

# SAFETY ESSENTIALS REIMBURSEMENT PROGRAM

**WE MAKE SURE EVERYONE CAN  
AFFORD ESSENTIAL GEAR.**

We will never charge you for any Personal Protective Equipment. And we don't think essential gear should be a burden, either. We are proud to offer employee-owners reimbursements for work boots and prescription safety glasses each year.

## **WHICH ESSENTIALS CAN I BE REIMBURSED FOR? AND HOW MUCH?**

**WORK BOOTS** \_\_\_\_\_ **UP TO \$150**  
(must be safety-toe or composite-toe boot to qualify)

**PRESCRIPTION  
SAFETY GLASSES** \_\_\_\_\_ **UP TO \$250**

## **WHEN AM I ELIGIBLE FOR THESE REIMBURSEMENTS?**

You are eligible to receive these reimbursements once you've been with the Company sixty (60) days and every 12 months after that. This is your "**reimbursement anniversary**."

## **WILL I RECEIVE A REMINDER THAT I'M ELIGIBLE FOR A REIMBURSEMENT?**

Yes! You'll receive a notice through your employee-owner account when you are eligible. You'll also be notified each year on your reimbursement anniversary.

## **HOW DO I SUBMIT MY REIMBURSEMENT?**

- Take a photo of the receipt with your name and essential information on it.
- If this is for a boot reimbursement, make sure the receipt verifies the boot as a "safety" boot.
- Ensure reimbursement shows the price of the essential item.
- Submit your photo to [safety@emerysapp.com](mailto:safety@emerysapp.com)

## **WHEN CAN I EXPECT TO RECEIVE MY REIMBURSEMENT?**

After submitting your reimbursement documentation to [safety@emerysapp.com](mailto:safety@emerysapp.com), please allow up to two weeks for your reimbursement to be processed and directly deposited into your bank account.