

FIRE RETARDANT JEANS REIMBURSEMENT ALLOWANCE POLICY

Atwell, RVi, and Strategic Construction Solutions (SCS) provides a variety of personal protective equipment (PPE) to protect employees. Protective clothing 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 reliable FR jeans.

Atwell will reimburse employees up to \$100 for the purchase of each pair of proper FR jeans on an annual basis for field employees. The employee may spend more on the FR jeans but will only receive the \$100 reimbursement.

FIRE RETARDANT JEANS REQUIREMENTS

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

- Arc Flash Rated or Fire Retardant (FR) fabric
- Branded and marked as Fire Retardant (FR)

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

ELIGIBILITY FOR REIMBURSEMENT OF FR JEANS EXPENSE

- All full-time, part-time, or temporary employees whose work requires the wearing of protective FR jeans will be eligible for reimbursement.
- Employees who spend up to 30% or more working in the field are eligible for the FR jean allowance each year.
- The following exceptions are permitted, however, they must be approved by the safety department prior to purchase:
 - Damaged or worn-out FR jeans (proof will be required)

POLICY LIMITATIONS

Atwell's reimbursement policy will be limited to one pair of FR jeans for temporary employees and up to three pairs of FR jeans per year for full-time employees. Deviations from this limitation will be determined by the supervisor and safety department on a case-by-case basis.

EMPLOYEE RESPONSIBILITY

Employees must retain the original detailed receipt(s) for any FR jeans to be eligible for reimbursement.

The employee will fill out the personal expense report in Concur. Each pair of jeans should be entered as a separate expense entry, within the same expense report. If boots are purchased at the same time and the boot allowance is being entered, please enter as a separate expense entry as well within the expense report. The following information should be used in the respective fields in the Concur expense report name & detail.

Expense Report Name: Health & Safety Allowances-Month/Year

Expense Type: Health & Safety

Transaction Date: Date of Purchase from the receipt

Business Purchase: Enter the business reason as "FR Jean Allowance" (Boot Allowance for work boots).

Vendor/Retailer: Name of shop where they were purchased listed on the receipt

Payment Type: it will automatically say "Out of Pocket" (Allowance items should be purchased with personal credit card, not your issued Corporate Credit Card).

Amount: Enter the total amount paid not to exceed the allowance of \$100. (Remember the employee is responsible for the difference between the amount paid and allowance of \$100)

Project Type: (H) Overhead

Billable?: No answer require

Project: ZATW

Task: Your office location

Add Receipt: Upload your detailed receipt

Save & Submit your expense report for approval, posting and reimbursement.

The employee will be responsible for reasonable care and maintenances of the FR jeans.

The employee will be responsible for wearing the protective FR jeans during working hours. Please contact safety@atwell.com with any questions regarding this policy.