

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. Therefore, it is mandatory that the employee's first name be embroidered on the garment.

A personal uniform account with an initial allowance will be set up in the Lakes Gas/Ameripride Webstore for each employee by the corporate office upon hire. The login information will be e-mailed to the branch office. The employee should change their password after logging in to protect their account. The cost of the garment, embroidery, shipping and tax will be deducted from the employee's allowance on all orders. The remaining balance will be deposited into the employees account after they have passed their introductory period. If, after applying their allowance (either initial or other) to their order, any excess amount due, will need to be paid by the employee with their personal credit card on the final checkout screen.

Employees are required to wear company uniforms to work every day. 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.

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 \$100 for full time D.O.T./Dock employees and \$70 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 uniform maintenance and upkeep allowance can only be used towards the purchase of uniform clothing items, not accessories or shoes.

DAILY WORK UNIFORM

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

- 1 Short sleeve grey t-shirt
- 1 Short sleeve navy t-shirt
- 2 Short sleeve royal blue t-shirts
- 1 Baseball hat (summer)
- 2 Long sleeve Work navy blue field shirts
- 1 Long sleeve grey mock turtleneck
- 1 Long sleeve navy mock turtleneck
- 1 Flex fit baseball caps
- 1 Dry Duck Winter coat
- 1 Knit hat

D.O.T. employees will be issued \$200.00 upon initial hire during winter months (Sept to March) winter items should include the 4 long sleeve shirts, the jacket and the flex fit baseball cap. And \$85.00 if initial hire is during summer months (April to August). Summer items should include the 4 t-shirts and a baseball cap. D.O.T. employees will receive the balance of their allowance upon passing their introductory period.

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.) No substitutions will be given.

Painter UNIFORM will consist of 3 t-shirts (two for painting and one to be kept paint free) and a baseball cap which will be ordered once all new hire/reinstatement paperwork is received and verified by HR.

The **NEW CSR UNIFORM** will consist of:

- Choice of **clothing** items from the Lakes Gas/Ameripride webstore not to exceed a total value of \$160.00 including embroidery fees, shipping and tax. No accessories or shoes qualify.

CSR's will be issued \$60.00 upon initial hire and then will receive the balance of their allowance upon passing their introductory period.

The **NEW Salesman UNIFORM** will consist of:

Choice of **clothing** items from the Lakes Gas/Ameripride webstore not to exceed a total value of \$180.00 including embroidery fees, shipping and tax upon their initial hire and receive the balance of \$70 upon passing their introductory period. No accessories or shoes qualify.

The **Manager UNIFORM** will consist of:

- Everything listed in the NEW D.O.T./Dock UNIFORM section and they will receive their entire uniform allowance credit upon HR receiving all of the completed new hire paperwork.

Safe worker award values will be deposited into each recipient's personal account in the webstore and 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 gas account with Lakes Gas. If you wish to purchase safety shoes or apply an amount to your personal gas account, contact your District Administrative Assistant to transfer an allowance from your webstore account to cover the cost.

All allowances and rewards are Non-redeemable for cash and do not have an expiration date. They are only transferrable to a Chet's Shoes order or payment on your personal Lakes Gas account.