a check to Forest Lake payable to Lakes Gas Co. for the amount you owe.

As always, check the sizing on items before you place your order, a sizing chart is available to view on each item on the website. Review your order thoroughly before you submit.

Employee's first name is mandatory on all shirts, the baseball hat and jackets (with the exception of the rain gear). Be sure to hit "customize now" once you have selected your size and item color to add your name to the garment. All names should appear with the first letter capital and all other letters in lower case.