

**The Annual Maintenance and Upkeep uniform allowances** are distributed once a year on June 1<sup>st</sup> to employees who have completed at least 1 full year of service by May 31<sup>st</sup>. Seasonal D.O.T. employees will be issued an allowance once they are called back to work the following season. Annual Maintenance allowances are non-redeemable for cash and nontransferable.

For clarification per Policy 202 – Company Uniform – The yearly maintenance and upkeep allowance can **only** be used towards the purchase of uniform clothing items, **not** accessories, safety shoes or payment on your personal Lakes Gas account.

**Safe Worker and CSR Performance review rewards** can be used towards the purchase of **any** available items in the webstore, safety shoes from Chet's shoes or can be applied to your personal Lakes Gas account. For further information on the Safe worker reward program, please reference section 8 in the company manual form 8.005. These rewards are non-redeemable for cash and only transferrable to Chet's shoes and Lakes Gas accounts.

**Instructions for reward/allowance use:**

- There is no expiration date on your reward/allowance. You can accumulate them to purchase higher priced items in the future.
- The total cost of your web order will be deducted from your account balance including embroidery fees, shipping and tax.
- If your webstore order exceeds the amount of the available balance in your account, you will need to place the exceeded balance on a personal credit card.
- If you want to use part of your Safe Worker/CSR rewards to purchase safety shoes from Chet's Shoes or apply it to your personal Lakes Gas account, contact your District Administrative Assistant and request an amount be transferred from your webstore account to cover the cost.
- If an employee is terminated or gives a notice, any remaining balance in their account is forfeited immediately.

Employee's first name is mandatory on all shirts, the baseball hat C865 and jackets (with the exception of the rain gear). The Lakes Gas Logo is automatically applied. You **MUST** add your name to each garment. All names should appear with the first letter capital and all other letters in lower case. It will appear in the right upper front of the garment. Once you have chosen the size and color (if applicable), simply select ADD TO CART. The decorator will launch and you will be asked to enter your name.

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

There are several items on the program that do not appear in the webstore and must be ordered via e-mail with Ameripride. The E-mail address to send the order to is [webstore@ameripride.com](mailto:webstore@ameripride.com) The items are the short and long sleeve tactical shirts and the rain jacket and rain pants. Contact your District Administrative Assistant if you need or want to order these items.