

POLICY 202: COMPANY UNIFORM

Lakes Gas Co. expects our employees to present a professional image to the public. We want to reflect a dress for success idea and attitude in our industry. We want our customers to recognize that we are not strangers entering their property and that they can call us by name. Therefore, it is mandatory that the employee's first name be embroidered on the garment.

Lakes Gas Co. will initially supply a daily work uniform to all employees retained after successfully completing their introductory period. A personal uniform account with an allowance will be set up in the Lakes Gas/Ameripride Webstore for each employee by the corporate office once all required training, reviews and paperwork are completed and turned into Human Resources. The cost of the garment, embroidery, shipping and tax will be deducted from your account balance on all orders. Each year thereafter, on the 1st of June after the first full year of service, (must have 1 year completed by May 31st) an allowance of \$85 for full time D.O.T./Dock employees and \$55 for full time and permanent part time CSR's will be issued for use towards uniform maintenance and upkeep. Seasonal D.O.T. employees will be issued a \$55.00 maintenance and upkeep allowance once they are called back to work the following season. The uniform maintenance and upkeep allowance can only be used towards the purchase of uniform clothing items, not accessories or shoes.

DAILY WORK UNIFORM

The **NEW D.O.T./DOCK UNIFORM** for full time employees will consist of all of the following:

- 2 Short sleeve Tactical navy blue field shirts - 2 Long sleeve Tactical navy blue field shirts
(Tactical field shirts must be ordered via e-mail to Ameripride and not in webstore)
- 1 Short sleeve grey t-shirt - 1 Long sleeve grey mock turtleneck
- 1 Short sleeve navy t-shirt - 1 Long sleeve navy mock turtleneck
- 2 Short sleeve royal blue t-shirts - 1 Flex fit baseball cap
- 1 Dry Duck Winter coat

Seasonal D.O.T. uniform will consist of the items listed above in the column on the right side. (It does not include any short sleeve shirts or T-Shirts.) No substitutions will be given.

The **NEW CSR UNIFORM** will consist of:

- Choice of **clothing** items from the Lakes Gas/Ameripride webstore not to exceed a total value of \$160.00 including embroidery fees, shipping and tax. No accessories or shoes qualify.

Employees are required to wear company uniforms to work everyday. D.O.T./DOCK employees will not be allowed to wear shorts or cut-offs, they must wear pants while on company time. Employees have the option of wearing work pants that are either denim blue/black jeans or blue/charcoal work pants. Pants need to be fully serviceable, free of holes and worn appropriately. The company does not supply pants. Exceptions to wearing the company uniform will be allowed while the employee is performing the painting of tanks and equipment.

Safe worker and CSR performance review award values will be deposited into each recipient's personal account in the webstore and can be used towards the purchase of ANY available items in the webstore, safety shoes from Chet's Shoes or can be applied to your personal gas account with Lakes Gas. If you wish to purchase safety shoes or apply an amount to your personal gas account, contact your District Administrative Assistant to transfer an allowance from your webstore account to cover the cost. If your order exceeds your allowance in the webstore, you will need to use a personal credit card to complete the order.

All allowances and rewards are Non-redeemable for cash and do not have an expiration date. They are only transferrable to a Chet's Shoes order or payment on your personal Lakes Gas account.