

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?

SAFETY TOE WORK BOOTS

UP TO \$200

(Safety toe may be steel, aluminum, or composite.)

SAFETY TOE RUBBER BOOTS

UP TO \$100

(Safety toe may be steel, aluminum, or composite. To receive additional pairs, your worn ones must be returned.)

PRESCRIPTION SAFETY GLASSES

UP TO \$250

Please reference our [PPE POLICY](#) for specific requirements.

WHEN AM I ELIGIBLE FOR THESE REIMBURSEMENTS?

You are eligible to receive these reimbursements once you've been with the Company sixty (60) days. You are then eligible every 12 months after a reimbursement submission for each reimbursable item.

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?

- Open the Workday app
- Navigate to 'Announcements' and click 'Safety Boots/Glasses Reimbursement'
- Follow the prompts and ensure reimbursement shows the price of the essential item

WHEN CAN I EXPECT TO RECEIVE MY REIMBURSEMENT?

After submitting your reimbursement case, please allow up to two weeks for your reimbursement to be processed and directly deposited into your bank account.