

PRESCRIPTION SAFETY GLASSES REIMBURSEMENT ALLOWANCE POLICY - Effective 4/1/2025

Atwell, RVi, and Strategic Construction Solutions (SCS) provide a variety of personal protective equipment (PPE) to protect employees. Prescription eyewear 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 purchasing Prescription Safety Glasses.

Atwell will reimburse employees up to \$150 for the purchase of proper prescription safety glasses on a biennial basis for field employees and every three years for employees who only occasional go into the field. The employee will only be reimbursed for the cost of the frames and lenses. The cost of the prescription will be at the employee's expense. The employee may spend more on prescription safety glasses but will only receive the \$150 reimbursement.

ELIGIBILITY FOR REIMBURSEMENT OF PRESCRIPTION SAFETY GLASSES EXPENSE

- All full-time and part-time employees whose work requires the wearing of prescription glasses and safety glasses.
- Employees who spend up to 30% or more working in the field are eligible every two years for the prescription safety glass allowance.
- Employees who spend 30% or less of their time working in the field are eligible every three years for the prescription safety glass allowance.
- The following exceptions are permitted, however, they must be approved by safety prior to purchase:
 - Damaged or worn-out prescription safety glass (proof will be required)
 - Stolen prescription safety glass

POLICY LIMITATIONS

Atwell's reimbursement will be limited to one pair of prescription safety glass every two years. Deviations from this limitation will be determined by Safety on a case-by-case basis.

Prescription safety glass must comply with the following standard of the American National Standards Institute: ANSI Z87.



EMPLOYEE RESPONSIBILITY

Purchase the prescription safety glasses with personal funds and submit for reimbursement. Do not use corporate credit card for Prescription Safety Glass Allowance purchase.

Employees must retain the original detailed receipt for any Prescription Safety Glasses to be eligible for reimbursement.

The employee will fill out the personal expense report in Concur. Name the expense report: Annual Prescription Safety Glasses Allowance and the date of purchase. Example: Biennial Prescription Safety Glasses Allowance 04/01/2025.

The following information should be used in the respective Fields in the Concur expense report detail:

Expense Type: Health & Safety

Transaction Date: Provide Date of Purchase from the receipt.

Business Purpose: Enter as "Prescription Safety Glasses Allowance"

Vendor/Retailer: Name of shop where Safety Glasses were purchased listed on the receipt.

Payment Type: Should be "Out of Pocket" for reimbursement (Corporate Credit Cards should not be used for these allowances).

Amount: Enter amount of allowance in the amount field (The total amount paid if under \$150.00, if paid over \$150.00 for Safety Glasses, then enter \$150.00. Remember, this is an allowance up to \$150.00)

Project Type: Overhead

Billable?: Nothing, not a required field.

Project: ZATW

Task: Your office location or affiliation

Add Receipt: Upload your detailed receipt showing Merchant Name, date, purchase details, cost, tax and total, and payment method.

Save & Submit

Your expense report will be sent to your supervisor automatically once it is submitted for review and approval for reimbursement.

The employee will be responsible for the difference between the cost of the protective eyewear and the Prescription Safety Glasses allowance.

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

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

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

