

# POLICY 202: COMPANY UNIFORM

Lakes Gas Co. expects our employees to present a professional image to the public. We want to reflect a dress for success idea and attitude in our industry. We want our customers to recognize that we are not strangers entering their property and that they can call us by name. It is mandatory that the employee's first name be embroidered on the garment.

Lakes Gas Co. will initially supply a daily work uniform to all employees retained after successfully completing their introductory period. A uniform certificate will be issued from the corporate office once all required training, reviews and paperwork are completed and turned into Human Resources. Each year thereafter, on the 1<sup>st</sup> of June after the first full year of service, (must have 1 year completed by May 31st) a certificate of \$70 for full time D.O.T./Dock employees and \$40 for full time and permanent part time CSR's will be issued for use towards the daily work uniform maintenance and upkeep. Seasonal D.O.T. employees will be issued a \$40.00 maintenance and upkeep certificate once they are called back to work the following season. The daily work uniform maintenance and upkeep allowance can only be used towards the purchase of the **daily work uniforms** (Top section on order form) in addition to any of the polo shirts on the D.O.T. Dock order form – Optional - Section A.

## DAILY WORK UNIFORM

The **D.O.T./DOCK UNIFORM** for full time employees will consist of all of the following:

- |   |  |
|---|--|
| - 2 Short sleeve navy blue field shirts | - 2 Long sleeve navy blue field shirts |
| - 1 Short sleeve grey t-shirt           | - 1 Long sleeve grey mock turtleneck   |
| - 1 Short sleeve navy t-shirt           | - 1 Long sleeve navy mock turtleneck   |
| - 2 Short sleeve royal blue t-shirts    | - 1 Flex fit baseball cap              |
|   | - 1 Dry Duck Winter coat               |

Seasonal D.O.T. uniform will consist of the items listed above in the column on the right side. (It does not include any short sleeve shirts or T-Shirts.)

The **CSR UNIFORM** will consist of:

- Choice of 5 items listed in the Top Section of the order form titled:  
Women's Daily office Uniform.

Employees are required to wear company uniforms to work everyday. D.O.T./DOCK employees will not be allowed to wear shorts or cut-offs, they must wear pants while on company time. Employees have the option of wearing work pants that are either denim blue/black jeans or blue/charcoal work pants. Pants need to be fully serviceable, free of holes and worn appropriately. The company does not supply pants. Exceptions to wearing the company uniform will be allowed while the employee is performing the painting of tanks and equipment.

Safe worker and CSR performance review certificates issued by the company can be used towards the purchase of any available clothing. All shipping costs and tax is the company expense.