

Procedure

Subject: OKLAHOMA NATURAL GAS UNIFORM PROCEDURE



Plan No.: ONG Uniform 3.001 Date Issued: 8/30/2012 Date Revised:
Owner: Oklahoma Natural Gas Distribution

OKLAHOMA NATURAL GAS UNIFORM PROCEDURE UPDATES

Revisions to the Uniform Procedure are recorded below.

Version	Date	Approver	Comments
1.0			
1.1	09/24/2012		Change to section 7.2.7.b.i.

WARNING: This document is considered CONFIDENTIAL and PROPRIETARY to Oklahoma Natural Gas and is intended for Company use only. The reproduction or distribution of this document outside the Company is not permitted without the express written consent of the person designated on the document as the "owner."

Printed copies are uncontrolled. Use ONEOK Online to verify current version prior to use.

Procedure

Subject: OKLAHOMA NATURAL GAS UNIFORM PROCEDURE



Plan No.: ONG Uniform 3.001 Date Issued: 8/30/2012 Date Revised:
Owner: Oklahoma Natural Gas Distribution

1. PURPOSE:

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by our customers, employees, and the general public. Oklahoma Natural Gas expects employees to have professional looking uniforms that project a good image and comply with Occupational Health and Safety guidelines. Oklahoma Natural Gas will provide uniform items and/or funding at a level that should be adequate to accomplish this expectation. This procedure establishes the requirements to be followed when acquiring Oklahoma Natural Gas employee uniforms and other ancillary items.

2. APPLICABILITY AND EXCEPTIONS:

This procedure applies to all Oklahoma Natural Gas uniformed employees. Nothing in this policy is intended to, nor should be construed to, violate any law. If an employee requests an exception, to this policy, the request should be in writing to the respective vice-president of ONG.

3. ROLES AND RESPONSIBILITIES

Oklahoma Natural Gas is the owner of this procedure and is responsible for implementing, maintaining, updating, and deleting this procedure as necessary. The Oklahoma Natural Gas Uniform Committee Chairman has the responsibility for reviewing, maintaining, updating, or deleting this procedure. The responsibility for communication and implementation of this procedure is delegated to the Oklahoma Natural Gas senior officers. The Oklahoma Natural Gas Uniform Committee will meet periodically to review the procedure for possible modifications and bring those changes to Oklahoma Natural Gas senior officers when proposed.

4. RELATED REFERENCES:

4.1. ODCsaf.2-011 Personal Protective Equipment Procedure; OKEhr_1.0052 Discipline

5. DEFINITIONS

Eligible Employees - A uniformed employee is defined as an employee required to wear a uniform item with an ONG logo on a daily basis in the performance of their assigned duties.

6. GENERAL

6.1. Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. All aspects of the uniform must be worn.

6.1.1. Uniform allowances and uniform items will be provided to relevant staff as designated by this procedure. All uniform components will remain the property of Oklahoma Natural Gas during employment and are required to be returned to the company upon separation from the Company. However, full responsibility for maintenance, cleanliness, and replacement will be the responsibility of each employee included in the program.

6.1.2. Funding for uniform items and the actual uniform items are to be used solely for the use of company personnel in the performance of their daily work activities as an employee of Oklahoma Natural Gas. Purchase or donation of uniform items to others is strictly prohibited.

WARNING: This document is considered CONFIDENTIAL and PROPRIETARY to Oklahoma Natural Gas and is intended for Company use only. The reproduction or distribution of this document outside the Company is not permitted without the express written consent of the person designated on the document as the "owner."

Printed copies are uncontrolled. Use ONEOK Online to verify current version prior to use.

Procedure

Subject: OKLAHOMA NATURAL GAS UNIFORM PROCEDURE



Plan No.: ONG Uniform 3.001 Date Issued: 8/30/2012 Date Revised:
Owner: Oklahoma Natural Gas Distribution

- 6.2. Every employee included in the Company uniform program must adhere to the Uniform Procedure. Local Management is responsible for ensuring that these guidelines are met.
 - 6.2.1. In the event that any employee arrives for work in a way that is not in line with this policy, their Management will advise them that they are not dressed or groomed appropriately to perform their duties. Employees will be given the opportunity to address the issues immediately, and if necessary, to return home to change (the time to travel and change will not be paid). Any deliberate or continuing breaches of this policy could result in disciplinary action. Any further incidents will be considered in breach of company policy and further action in accordance with the Company Discipline Policy will be taken.
 - 6.2.2. No employee shall affix, adorn or otherwise alter any Company provided work clothing by adding patches, emblems, pins, etc., unless such items are issued, authorized, or provided by the Company. Safety and appearance are the paramount concerns. Any exceptions will be requested in writing to the respective vice-president of ONG.
- 6.3. **PPE** - All protective clothing and/or accessories necessary to insure the safety and well-being of employees (e.g. hardhats, gloves, non-script safety glasses, protective suits and garments, etc.) shall be in compliance with the ODC Personal Protective Equipment Procedure, ODCsaf.2-011; and is considered a part of the employees' uniform.
 - 6.3.1. Said PPE will be issued through the Company warehouse stores.
 - 6.3.2. Safety foot wear will be discussed in section 7.3.
- 6.4. **Grooming and Hygiene** - Employees will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall appearance.
 - 6.4.1. Employees' hair styles shall be worn in such a manner as to present a neat and professional appearance. If an employee's length of hair possesses a safety risk, appropriate measures (such as long hair being worn tied back) shall be taken.
 - 6.4.2. Oversized and excessively ornamental earrings may impose safety risks, and therefore is prohibited.

7. PROCEDURE

- 7.1. Eligible employees and newly hired eligible employees shall receive uniforms and/or uniform allowances for the sole purpose of purchasing uniform items. Employees are required to wear uniforms as designated in this policy. Any exceptions will be requested in writing to the respective vice-president of ONG.
- 7.2. **Uniform Procurement Procedure** – All employees that are required to wear the company uniform as identified by management will be provided an annual clothing allowance.
 - 7.2.1. The individual employee uniform allowance will be applied to the employee's account with the Company approved Vendor. Employees will be responsible for accessing their individual account through the Vendor website and then selecting and purchasing their individual uniform items.
 - 7.2.2. Employees that receive the clothing allowance will be required to purchase and wear only the approved company uniform at all times while performing their assigned job responsibilities. Employees that are exempted from wearing the approved uniform by management will not receive the clothing or boot allowance.
 - 7.2.3. Employees will use the clothing allowance provided solely for the purpose of purchasing approved uniform items. Use of the clothing allowance for any purpose other than approved uniform items is expressly prohibited. Any unused clothing allowance will revert to the company in the following circumstances:

WARNING: This document is considered CONFIDENTIAL and PROPRIETARY to Oklahoma Natural Gas and is intended for Company use only. The reproduction or distribution of this document outside the Company is not permitted without the express written consent of the person designated on the document as the "owner."

Printed copies are uncontrolled. Use ONEOK Online to verify current version prior to use.

Procedure

Subject: OKLAHOMA NATURAL GAS UNIFORM PROCEDURE



Plan No.: ONG Uniform 3.001 Date Issued: 8/30/2012 Date Revised:
Owner: Oklahoma Natural Gas Distribution

- a. Not used within 12 months of issue.
 - b. Voluntary or involuntary termination or retirement.
 - c. Job transfer to position that does not require a company uniform.
- 7.2.4. Any expense for uniform items that exceeds the clothing allowance allotment will be the responsibility of the employee.
- 7.2.5. New employees or employees that transfer into a uniformed employee position will initially receive a full year "new employee" clothing allowance to be determined annually by management. Existing employees will receive the "standard" clothing allowance on an annual basis with the amount to be determined annually by management. When employees that were hired or transferred into a uniformed employee position in the previous 12 months reach their first annual refunding of the clothing allowance they will receive a pro-rated "standard" clothing allowance as follows:
- a. Hired 1 to 3 months prior to annual clothing allowance: Receive 25% of standard clothing allowance.
 - b. Hired 4 to 6 months prior to annual clothing allowance: Receive 50% of standard clothing allowance.
 - c. Hired 7 to 9 months prior to annual clothing allowance: Receive 75% of standard clothing allowance.
 - d. Hired 10 to 12 months prior to annual clothing allowance: Receive 100% of standard clothing allowance.
- 7.2.6. Employees are responsible for keeping their uniforms clean and presentable. Employees will replace garments that become worn, threadbare or fall below an acceptable professional appearance standard. Garments with holes or damage "smaller than the top of pen cap" may be patched, repaired or mended. Garments with larger holes or damage should be replaced. Garments may be replaced with company funding or at the employee's personal expense if funding has been exhausted.
- 7.2.7. Only approved uniform items will be available on the Company approved Vendor site. The official company uniform will be as follows:
- a. Blue denim shirts, long or short sleeve, or polo shirt. Shirt will have company logo and can only be purchased through the approved Vendor from the list of approved shirts on this website. One of these type shirts is required for all uniformed employees with the exception below:
 - i. Company approved and provided, long or short sleeve, grey t-shirts are allowed for Operating and Meter Reading employees and may be worn year-round in place of the Vendor shirt. Management has the discretion to allow these shirts as appropriate for other employees that are not in an Operating role.
 - b. Blue denim jeans may be purchased from the approved items on the official Vendor website or from other establishments that sell jeans at the employee's discretion and personal expense. Denim blue jeans in good condition are required to be worn by all uniformed employees with the exceptions below:
 - i. Customer Service Field employees to include Service Technicians, Collectors and Meter Readers as well as Warehouse and Fleet employees may purchase and wear shorts that are approved. Approved shorts are available on the official Vendor website. Approved shorts may also be purchased from other establishments that sell shorts at the employee's discretion and personal expense with Supervisor approval. These shorts must Navy colored, Dickies-style, work shorts.
 - ii. Bib overalls and coveralls may be allowed at management discretion and employee's personal expense.
 - iii. Other pants types may be allowed at management discretion and at the employees' personal expense.

WARNING: This document is considered CONFIDENTIAL and PROPRIETARY to Oklahoma Natural Gas and is intended for Company use only. The reproduction or distribution of this document outside the Company is not permitted without the express written consent of the person designated on the document as the "owner."

Printed copies are uncontrolled. Use ONEOK Online to verify current version prior to use.

Procedure

Subject: OKLAHOMA NATURAL GAS UNIFORM PROCEDURE



Plan No.: ONG Uniform 3.001 Date Issued: 8/30/2012 Date Revised:
Owner: Oklahoma Natural Gas Distribution

- c. Company approved jackets must have ONG logo and can only be purchased from the Vendor website.
 - d. Only company approved hats issued through the warehouse may be worn. Other specialty hats that have received management approval may be worn as directed.
- 7.3. **Safety Shoe Procurement Procedure** – All uniformed employees shall wear the required safety shoes as identified in the ODC Personal Protective Equipment Procedure.
- 7.3.1. Uniformed employees will be provided annually with a certificate designated for the procurement of safety shoes from the preferred Vendor.

EXAMPLE

VOUCHER# _____

Oklahoma Natural Gas
SAFETY FOOTWEAR VOUCHER
(NOT TO EXCEED \$150.00)
Expires 60 days from Supervisor Signature Date
TO: GELCO CLOTHING AND SHOES

TYPE A Leather safety toed boot with 1/2" defined heel, above the ankle.
 TYPE B Leather safety toed shoe or boot, above or below the ankle.
 TYPE C Leather boot with 1/2" defined heel, above the ankle. (Meter Reading, Only)

EMPLOYEE NAME _____ OKE # _____
STYLE PURCHASED _____ SIZE: _____ PRICE: _____ TAX: _____
TOTAL: _____
EMPLOYEE SUPERVISOR: _____ DATE: _____
EMPLOYEE SIGNATURE: _____ DATE: _____

BOOT TRUCK OR STORE LOCATIONS (Circle One)

OKLAHOMA CITY, OK 1200 S. AGNEW OKC, OK. 405-232-4445	BROKEN ARROW, OK 2037 WEST HOUSTON 918-258-9970	TULSA, OK 11327 E. 31ST STREET 918-437-9573	TULSA, OK 809 S. DETROIT 918-583-8712
--------------------------------------------------------------------	--------------------------------------------------------------	----------------------------------------------------------	----------------------------------------------------

- 7.3.2. Excess cost of safety shoes above \$150 shall be the responsibility of the employee.
- a. Company payroll deductions will not be available to pay excess cost.
 - b. Any credit for shoes purchased at a cost below the \$150 allowance will revert to the Company.
 - c. Funding is for the purchase of one (1) pair of quality boots and cannot be used to purchase multiple pairs of lesser quality boots.
8. **TRAINING**
- 8.1. Initial training shall be provided and documented to all new and existing uniformed employees.
9. **RECORDS RETENTION**
- 9.1. Retain the most current employee training documentation with the Company Training Department.
10. **RESPONSIBILITY FOR PROCEDURE**

WARNING: This document is considered CONFIDENTIAL and PROPRIETARY to Oklahoma Natural Gas and is intended for Company use only. The reproduction or distribution of this document outside the Company is not permitted without the express written consent of the person designated on the document as the "owner."

Printed copies are uncontrolled. Use ONEOK Online to verify current version prior to use.

Procedure

Subject: OKLAHOMA NATURAL GAS UNIFORM PROCEDURE



Plan No.: ONG Uniform 3.001 Date Issued: 8/30/2012 Date Revised:
Owner: Oklahoma Natural Gas Distribution

Address all questions related to this procedure with your supervisor or Oklahoma Natural Gas Uniform Committee Chairman.

WARNING: This document is considered CONFIDENTIAL and PROPRIETARY to Oklahoma Natural Gas and is intended for Company use only. The reproduction or distribution of this document outside the Company is not permitted without the express written consent of the person designated on the document as the "owner."

Printed copies are uncontrolled. Use ONEOK Online to verify current version prior to use.