

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 personal uniform allowance account with a dollar value will be set up for each employee by the corporate office once all required training, reviews and paperwork are completed and turned into Human Resources. This account will be set up in the Lakes Gas/Ameripride Web store. Each year thereafter, on the 1st of June after the first full year of service, (must have 1 year completed by May 31st) an allowance of \$85 for full time D.O.T./Dock employees and \$55 for full time and permanent part time CSR's will be issued for use towards uniform maintenance and upkeep. Seasonal D.O.T. employees will be issued a \$55.00 maintenance and upkeep allowance 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 uniform clothing items, not accessories or shoes.

DAILY WORK UNIFORM

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

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| - 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 several clothing items from the Women's Uniform section not to exceed a total value of \$160.00. This would include embroidery fees, shipping and tax.

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 award money will be deposited into each recipient's personal account in the Web Store and can be used towards the purchase of any available clothing or accessories. All embroidery, shipping costs and tax is the employee's expense and will be deducted from your award money. If you exceed your reward allowance, you will need to use a personal credit card to complete your order. If D.O.T. drivers wish to use part of their award money to purchase safety shoes, contact your District Administrative Assistant to transfer money from your Web Store account to cover the cost.