



## HIGH VISIBILITY ALTERNATE APPAREL PROCEDURE- CANADA

<b>Procedure Title:</b>	HIGH VISIBILITY ALTERNATE APPAREL PROCEDURE- CANADA				
<b>Policy Number:</b>	H&S 5432	<b>Version:</b>	6.0	<b>Effective Date:</b>	November 2001
<b>Approval Authority:</b>	Corporate Risk			<b>Revision Date:</b>	April 2019

### 1.0 Purpose

These procedures outline:

- The requirements and established process to use the provided High Visibility Alternate Apparel employee subsidy;
- The promotion of safe working practices among employees who use high visibility alternate apparel; and
- Definitions pertaining to the High Visibility Alternate Apparel Procedure.

### 2.0 Procedure Steps

#### 2.1 Requirements

Canadian Pacific recognizes the safety benefits of increasing the visibility of employees under all workplace conditions. In support of this, the Company provides an High Visibility Alternate Apparel Subsidy program to enable employees to purchase high visibility alternate apparel. This program applies to all active CP employees (except CP Police and Unifor employees).

High Visibility Alternate Apparel purchased can be worn in lieu of CP supplied approved high visibility vests.

Only high visibility alternate apparel meeting the standards outlined in Section 2.2 (see below) and obtained from approved suppliers can be purchased and worn by employees as part of this program.

#### 2.2 Standards

High Visibility Alternate Apparel must as a minimum:

- meet CSA Z96 Class 2 Level 2 standards;
- be visible at all times and not be covered by other non-high visibility clothing;
- be properly sized to ensure a snug fit to the body;
- be worn fully snapped or zipped up at all times;
- not be made from polyester when performing work that generates sparks, flames or excessive heat (i.e. welding, burning or cutting, etc.);
- not have additional high visibility retro-reflective lettering added unless approved;
- must be inspected prior to use, to ensure it is not torn and all fasteners are in proper working order. If the high visibility apparel is found to be defective it must be removed from service; and
- must be obtained from CP approved suppliers (see Section 3.2 below).



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### **3.0 Additional Information**

#### **3.1 Definitions**

**High Visibility Alternate Apparel Program-** CP approved high visibility apparel, other than high visibility vests, available for subsidized employee purchase through CP's approved suppliers.

**High Visibility Alternate Apparel-** CP approved high visibility clothing (i.e. t-shirts, work shirts, sweatshirts, sweatshirt "hoodies", bomber jackets, winter parkas, and rain suits, etc.).

For information pertaining to High Visibility hard hats see CP's Head Protection Policy (H&S 4480) and Head Protection Procedure (H&S 5480).

#### **3.2 Approved Suppliers**

##### **High Visibility Alternate Apparel**

- AGO Industries
- Acklands-Grainger
- Mark's/ImageWear

##### **High Visibility Equipment (Backpacks)**

- SportsMark (North Vancouver, B.C.)

For available approved products, ordering instructions and sizing information, click here for:

**AGO Industries-** [www.cprapparel.com](http://www.cprapparel.com)

##### **Acklands/Mark's**

<http://intranet.cpr.ca/operational/safety/ppe-library>

See 07 High Visibility Apparel, 04 Reference

#### **3.3 Responsibilities**

Employees taking advantage of this program should be aware that Canadian Pacific is not responsible for any agreements entered into between the employee and CP's approved High Visibility Alternate Apparel and Equipment suppliers.

##### **Employees are responsible for:**

1. Initiating the purchase and arrangement payment of fees with one of CP's approved suppliers
2. Ensuring that the apparel/equipment of their choice meets the criteria for a subsidy; and
3. Submitting required receipts through the appropriate expense portal to initiate subsidy claim.

##### **Supervisors are responsible for:**

4. Ensuring employees have access to and understand the requirements of the High Visibility Apparel Policy and its related procedures;
5. Ensuring that all employees under their responsibility wear the appropriate CP approved high visibility apparel properly and where required;



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6. Conducting periodic high visibility apparel checks to ensure the high visibility apparel worn by employees under their responsibility is appropriate for the conditions and work undertaken and meet all CP standards; and
7. Ensuring they are familiar with CP's High Visibility Alternate Apparel Program and the process to be used by employees to claim a subsidy.
8. Ensuring only eligible expenses are approved for payment within the expense application.

### **4.0 Process and Application**

#### **4.1 Subsidy**

All active employees (except CP Police) are entitled to \$60 CAD per calendar year towards the purchase of CP approved high visibility alternate apparel or equipment. Employees have a choice to use 1, \$60 or 2, \$30 subsidies per calendar year.

*Note- this is the Basic High Visibility Apparel subsidy that applies to all non-union and union employees whose collective agreement does not include a negotiated clothing allowance subsidy (if uncertain check with your labour organization). Unifor employees now receive an annual lump sum per their current collective agreement to apply towards safety footwear/clothing purchases.*

#### **4.2 How to purchase**

##### **AGO Brand**

- Either direct order from AGO Industries or purchase from any Acklands branch [www.cprapparel.com](http://www.cprapparel.com)

##### **Acklands**

- visit any Acklands branch- purchase approved product (AGO or Richlu Brand)

##### **Mark's**

- online ordering <https://www.markscommercial.com/en-ca/home>

Login ID: Your employee number  
[xxxxxx@cpr.ca](mailto:xxxxxx@cpr.ca)

Password- same as above (you will be prompted to change your password first time you login). Follow instructions to place order via personal credit card. Your subsidy amount will be deducted from your purchase.

Any issues direct to  
[markscommercial.keyaccountassociate@marks.com](mailto:markscommercial.keyaccountassociate@marks.com)

##### **SportsMark (High Visibility Backpacks)**

- Call or email 1-604-904-1125 08:30 – 17:30 (Pacific Time) or [sales@sportsmark.ca](mailto:sales@sportsmark.ca)
- Pay with personal credit card at time of purchase in full.

#### **4.3 Claiming Subsidy**

**High Visibility Alternate Apparel/Backpacks-  
AGO Industries/Acklands/SportsMark**



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To initiate the subsidy payment, employees must submit the expense through the appropriate expense portal, including their receipt/invoice supplied by the approved supplier.

### High Visibility Alternate Apparel- Mark's

The \$60 CAD subsidy will be subtracted by the supplier from the total purchase price including applicable taxes and shipping fees. Any charges exceeding \$60 CAD must be paid in full by the employee at time of purchase (including applicable taxes, shipping is free).

Employee's making a purchase under \$60 CAD can apply the difference to a future purchase within the same calendar year. Any charges exceeding the remaining subsidy balance must be paid in full by the employee at time of purchase (including applicable taxes). Any remaining subsidy balance is not transferrable to the next calendar year.

### 4.4 Additional Information

**For questions on sizing, payment, return policy, ordering, oversize charges, shipping and product warranty please contact:**

AGO Industries- (519) 452-3780

Acklands- visit or call any branch

Mark's Customer Service- 1-800-663-6275 or [markscommercial.keyaccountassociate@marks.com](mailto:markscommercial.keyaccountassociate@marks.com)

SportsMark- 1-604-904-1125 08:30 – 17:30 (Pacific Time) or [sales@sportsmark.ca](mailto:sales@sportsmark.ca)

**For questions on subsidy procedure please contact:**

Employee Services – Email: [employee\\_services@cpr.ca](mailto:employee_services@cpr.ca), or by phone at 1 866 319-3900.

**For all other questions please contact:**

Safety Team- [cp\\_sms@cpr.ca](mailto:cp_sms@cpr.ca)

## 5.0 Related Policy and Documentation Linkages

Related documents that support the High Visibility Apparel procedures include:

- CP Approved High Visibility Alternate Apparel listings

For interpretation or additional information on this policy and procedure, or for continuous improvement feedback relating to this procedures document, please contact Corporate Risk.

### History

Version	Description	Author	Date
1.0	High Visibility Policy	Director, H&S Policies and Programs	November, 2001
2.0	Procedures updated and reformatted	Manager, Safety Programs	October 2015
3.0	Procedures updated	Manager, Safety Programs	April 2019



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### Appendix- Q&A

- Q. When did the Alternate High Visibility Apparel Purchase Program come into effect?
- A. CP's Alternate High Visibility Policy came into effect August 10th, 2001 to allow CP employees to wear high visibility apparel other than the standard high visibility vests provided to employees.
- Q. How will I know what types of alternate high visibility apparel and equipment are approved for purchase through this program and allowed at CP?
- A. Only alternate high visibility alternate apparel obtained from CP approved suppliers is permitted to be worn on CP property.
- Only high visibility industrial backpacks supplied from SportsMark are eligible for this program.
- Q. Will a catalog/flyer be available that shows the garments that are available through this program?
- A. Yes, they are available in your report to work location and can be obtained on CPStation in the following location
- <http://intranet.cpr.ca/operational/safety/ppe-library> or
- Enter "Alternate Apparel" into the CPStation search engine or specifically for AGO Industries [www.cprapparel.com](http://www.cprapparel.com)
- Q. Who is eligible to participate in the Alternate High Visibility Apparel and Equipment Purchase Program?
- A. All active CP employees (except CP Police as high visibility apparel is provided as part of their uniforms and Unifor employees as their current collective agreement provides an annual lump sum for safety footwear/clothing purchases) are eligible to participate in this program. Employees should be reminded that this is a volunteer purchase program between the employee and CP approved suppliers. Employees taking advantage of this program should be aware that Canadian Pacific is not responsible for any agreements entered into between the employee and its suppliers.
- Q. I am a seasonal employee and expect to be recalled to work soon. I would like to have my high visibility alternate apparel before I return to work. Can I purchase high visibility alternate apparel while I am laid off or on furlough status.
- A. You may purchase your high visibility alternate apparel while you are on laid-off or on furlough status, as this is a volunteer purchase program between the employee and CP approved suppliers.
- Q. Does the price quoted in the catalogs/flyers and/or supplier websites include all applicable taxes?
- A. No, all applicable taxes will be calculated and charged over and above the stated prices which will then become the total cost of the garment used to determine the subsidy.



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- Q. Are shipping costs extra?
- A. Yes, shipping costs are over and above the price of the garments.
- Q. What is the cost of shipping?
- A. The cost of shipping will depend on the location to which the garments are being sent. CP's suppliers will assign the shipment of your garments to the company with the most economical ground courier shipping rates.
- Q. Where will the high visibility alternate apparel be shipped?
- A. All shipments will be delivered to the address you provide when you place your order.
- Q. How long after ordering my alternate high visibility apparel will my garments be delivered?
- A. Ask the supplier at time of order for this information.
- Q. Is the subsidy a taxable benefit?
- A. No.
- Q. How do I qualify for a subsidy?
- A. See Section 2.1 above.
- Q. How many alternate high visibility garments am I allowed to purchase?
- A. There is no limit on the number of high visibility alternate apparel garments employees may purchase, however, the subsidy may only be applied as outlined in Section 4.0 above.
- Q. Can I buy alternate high visibility apparel from other suppliers realizing I am not eligible for a subsidy and wear it while at work?
- A. No - Only alternate high visibility apparel purchased through this program obtained from CP approved suppliers will be allowed on CP property for all CP employees.
- Q. Who do I phone if I have a concern with my alternate high visibility apparel or equipment with respect to payment, return policy, ordering, oversize and custom sizing charges, shipping and product warranty?
- A. See Section 4.4 above.
- All questions or concerns dealing with high visibility apparel and equipment purchased through CP approved suppliers must be directed to a representative at the point of sale.
- Q. Can apparel be purchased using a company credit card?
- A. No, purchases through the company credit card are not eligible. All purchases must be through personal payment, and submission of a reimbursement request.