

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?

- 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.