

WORKBOOT REIMBURSEMENT ALLOWANCE POLICY

Atwell, RVi, and Strategic Construction Solutions (SCS) provides a variety of personal protective equipment (PPE) to protect employees. Protective footwear is highly personal, making it impractical for Atwell and its group of companies to purchase on behalf of employees. This reimbursement program is designed to assist field employees in buying a reliable work boot.

Atwell will reimburse employees up to \$175 for the purchase of proper safety footwear on an annual basis for field employees and every three years for employees who only occasional go into the field. The employee may spend more on footwear but will only receive the \$175 reimbursement.

FOOTWEAR REQUIREMENTS

The work boot should be chosen for the specific hazards and needs of the work being performed. In addition, the following will also be required:

- Puncture resistant sole
- High ankle support
- Safety toe (steel or composite)

For unique specialized type work that requires more than the basic footwear, contact the safety department at safety@atwell-group.com for assistance.

ELIGIBILITY FOR REIMBURSEMENT OF FOOTWEAR EXPENSE

- All full-time and part-time employees whose work requires the wearing of protective footwear will be eligible for reimbursement.
- Employees who spend up to 30% or more working in the field are eligible every year for the boot allowance.
- Employees who spend 30% or less of their time working in the field are eligible every three years for the boot allowance.
- The following exceptions are permitted, however, they must be approved by safety prior to purchase:
 - Damaged or worn-out footwear (proof will be required)
 - Stolen footwear
 - Change in hazards that require different footwear
- Having footwear re-soled or repaired is an acceptable use of the boot allowance.

POLICY LIMITATIONS

Atwell's reimbursement will be limited to one pair of protective footwear per year. Deviations from this limitation will be determined by Safety on a case-by-case basis.

Protective footwear must comply with the following standard of the American Society for Testing and Materials: ASTM F 2412-05 and ASTM F 2413-05



EMPLOYEE RESPONSIBILITY

Employees must retain the original receipts for any footwear to be eligible for reimbursement.

The employee will fill out the personal expense report in vision. The following information should be used in the respective Fields in the Vision expense report detail:

Date: Provide Date of Purchase from the receipt

Merchant Name: Name of shop where they were purchased listed on the receipt

Category: Health & Safety

Detail field: Enter the business reason as "Boot Allowance"

Amount: Enter amount of allowance in the amount field (Not the total amount paid. Remember, this is an allowance up to \$175)

Project: ZATW

Task: Your office location

Upload: your detailed receipt

Save & Submit

Print: your expense report document with the receipt attached and send to your Team Leader for review and approval before sending in for posting and reimbursement.

The employee will be responsible for the difference between the cost of the protective footwear and the boot allowance.

The employee will be responsible for the reasonable care and maintenance of his or her protective footwear.

The employee will be responsible for wearing the protective footwear during working hours.

Please contact safety@atwell-group.com with any questions regarding this policy.