

WORKBOOT REIMBURSEMENT ALLOWANCE POLICY - Effective 9/1/2022-rev. 2/4/2025

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.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 National Standards Institute: ANSI Z41.



EMPLOYEE RESPONSIBILITY

Purchase the boots with personal funds and submit for reimbursement. Do not use corporate credit card for Boot Allowance purchase.

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

The employee will fill out the personal expense report in Concur. Name the expense report: Annual Boot Allowance and the date of purchase. Example: Annual Boot Allowance 12/31/2024.

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 "Annual Boot Allowance"

Vendor/Retailer: Name of shop where Boots 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 \$175.00, if paid over \$175.00 for boots, then enter \$175.00. Remember, this is an allowance up to \$175.00)

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 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.com with any questions regarding this policy.