

NATURAL GAS SERVICES GROUP INC. UNIFORM POLICY

Uniforms are furnished to Natural Gas Services Group's employees for reasons such as departmental identification and safety. This policy establishes NGSG's Uniform guidelines. New employees will sign a statement indicating understanding and willingness to conform to this policy. Current employees, subject to wearing uniforms, will be provided a copy.

I. GENERAL GUIDELINES

- All employees are required to wear **approved** uniforms while performing their duties. The uniform logo and/or employee name must be clearly visible at all times; regardless of whether duties are performed inside or outside the building.
- Employees are expected to wear uniforms in a presentable and professional manner. Employees are required to clean and maintain their uniforms at their own expense. Uniform items are not to be modified by appliqués, insignias, etc. (without prior management approval); except to tailor for fit (such as hemming pants for safety concerns).
- NGSG branded uniforms shall not be worn off the job except while commuting to or from the workplace.
- Management may specify occasions when certain items must or may not be worn (for example, T-shirts are not to be worn without the prior approval of management).

Failure to properly wear approved uniform item(s) is considered a disciplinary offense and may subject the employee to disciplinary action, including discharge.

II. INITIAL DISTRIBUTION

Administrator will order uniforms once a month for all employees. Upon hire, employee must turn in form (with size of shirt for assembly or welder and coverall for field mechanic) to administrator.

FIELD SERVICE TECHS

- a) As required by [regulation], new employees are issued one coverall at the time of hire. However, depending on the nature of the employee's job, management may request to purchase additional coveralls. This request must be approved by their Manager.
- b) NGSG shall normally replace up to a maximum of seven coveralls, annually, provided replacement is not caused by gross negligence
- c) Coveralls are to be worn over the uniform during inclement weather or while performing job duties where an extra outer garment is needed to stay clean.
- d) Upon hire, field service techs are also eligible for a \$33.83 monthly allowance toward the purchase of new uniforms.

WELDERS

- a) New hires are to wear 100% cotton long-sleeved shirts and pants, purchased at the expense of the employee. Upon the completion of the 90-day probation, the employee is allotted a \$12.50 monthly allowance toward the purchase of new uniforms.

ASSEMBLY

- a) New hires are to wear long sleeved shirts and pants, purchased at the expense of the employee. Upon the completion of the 90-day probation, the employee is allotted a \$10.25 monthly allowance toward the purchase of new uniforms.

III. Reimbursement for Footwear and Eyewear

For more information, please see section 4-7 of the "Health and Safety Policies & Procedures Manual".

IV. Important Vendor Information

- (a) Orders that exceed the available balance will be deducted from Employee's paycheck (consent form must be signed).
- (b) Account balances start over January 1st of each year. All orders must be placed by December 28th to prevent **loss** of funds.